AY 2019-20 : Offer Letters

PRIYADHARSHINI A –24/7 CUSTOMER PRIVATE LTD24

[24]7-2

[24]7

Dear Priyadharshini A

Sub: **Conditional Offer of Employment**

Congratulations!

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

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

1. Your initial annual Cost to Company will be Rs.2,69,689/- pa. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining 10/06/2019for the purpose of submission/verification:
   - Five passport size color photographs (important)
   - Date of Birth proof certificate (Original and Photocopy)
   - Aadhaar Card (Original and Photocopy)
   - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
   - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
   - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
   - Last drawn Pay slip (if applicable in original)
   - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

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

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

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

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

With Best Wishes,

for
Sumita Malik
Vice President HR

I accept your offer.
Signature of the candidate

24/7 Customer Pvt. Ltd., Prestige Tech Platina – 2, Survey Nos. 32/1, 32/2, 34/1, 34/2, 34/3, 34/4, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road between Sarjapur and Marathahalli, Bangalore - 560087. India | Tel. +91 79427247 | Fax. +91 30582493 | www.247-inc.com

MOHAN KARTHIK G – 24/7 CUSTOMER PRIVATE LTD

[24]7

(24)7 - 3

Dear Mohan karthik G

Sub: **Conditional Offer of Employment**

Congratulations!

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

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

1. Your initial annual Cost to Company will be Rs 2,69,625/- This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining 7th July 2020 for the purpose of submission/verification:
   - Five passport size color photographs (important)
   - Date of Birth proof certificate (Original and Photocopy)
   - Aadhaar Card (Original and Photocopy)
   - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
   - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
   - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
   - Last drawn Pay slip (if applicable in original)
   - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

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

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

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

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

With Best Wishes,

Susmita Malik
Vice President HR

I accept your offer.
Signature of the candidate

24/7 Customer Pvt. Ltd., Prestige Tech Platina – 2, Survey Nos. 32/1, 32/2, 34/1, 34/2, 34/3, 34/4, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road between Sarjapur and Marathahalli, Bangalore - 560087, India | Tel. +91 79427247 | Fax. +91 30582469 | www.247-inc.com

SHANMUGA PRIYA M – 24/7 CUSTOMER PRIVATE LTD

[24]7 -4

[24]7

Dear Shanmuga Priya M

Sub: **Conditional Offer of Employment**

Congratulations!

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

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

1. Your initial annual Cost to Company will be Rs 2,69,689 p.a. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining July 2019 for the purpose of submission/verification:
   - Five passport size color photographs (important)
   - Date of Birth proof certificate (Original and Photocopy)
   - Aadhaar Card (Original and Photocopy)
   - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
   - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
   - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
   - Last drawn Pay slip (if applicable in original)
   - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

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

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

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

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

With Best Wishes,

Sesmita Malik
Vice President HR

I accept your offer.
Signature of the candidate

24/7 Customer Pvt. Ltd., Prestige Tech Platina – 2, Survey Nos. 32/1, 32/2, 34/1, 34/2, 34/3, 34/4, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road between Sarjapur and Marathahalli, Bangalore - 560087. India | Tel. +91 79427247 | Fax. +91 30552469 | www.247-inc.com

SUBASH G – 24/7 CUSTOMER PRIVATE LTD

(27) 7-5

[24]7

Dear Subash G

Sub: **Conditional Offer of Employment**

Congratulations!

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

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

1. Your initial annual Cost to Company will be Rs. 3,60,000/- This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining 7th June 2016 for the purpose of submission/verification:
   - Five passport size color photographs (important)
   - Date of Birth proof certificate (Original and Photocopy)
   - Aadhaar Card (Original and Photocopy)
   - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
   - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
   - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
   - Last drawn Pay slip (if applicable in original)
   - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

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

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

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

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

With Best Wishes,

Susmita Malik
Vice President HR

I accept your offer.
Signature of the candidate

24/7 Customer Pvt. Ltd., Prestige Tech Platina – 2, Survey Nos. 32/1, 32/2, 34/1, 34/2, 34/3, 34/4, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road between Sarjapur and Marathahalli, Bangalore - 560087. India I Tel. +91 79427247 I Fax. +91 30582460 I www.247-inc.com

PRAVEEN PRABHU S J – 24/7 CUSTOMER PRIVATE LTD

(24)7-6

[24]7

Dear Praveen Prabhu SJ

Sub: **Conditional Offer of Employment**

Congratulations!

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

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

1. Your initial annual Cost to Company will be Rs. 2,69,689/- p.a. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining 7th July 2020 for the purpose of submission/verification:
   - Five passport size color photographs (important)
   - Date of Birth proof certificate (Original and Photocopy)
   - Aadhaar Card (Original and Photocopy)
   - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
   - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
   - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
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   - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

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

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

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

With Best Wishes,
For
Susmita Mallik
Vice President HR

I accept your offer.
Signature of the candidate

24/7 Customer Pvt. Ltd., Prestige Tech Platina – 2, Survey Nos. 32/1, 32/2, 34/1, 34/2, 34/3, 34/4, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road between Sarjapur and Marathahalli, Bangalore - 560087. India I Tel. +91 79427247 I Fax. +91 30582469 I www.247-inc.com

SRILEKHA T – 24/7 CUSTOMER PRIVATE LTD

[24]7-7

[24]7

Dear T. Srilekha

Sub: **Conditional Offer of Employment**

Congratulations!

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

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

1. Your initial annual Cost to Company will be Rs2,69,681/-. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining 7th July 2014 for the purpose of submission/verification:
   - Five passport size color photographs (important)
   - Date of Birth proof certificate (Original and Photocopy)
   - Aadhaar Card (Original and Photocopy)
   - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
   - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
   - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
   - Last drawn Pay slip (if applicable in original)
   - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

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

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

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

With Best Wishes,

for
Sarbjita Malik
Vice President HR

I accept your offer.
Signature of the candidate

24/7 Customer Pvt. Ltd., Prestige Tech Platina – 2, Survey Nos. 32/1, 32/2, 34/1, 34/2, 34/3, 34/4, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road between Sarjapur and Marathahalli, Bangalore - 560087. India I Tel. +91 79427247 I Fax. +91 30582469 I www.247-inc.com

LALITH KUMAR R – 24/7 CUSTOMER PRIVATE LTD

[24]7

[24] 7-3

Dear Lalith kumar R

Sub: **Conditional Offer of Employment**

Congratulations!

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

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

1. Your initial annual Cost to Company will be Rs 2,69,681/- This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining July 2015 for the purpose of submission/verification:
   - Five passport size color photographs (Important)
   - Date of Birth proof certificate (Original and Photocopy)
   - Aadhaar Card (Original and Photocopy)
   - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
   - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
   - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
   - Last drawn Pay slip (if applicable in original)
   - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

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

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

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

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

With Best Wishes,

for

Sarmita Malik
Vice President HR

I accept your offer.
Signature of the candidate

24/7 Customer Pvt. Ltd., Prestige Tech Platina – 2, Survey Nos. 32/1, 32/2, 34/1, 34/2, 34/3, 34/4, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road between Sarjapur and Marathahalli, Bangalore - 560087. India I Tel. +91 79427247 I Fax. +91 30582469 I www.247-inc.com

NIHAARIKA R – 24/7 CUSTOMER PRIVATE LTD

17-18 (24)7

[24]7

Dear R. Nihaarika

Sub: **Conditional Offer of Employment**

Congratulations!

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

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

1. Your initial annual Cost to Company will be Rs 2,69,669 p.a. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining 7th July 2016 for the purpose of submission/verification:
   - Five passport size color photographs (important)
   - Date of Birth proof certificate (Original and Photocopy)
   - Aadhaar Card (Original and Photocopy)
   - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
   - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
   - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
   - Last drawn Pay slip (if applicable in original)
   - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

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

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

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

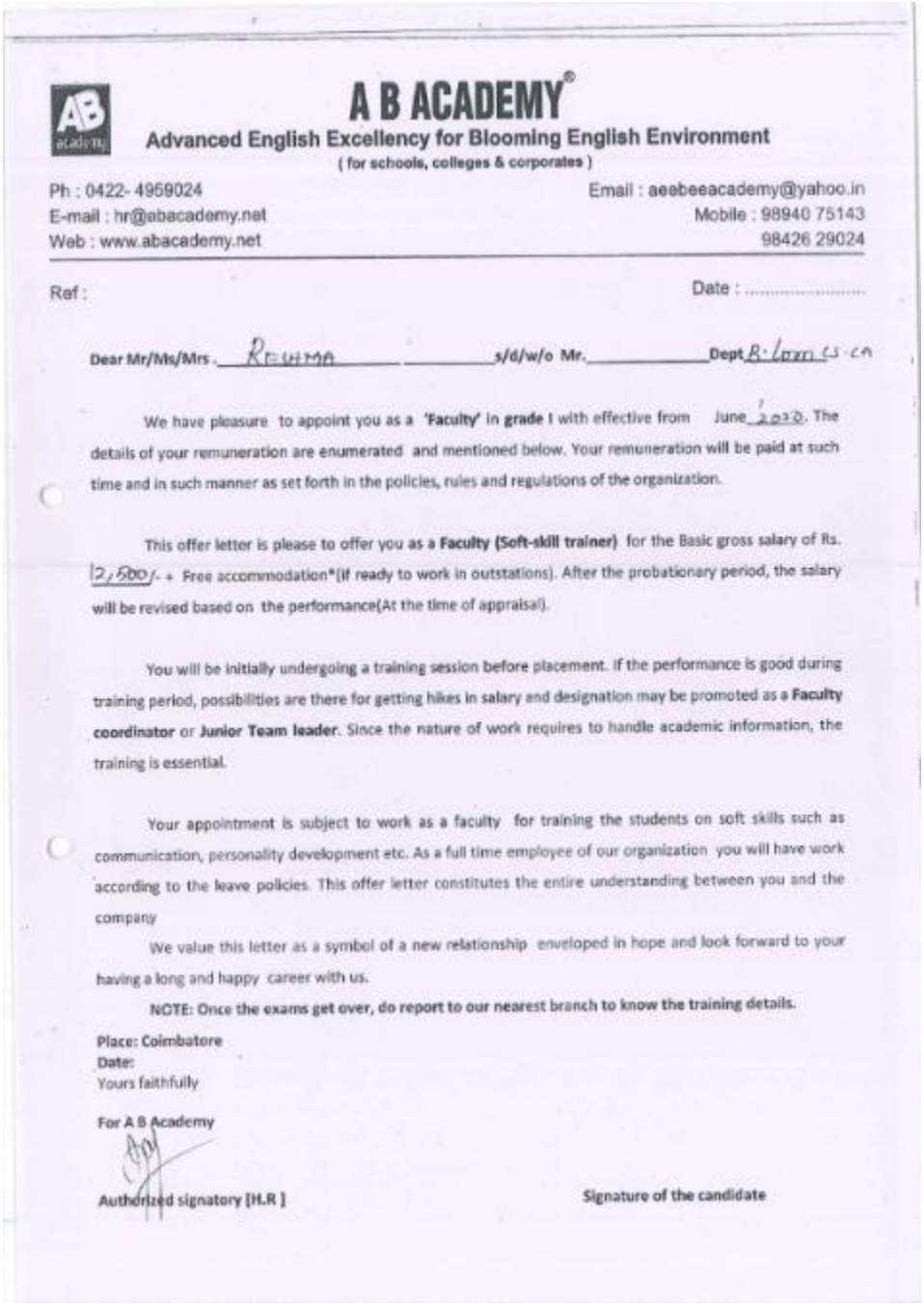
With Best Wishes,

Sd/-
Sumita Malik
Vice President HR

I accept your offer.
Signature of the candidate

24/7 Customer Pvt. Ltd., Prestige Tech Platina – 2, Survey Nos. 32/1, 32/2, 34/1, 34/2, 34/3, 34/4, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road between Sarjapur and Marathahalli, Bangalore - 560087, India I Tel. +91 79427247 I Fax. +91 30582469 I www.247-inc.com

RESHMA – AEE BEE ACADEMY



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Web : www.abacademy.net

Email : aeebeeacademy@yahoo.in
Mobile : 98940 75143
98426 29024

Ref :

Date : .....

Dear Mr/Ms/Mrs . RESHMA s/d/w/o Mr. _____ Dept B.Com CS-CA

We have pleasure to appoint you as a **'Faculty'** in **grade I** with effective from June 2020. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a **Faculty (Soft-skill trainer)** for the Basic gross salary of Rs. 12,500/- + Free accommodation*(if ready to work in outstations). After the probationary period, the salary will be revised based on the performance(At the time of appraisal).

You will be initially undergoing a training session before placement. If the performance is good during training period, possibilities are there for getting hikes in salary and designation may be promoted as a **Faculty coordinator** or **Junior Team leader**. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the company

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us.

NOTE: Once the exams get over, do report to our nearest branch to know the training details.

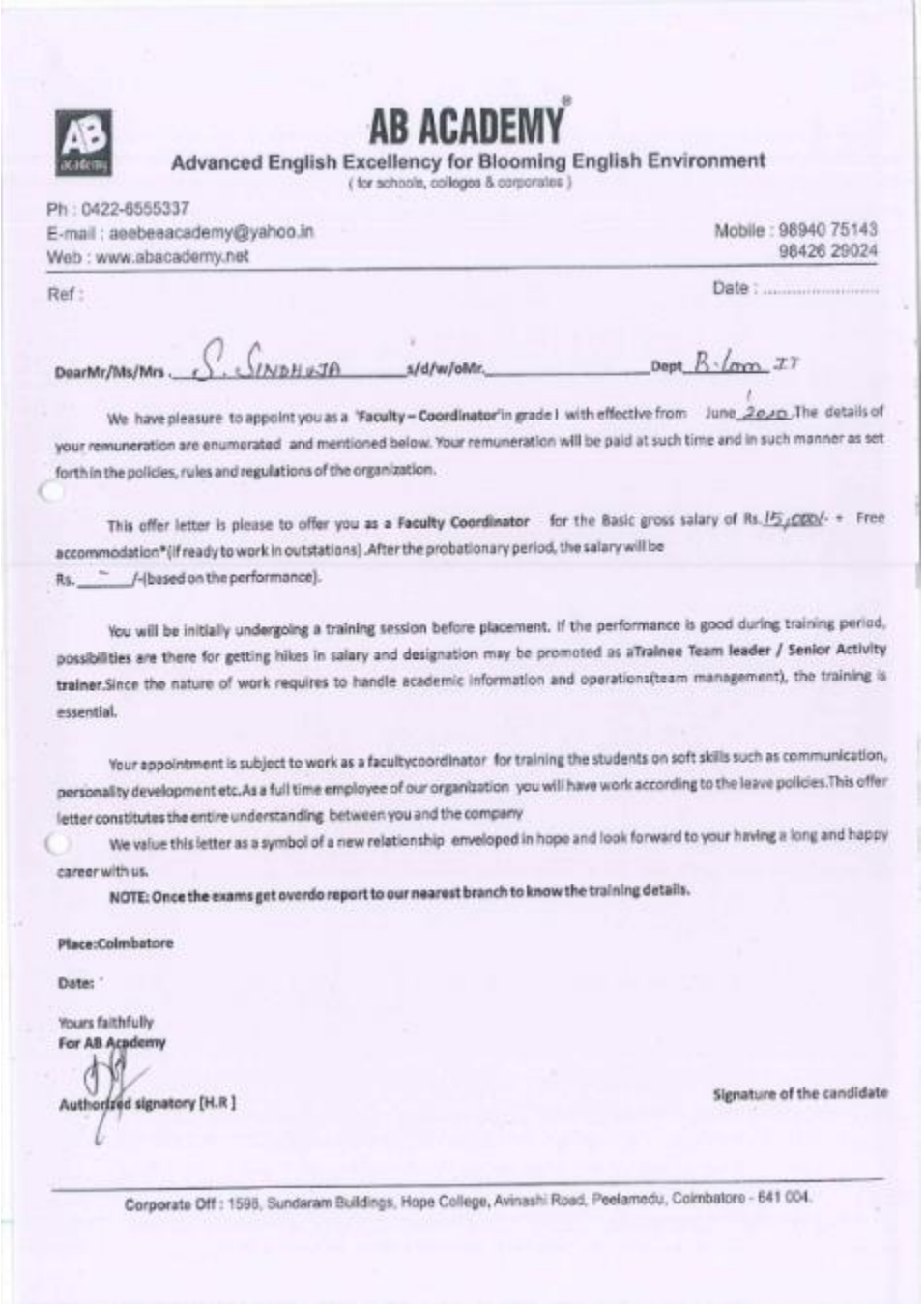
Place: Coimbatore
Date:
Yours faithfully

For A B Academy

Authorized signatory [H.R]

Signature of the candidate

SINDHUJA S – AEE BEE ACADEMY



AB ACADEMY

Advanced English Excellency for Blooming English Environment

(for schools, colleges & corporates)

Ph : 0422-6555337
E-mail : aeebeeacademy@yahoo.in
Web : www.abacademy.net

Mobile : 98940 75143
98426 29024

Ref :

Date : .....

DearMr/Ms/Mrs . S. SINDHUJA s/d/w/oMr. _____ Dept B.Com IT

We have pleasure to appoint you as a **'Faculty – Coordinator'** in grade I with effective from June 2020 .The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you **as a Faculty Coordinator** for the Basic gross salary of Rs. 15,000/- + Free accommodation*(if ready to work in outstations) .After the probationary period, the salary will be Rs. ~ /-(based on the performance).

You will be initially undergoing a training session before placement. If the performance is good during training period, possibilities are there for getting hikes in salary and designation may be promoted as a**Trainee Team leader / Senior Activity trainer**.Since the nature of work requires to handle academic information and operations(team management), the training is essential.

Your appointment is subject to work as a facultycoordinator for training the students on soft skills such as communication, personality development etc.As a full time employee of our organization you will have work according to the leave policies.This offer letter constitutes the entire understanding between you and the company

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us.

NOTE: Once the exams get overdo report to our nearest branch to know the training details.

Place:Coimbatore

Date:

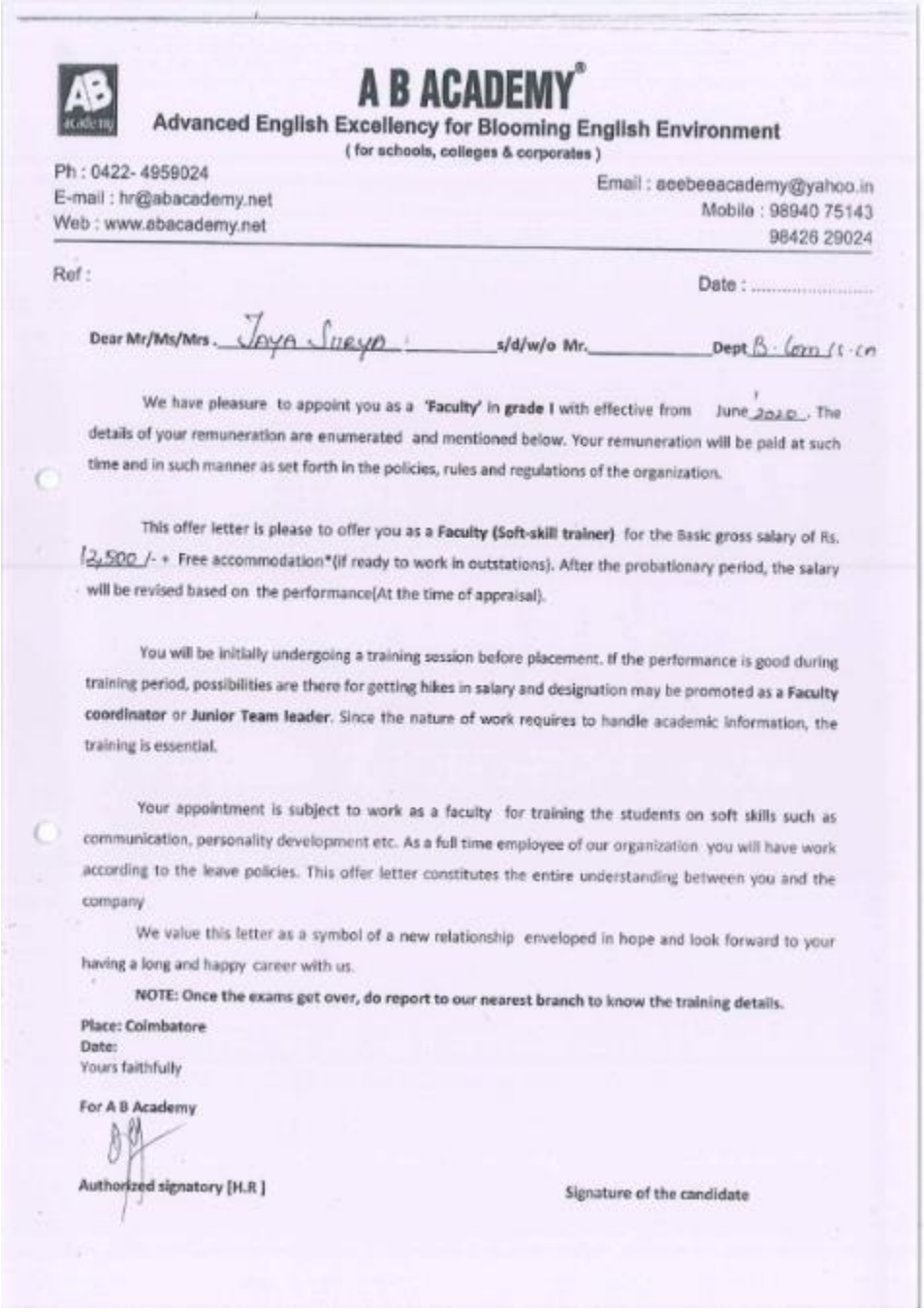
Yours faithfully
For AB Academy

Authorized signatory [H.R]

Signature of the candidate

Corporate Off : 1598, Sundaram Buildings, Hope College, Avinashi Road, Peelamedu, Coimbatore - 641 004.

JAYA SURYA – AEE BEE ACADEMY



A B ACADEMY®

Advanced English Excellency for Blooming English Environment

(for schools, colleges & corporates)

Ph : 0422- 4959024
E-mail : hr@abacademy.net
Web : www.abacademy.net

Email : aeebeeacademy@yahoo.in
Mobile : 98940 75143
98426 29024

Ref :

Date : .....

Dear Mr/Ms/Mrs . Jaya Surya s/d/w/o Mr. _____ Dept B. Com (C.A)

We have pleasure to appoint you as a **'Faculty'** in **grade I** with effective from June 2020 . The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a **Faculty (Soft-skill trainer)** for the Basic gross salary of Rs. 12,500 /- + Free accommodation*(if ready to work in outstations). After the probationary period, the salary will be revised based on the performance(At the time of appraisal).

You will be initially undergoing a training session before placement. If the performance is good during training period, possibilities are there for getting hikes in salary and designation may be promoted as a **Faculty coordinator** or **Junior Team leader**. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the company

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us.

NOTE: Once the exams get over, do report to our nearest branch to know the training details.

Place: Coimbatore
Date:
Yours faithfully

For A B Academy

Authorized signatory [H.R]

Signature of the candidate

A-1

Date of Selection : 5/2 PHO (Documentation) Date :

SkillSet : BE - Voice Contact Person :

PHO To NHO

Process Handout

Congratulations on being selected for the position of **Customer Service Associate** at **Amazon Development Center India Pvt Ltd, Coimbatore.**

his Handout will give you an overview of the Onboarding process involved between PHO (Pre-Hire Orientation) & NHO (New Hire rientation/Day 1 at Amazon) stages.

Documents to carry for your Documentation (PHO) Session

- ❑ Pan Card & Aadhar Card
- ❑ Address Proofs (Permanent as well as Current addresses)
- ❑ All Education Documents (Mark-sheets/Certificates)
- ❑ All Employment Documents (Relieving/Experience/Offer Letters, Last Pay-slip, Resignation acceptance)

It's mandatory that you have your PAN Card, Aadhar Card & a Bank A/c (any bank) in your name ready on day one.
Joint Bank account or an account in someone else's name will not be considered.

efore you start filling the pre-screening forms in the Background Check link from Accurate, please ensure you have a soft/scanned copy f below mentioned documents in PDF/JPEG format which you would be asked to upload later. Also, it is recommended that you login to below link on a laptop/desktop using Google Chrome browser (not on smart phones).

Document Type	Documents Required
ID Proof	PAN Card and Aadhar Card (Mandatory)
Only for Work from Home	
Internet Connection Proof (Min speed-10MBPS)	Latest Bill/Installation Receipt and Speed Test Report Screenshot
Power Backup Proof (4-5 Hrs of Power Backup)	Photographs of Installed UPS/Inverter/Generator

You will receive a mail from the onboarding team to submit these proofs, kindly reply to the same within 24 hours

Please note all the communications will take place through emails, so kindly check your emails regularly (including junk/spam box)

part of the offer process, you will receive two emails from Amazon:

- Email is from Accurate Background Check : Sent within 24-48 hrs from the time you are issues with your Letter of Intent (LOI).
- Email is from cjb-lmpdoc@amazon.com : Sent 1 week prior to your date of joining.
- Email is from MyDocs : Sent 3/4 days prior to your date of joining.

Please ensure you complete all the online processes mentioned above to ensure a smooth onboarding process for you.

New Hire Orientation

genda

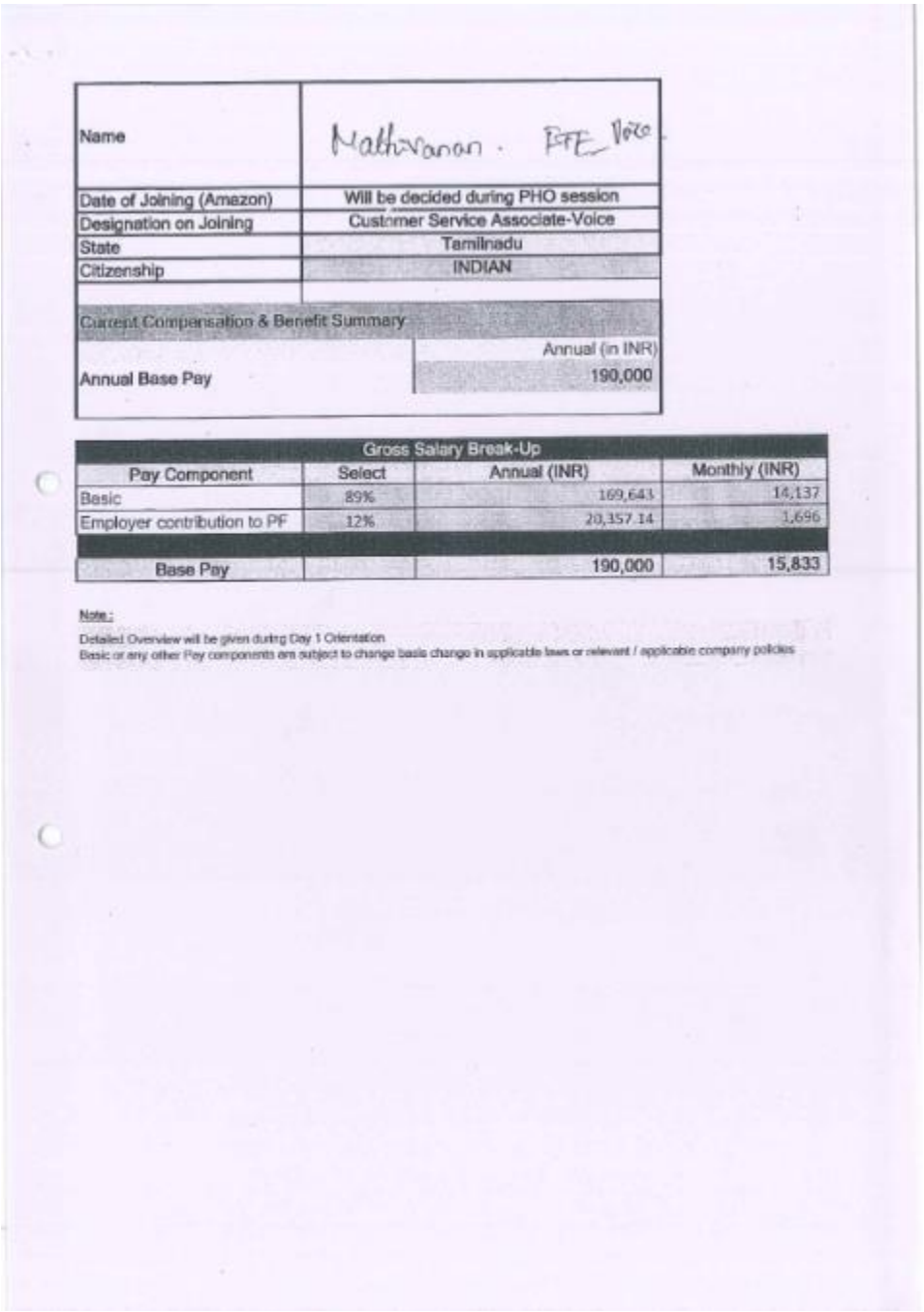
Time	Activity	Owner	What happens in the session
8:00 - 8:30	My email on day one	ESC Team	Documentation & Onboarding on the one time on the ESC, the IT
8:30 - 9:00	Amazon one on one	Training Team	Class 1 on HR policies & brief about the Amazon media &
9:00 - 12:00	PBP	ESC Team	Explain all HR policies & brief about the PBP
12:00 - 12:30	Computer Security Session	Onboard Security Team	Delegate CCSC explains the office Communication system
12:30 - 13:00	Lunch Break	NA	NA
13:00 - 14:00	Amazon one on one	Training Team	Trainer introduces Amazon (Vision) including history, growth and work culture
14:00 - 15:00	Amazon one on one	Training Team	Trainer introduces Amazon (Vision) including history, growth and work culture
15:00 - 16:00	Amazon one on one	Training Team	Trainer shares about their lives (Personalized as ESC)
16:00 - 16:30	Amazon one on one	Training Team	Trainer shares about their lives (Personalized as ESC)
16:30 - 17:00	Conference Connect	CC Conference Team	A member from the Onboarding team will help you to get the new joinees
17:00 - 18:00	ID Cards/Desk Allotment	Security/ESC Team	Badging: Learn to click new joinee's picture for ID Cards

WELCOME ABOARD

For any queries please write to cjb10-recruitment-process@amazon.com

amazon Development Center INDIA

MATHIVANAN – AMAZON DEVELOPMENT CENTER



Name	Mathivanan . FTE Voice
Date of Joining (Amazon)	Will be decided during PHO session
Designation on Joining	Customer Service Associate-Voice
State	TamilNadu
Citizenship	INDIAN

Current Compensation & Benefit Summary	Annual (in INR)
Annual Base Pay	190,000

Gross Salary Break-Up			
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	89%	169,643	14,137
Employer contribution to PF	12%	20,357.14	1,696
Base Pay		190,000	15,833

Note :
Detailed Overview will be given during Day 1 Orientation
Basic or any other Pay components are subject to change basis change in applicable laws or relevant / applicable company policies

A - 2

Date of Selection : 5/12 PHO (Documentation) Date : —

SkillSet : F&G-chat Contact Person : —

PHO To NHO

Process Handout

Congratulations on being selected for the position of **Customer Service Associate** at **Amazon Development Center India Pvt Ltd, Coimbatore.**

his Handout will give you an overview of the Onboarding process involved between PHO (Pre-Hire Orientation) & NHO (New Hire rientation/Day 1 at Amazon) stages.

Documents to carry for your Documentation (PHO) Session

- ❑ Pan Card & Aadhar Card
- ❑ Address Proofs (Permanent as well as Current addresses)
- ❑ All Education Documents (Mark-sheets/Certificates)
- ❑ All Employment Documents (Relieving/Experience/Offer Letters, Last Pay-slip, Resignation acceptance)

It's mandatory that you have your PAN Card, Aadhar Card & a Bank A/c (any bank) in your name ready on day one. Joint Bank account or an account in someone else's name will not be considered.

lefore you start filling the pre-screening forms in the Background Check link from Accurate, please ensure you have a soft/scanned copy f below mentioned documents in PDF/JPEG format which you would be asked to upload later. Also, it is recommended that you login to below link on a laptop/desktop using Google Chrome browser (not on smart phones).

Document Type	Documents Required
[illegible] Proof	PAN Card and Aadhar Card - Mandatory
Only for Work from Home	
Internet Connection Proof (1Mbps to upto 10Mbps)	Latest Bill/Installation Receipt and Speed Test Report Screenshot
Power Backup Proof (4-5 Hrs of Power Backup)	Photograph of installed UPS/Inverter/Generator

You will receive a mail from the onboarding team to submit these proofs, kindly reply to the same within 24 hours

*****Please note all the communications will take place through emails, so kindly check your emails regularly (including junk/spam box)*****

s [illegible] of the offer process, you will receive two emails from Amazon:

- [illegible]il is from Accurate Background Check : Sent within **24-48 hrs** from the time you are issues with your Letter of Intent (LOI).
- Email is from clb-lmpdoc@amazon.com : Sent **1 week** prior to your date of joining.
- Email is from MyDocs : Sent **3/4 days** prior to your date of joining.

Please ensure you complete all the online processes mentioned above to ensure a smooth onboarding process for you.

New Hire Orientation

genda

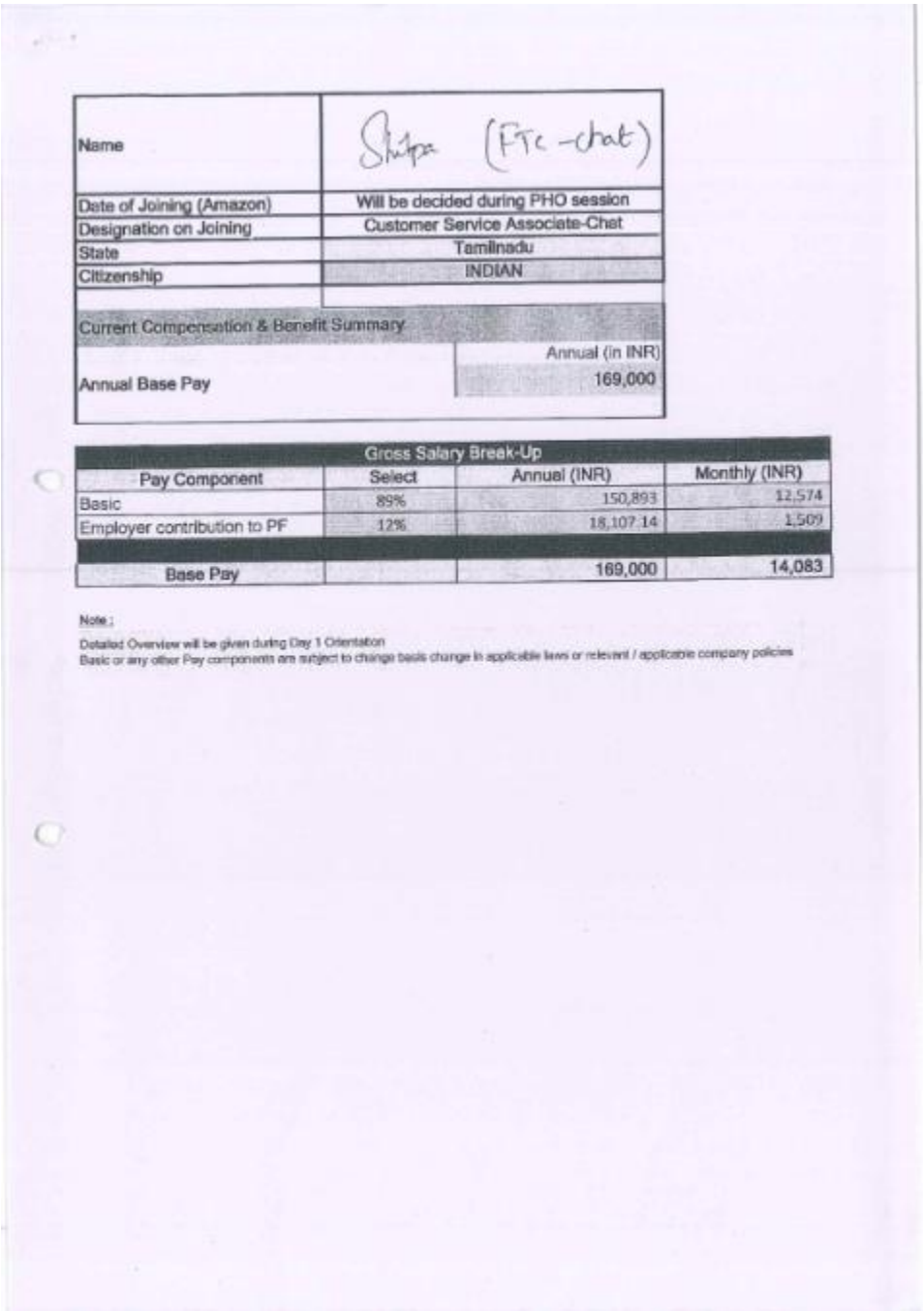
Date	Activity	Owner	What happens in the session
[illegible]	[illegible]	[illegible]	[illegible]

WELCOME ABOARD

***For any queries please write to clb10-recruitment[illegible]

amazon Development Center INDIA

SHILPA – AMAZON DEVELOPMENT CENTER



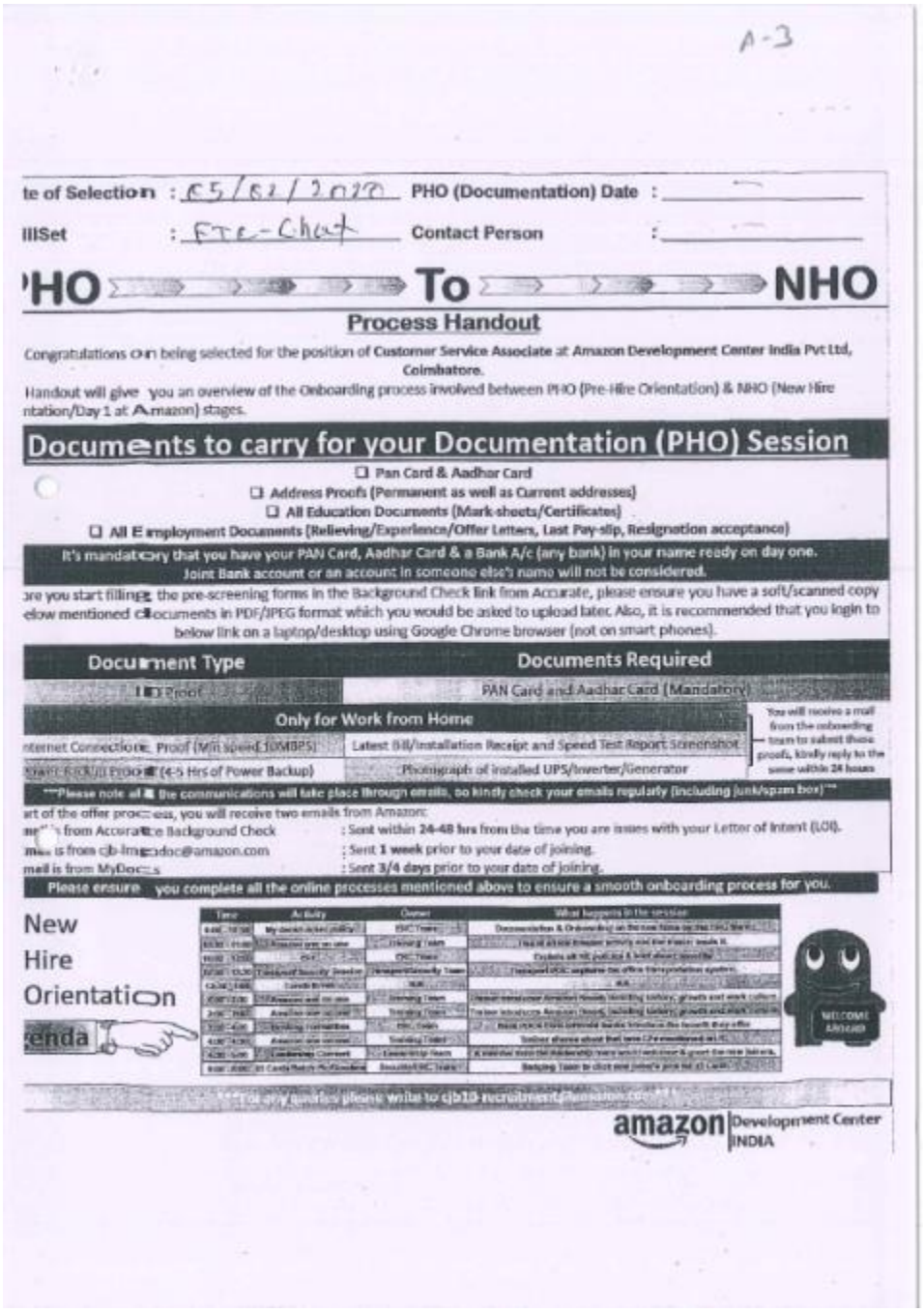
Name	Shilpa (FTC-chat)
Date of Joining (Amazon)	Will be decided during PHO session
Designation on Joining	Customer Service Associate-Chat
State	Tamilnadu
Citizenship	INDIAN

Current Compensation & Benefit Summary	Annual (in INR)
Annual Base Pay	169,000

Gross Salary Break-Up

Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	89%	150,893	12,574
Employer contribution to PF	12%	18,107.14	1,509
Base Pay		169,000	14,083

Note :
Detailed Overview will be given during Day 1 Orientation
Basic or any other Pay components are subject to change basis change in applicable laws or relevant / applicable company policies



A-3

te of Selection : 05/01/2019 PHO (Documentation) Date :

IllSet : Tte-Chat Contact Person :

'HO To NHO

Process Handout

Congratulations on being selected for the position of **Customer Service Associate** at **Amazon Development Center India Pvt Ltd, Coimbatore.**

Handout will give you an overview of the Onboarding process involved between PHO (Pre-Hire Orientation) & NHO (New Hire ntation/Day 1 at Amazon) stages.

Documents to carry for your Documentation (PHO) Session

- ❑ Pan Card & Aadhar Card
- ❑ Address Proofs (Permanent as well as Current addresses)
- ❑ All Education Documents (Mark-sheets/Certificates)
- ❑ All Employment Documents (Relieving/Experience/Offer Letters, Last Pay-slip, Resignation acceptance)

It's mandatory that you have your PAN Card, Aadhar Card & a Bank A/c (any bank) in your name ready on day one.
Joint Bank account or an account in someone else's name will not be considered.

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Document Type	Documents Required
I D Proof	PAN Card and Aadhar Card (Mandatory)
Only for Work from Home	
nternet Connection Proof (Min speed 10MBPS)	Latest Bill/Installation Receipt and Speed Test Report Screenshot
Power Back up Proof (4-5 Hrs of Power Backup)	Photograph of installed UPS/Inverter/Generator

You will receive a mail from the onboarding team to submit these proofs, kindly reply to the same within 24 hours

Please note all the communications will take place through emails, so kindly check your emails regularly (including junk/spam box)

art of the offer process, you will receive two emails from Amazon:

- m Accurate Background Check : Sent within **24-48 hrs** from the time you are issues with your Letter of Intent (LOI).
- is from cjb-lmsdoc@amazon.com : Sent **1 week** prior to your date of joining.
- mail is from MyDocs : Sent **3/4 days** prior to your date of joining.

Please ensure you complete all the online processes mentioned above to ensure a smooth onboarding process for you.

New Hire Orientation

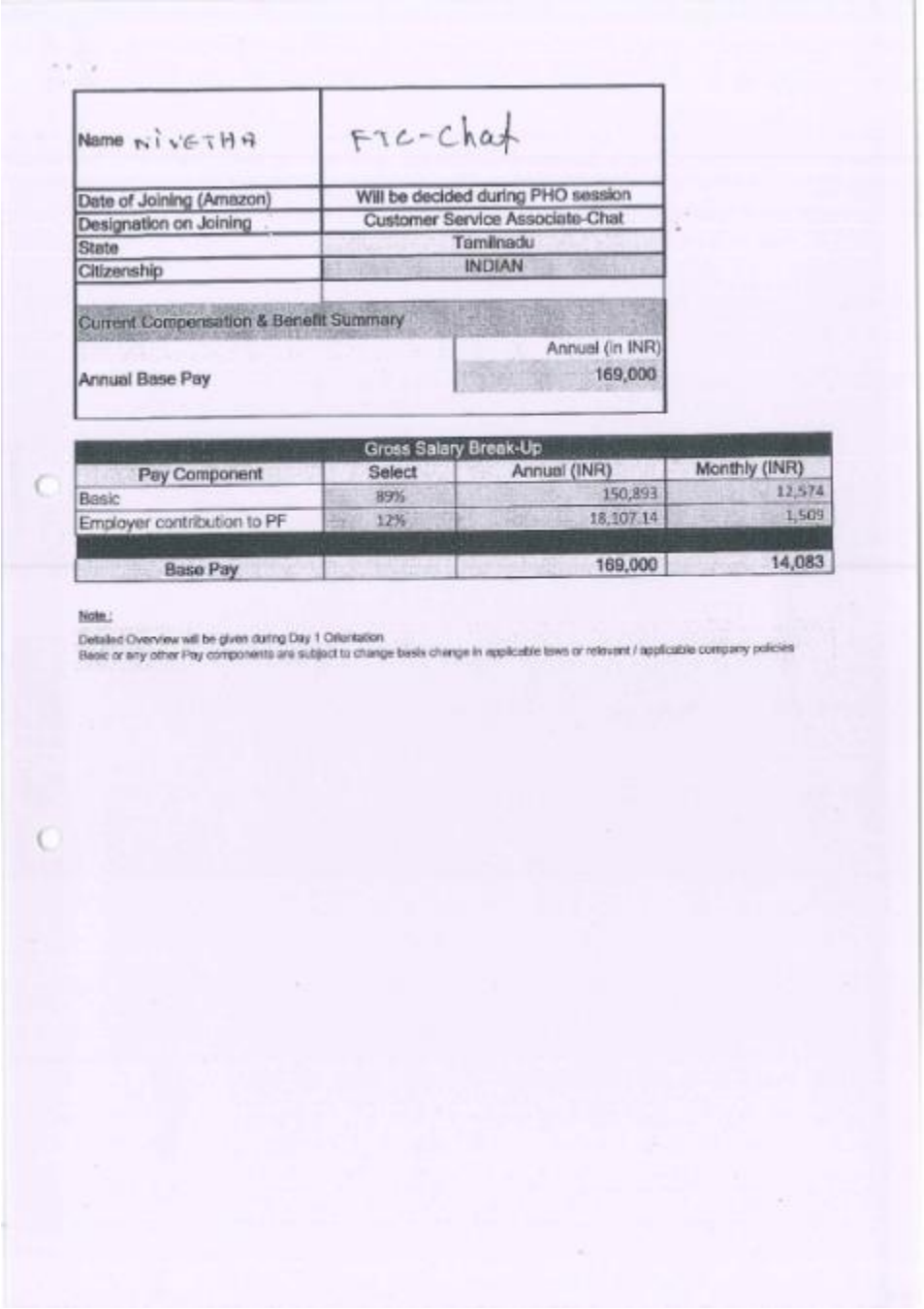
enda

Time	Activity	Owner	What happens in the session
8:00 - 10:30	My Amazon Arrival Journey	HRC Team	Documentation & Onboarding on the new hire on the first day
10:30 - 11:00	Amazon one on one	Training Team	Tea at Amazon Amazon activity and the Amazon made it
11:00 - 12:00	PHT	HRC Team	Explains all HR policies & brief about benefits
12:00 - 01:30	Tea break/Security Induction	Manager/Security Team	Transport HRC explains the office transportation system
01:30 - 2:00	Lunch Break	NA	NA
2:00 - 3:00	Amazon one on one	Training Team	Detailed introduction Amazon Vision, including history, growth and work culture
3:00 - 4:00	Amazon one on one	Training Team	Trainer introduces Amazon Vision, including history, growth and work culture
4:00 - 4:30	Training Formalities	HRC Team	Basic HR & Data collection Buddy Introduce the Buddy after
4:30 - 5:30	Amazon one on one	Training Team	Trainer shares about their term (Pre-mentioned in HC)
5:30 - 6:00	Leadership Connect	Executive/HRC Team	A member from the Management/ Team will meet new & greet the new hires,
6:00 - 6:30	Cab/Auto Pick-up/Drop	Executive/HRC Team	Buddy Team to check and collect the pick up at Cab

For any queries please write to cjb19-recruitment@amazon.com

amazon Development Center INDIA

NIVETHA – AMAZON DEVELOPMENT CENTER



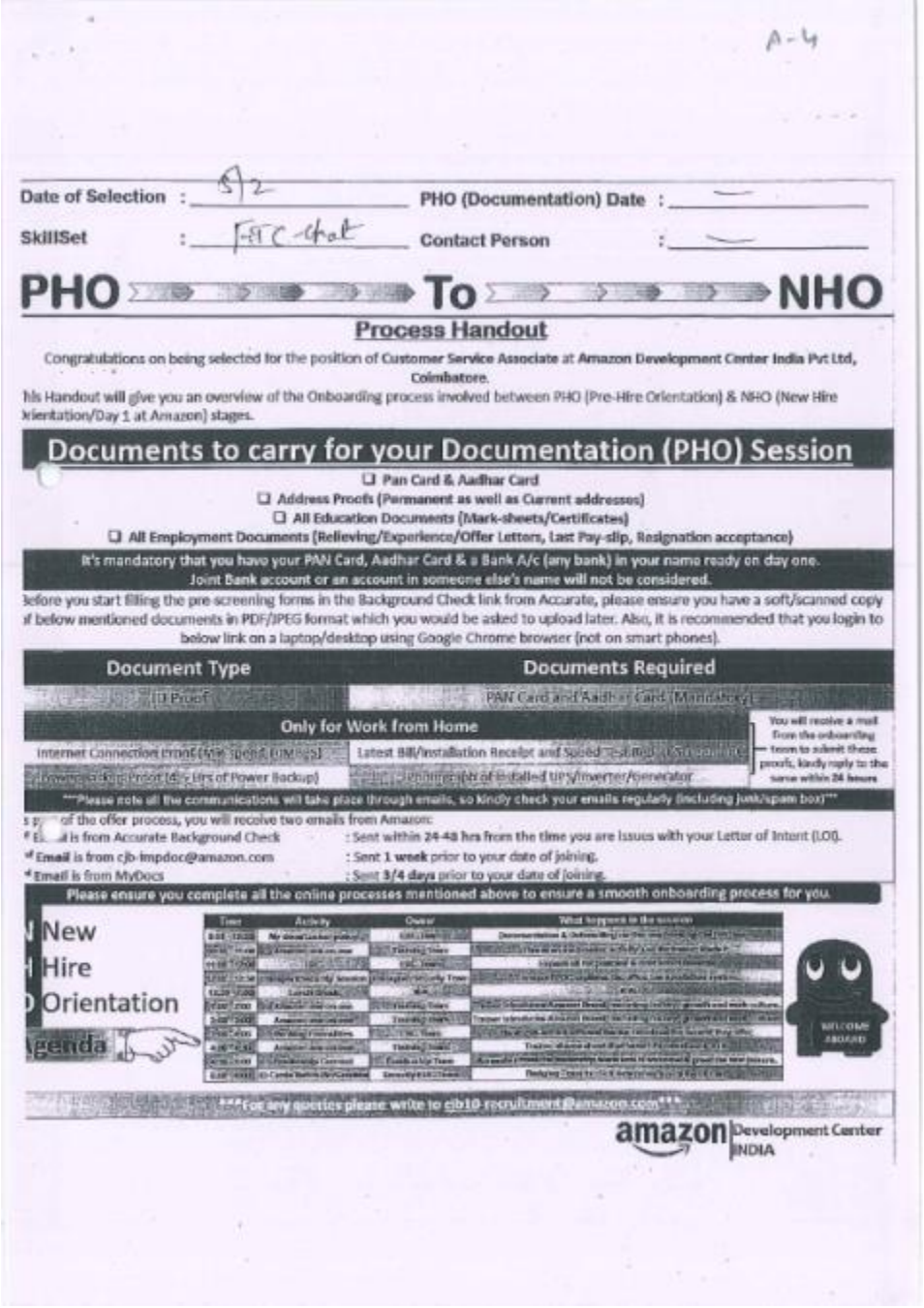
Name NIVETHA	FTC-Chat
Date of Joining (Amazon)	Will be decided during PHO session
Designation on Joining	Customer Service Associate-Chat
State	Tamilnadu
Citizenship	INDIAN

Current Compensation & Benefit Summary	Annual (in INR)
Annual Base Pay	169,000

Gross Salary Break-Up

Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	89%	150,893	12,574
Employer contribution to PF	12%	18,107.14	1,509
Base Pay		169,000	14,083

Note:
Detailed Overview will be given during Day 1 Orientation
Basic or any other Pay components are subject to change basis change in applicable laws or relevant / applicable company policies



A-4

Date of Selection : 8/2 PHO (Documentation) Date : —

SkillSet : F-ST Chat Contact Person : —

PHO To NHO

Process Handout

Congratulations on being selected for the position of **Customer Service Associate** at **Amazon Development Center India Pvt Ltd, Coimbatore.**

his Handout will give you an overview of the Onboarding process involved between PHO (Pre-Hire Orientation) & NHO (New Hire Orientation/Day 1 at Amazon) stages.

Documents to carry for your Documentation (PHO) Session

- ❑ Pan Card & Aadhar Card
- ❑ Address Proofs (Permanent as well as Current addresses)
- ❑ All Education Documents (Mark-sheets/Certificates)
- ❑ All Employment Documents (Relieving/Experience/Offer Letters, Last Pay-slip, Resignation acceptance)

It's mandatory that you have your PAN Card, Aadhar Card & a Bank A/c (any bank) in your name ready on day one.
Joint Bank account or an account in someone else's name will not be considered.

before you start filling the pre screening forms in the Background Check link from Accurate, please ensure you have a soft/scanned copy of below mentioned documents in PDF/JPEG format which you would be asked to upload later. Also, it is recommended that you login to below link on a laptop/desktop using Google Chrome browser (not on smart phones).

Document Type	Documents Required
ID Proof	PAN Card and Aadhar Card (Mandatory)
Only for Work from Home	
Internet Connection Proof (Min. Speed 2 MBPS)	Latest Bill/Installation Receipt and Speed Test Result (Screenshot)
Power Backup Proof (Min. 1 Hrs of Power Backup)	Latest Bill/Installation Receipt of Installed UPS/Inverter/Generator

You will receive a mail from the onboarding team to submit these proofs, kindly reply to the same within 24 hours

Please note all the communications will take place through emails, so kindly check your emails regularly (including junk/spam box)

s p... of the offer process, you will receive two emails from Amazon:

- E... is from Accurate Background Check : Sent within 24-48 hrs from the time you are issues with your Letter of Intent (LOI).
- Email is from cjb-impdoc@amazon.com : Sent 1 week prior to your date of joining.
- Email is from MyDocs : Sent 3/4 days prior to your date of joining.

Please ensure you complete all the online processes mentioned above to ensure a smooth onboarding process for you.

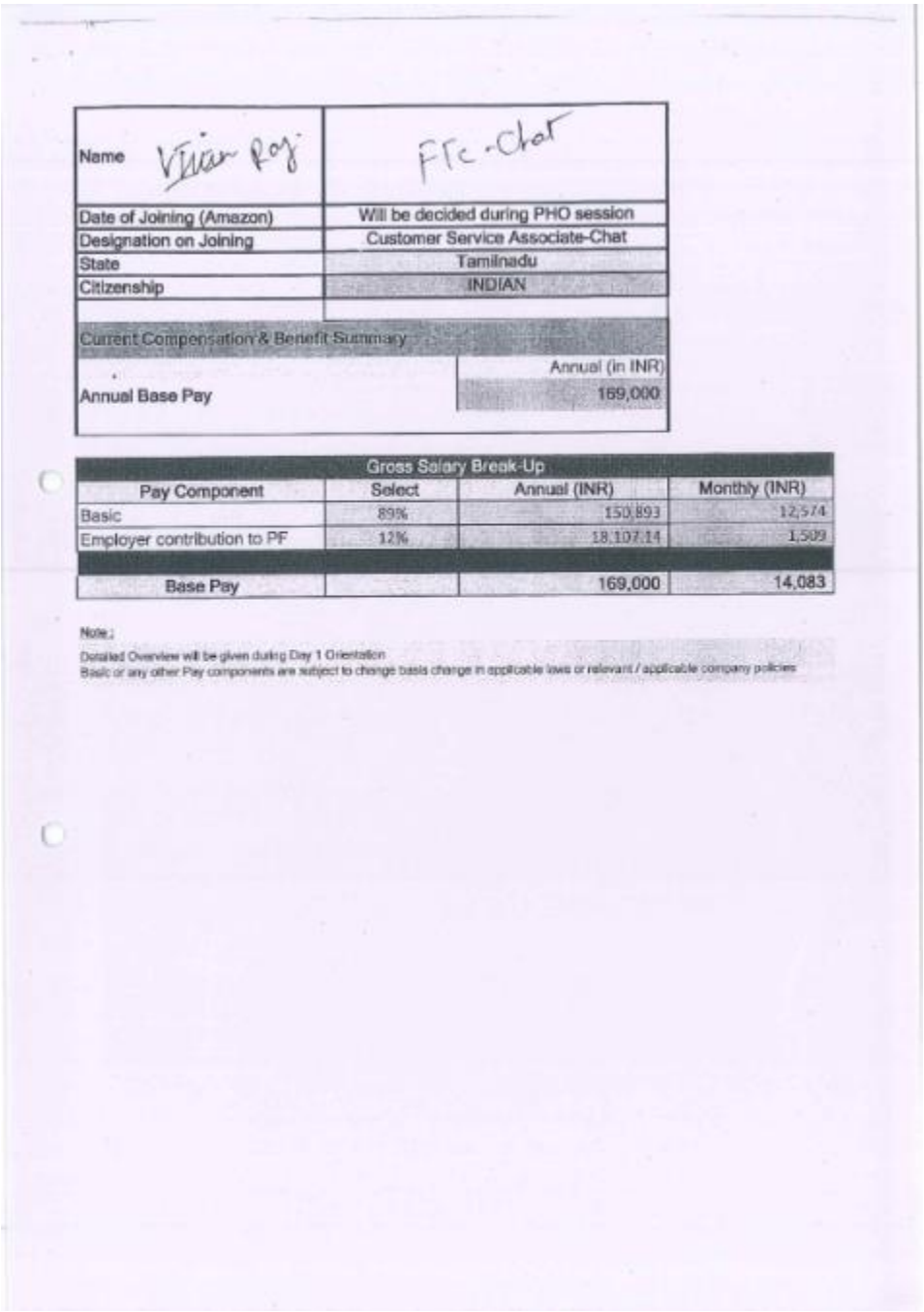
New Hire Orientation Agenda

Time	Activity	Owner	What happens in the session
8:00 - 12:00	No direct contact required	[illegible]	Documentation & Onboarding via the link shared in the mail
12:00 - 1:00	Lunch Break	Self	Lunch
1:00 - 2:00	Introduction to Amazon	Training Team	Introduction to Amazon
2:00 - 2:30	Amazon Culture	Training Team	Amazon Culture
2:30 - 3:00	Tea Break	Self	Tea Break
3:00 - 4:30	Amazon Leadership Principles	Training Team	Amazon Leadership Principles
4:30 - 5:30	Amazon Connect	Training Team	Amazon Connect
5:30 - 6:00	Q&A Session	Training Team	Q&A Session

For any queries please write to cjb10-recruitment@amazon.com

amazon Development Center INDIA

VIJAY RAJ – AMAZON DEVELOPMENT CENTER

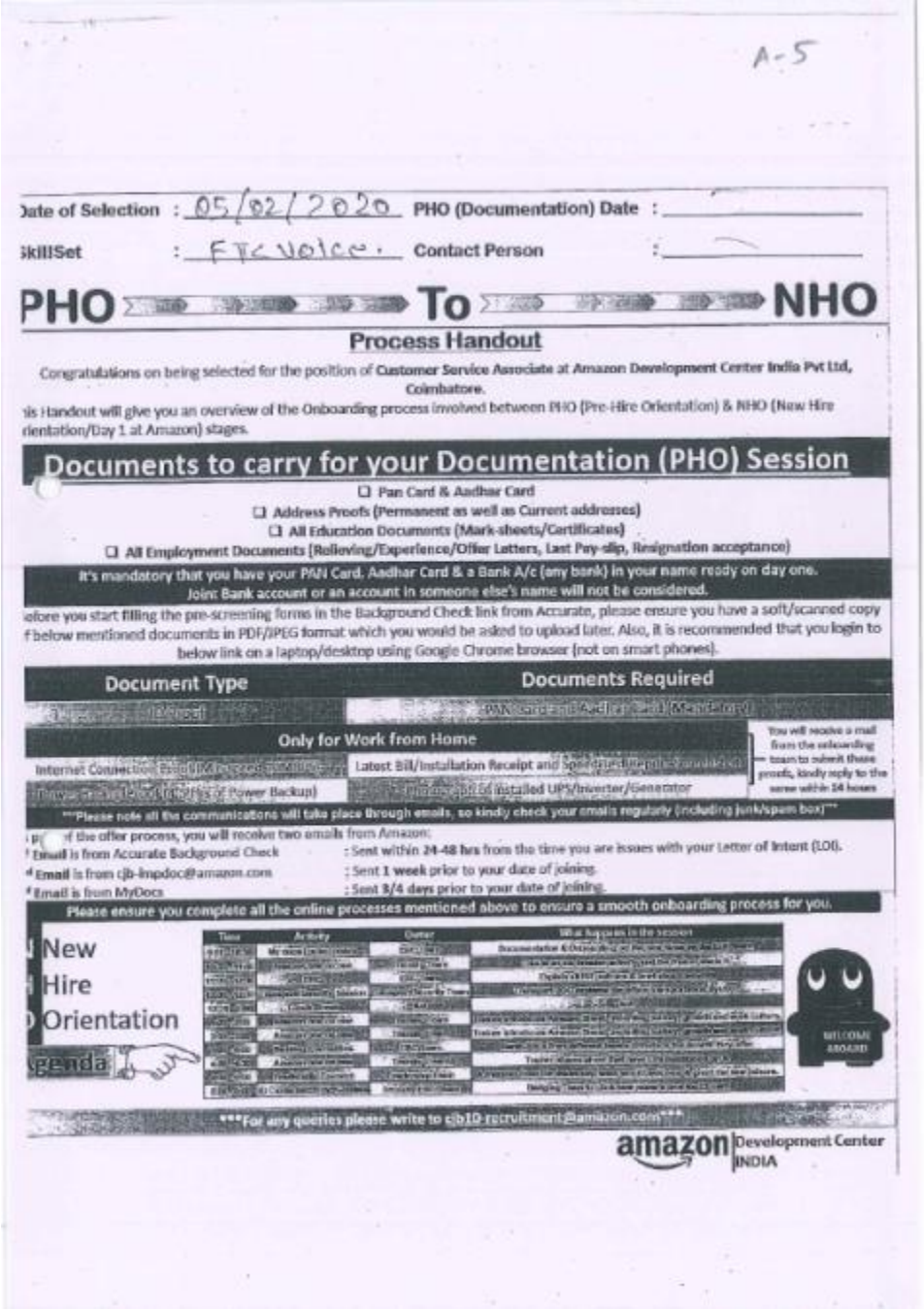


Name	Vijay Raj	FTC-Chat
Date of Joining (Amazon)		Will be decided during PHO session
Designation on Joining		Customer Service Associate-Chat
State		Tamilnadu
Citizenship		INDIAN

Current Compensation & Benefit Summary	Annual (in INR)
Annual Base Pay	169,000

Gross Salary Break-Up			
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	89%	150,893	12,574
Employer contribution to PF	11%	18,107.14	1,509
Base Pay		169,000	14,083

Note:
Detailed Overview will be given during Day 1 Orientation
Basic or any other Pay components are subject to change basis change in applicable laws or relevant / applicable company policies



A-5

Date of Selection : 05/02/2020 PHO (Documentation) Date :

SkillSet : FTC Voice. Contact Person :

PHO To NHO

Process Handout

Congratulations on being selected for the position of **Customer Service Associate at Amazon Development Center India Pvt Ltd, Coimbatore.**

his Handout will give you an overview of the Onboarding process involved between PHO (Pre-Hire Orientation) & NHO (New Hire rientation/Day 1 at Amazon) stages.

Documents to carry for your Documentation (PHO) Session

- ☐ Pan Card & Aadhar Card
- ☐ Address Proofs (Permanent as well as Current addresses)
- ☐ All Education Documents (Mark-sheets/Certificates)
- ☐ All Employment Documents (Relieving/Experience/Offer Letters, Last Pay-slip, Resignation acceptance)

It's mandatory that you have your PAN Card, Aadhar Card & a Bank A/c (any bank) in your name ready on day one.
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Document Type	Documents Required
[illegible]	[illegible]
Only for Work from Home	
Internet Connection	Latest Bill/Installation Receipt and Speed test Screenshot
Power Backup (In case of Power Backup)	Photo of installed UPS/Inverter/Generator

You will receive a mail from the onboarding team to submit these proofs, kindly reply to the same within 24 hours

Please note all the communications will take place through emails, so kindly check your emails regularly (including junk/spam box)

f the offer process, you will receive two emails from Amazon:

- Email is from Accurate Background Check : Sent within 24-48 hrs from the time you are issues with your Letter of Intent (LOI).
- Email is from cjb-inpdoc@amazon.com : Sent 1 week prior to your date of joining.
- Email is from MyDocs : Sent 3/4 days prior to your date of joining.

Please ensure you complete all the online processes mentioned above to ensure a smooth onboarding process for you.

New Hire Orientation

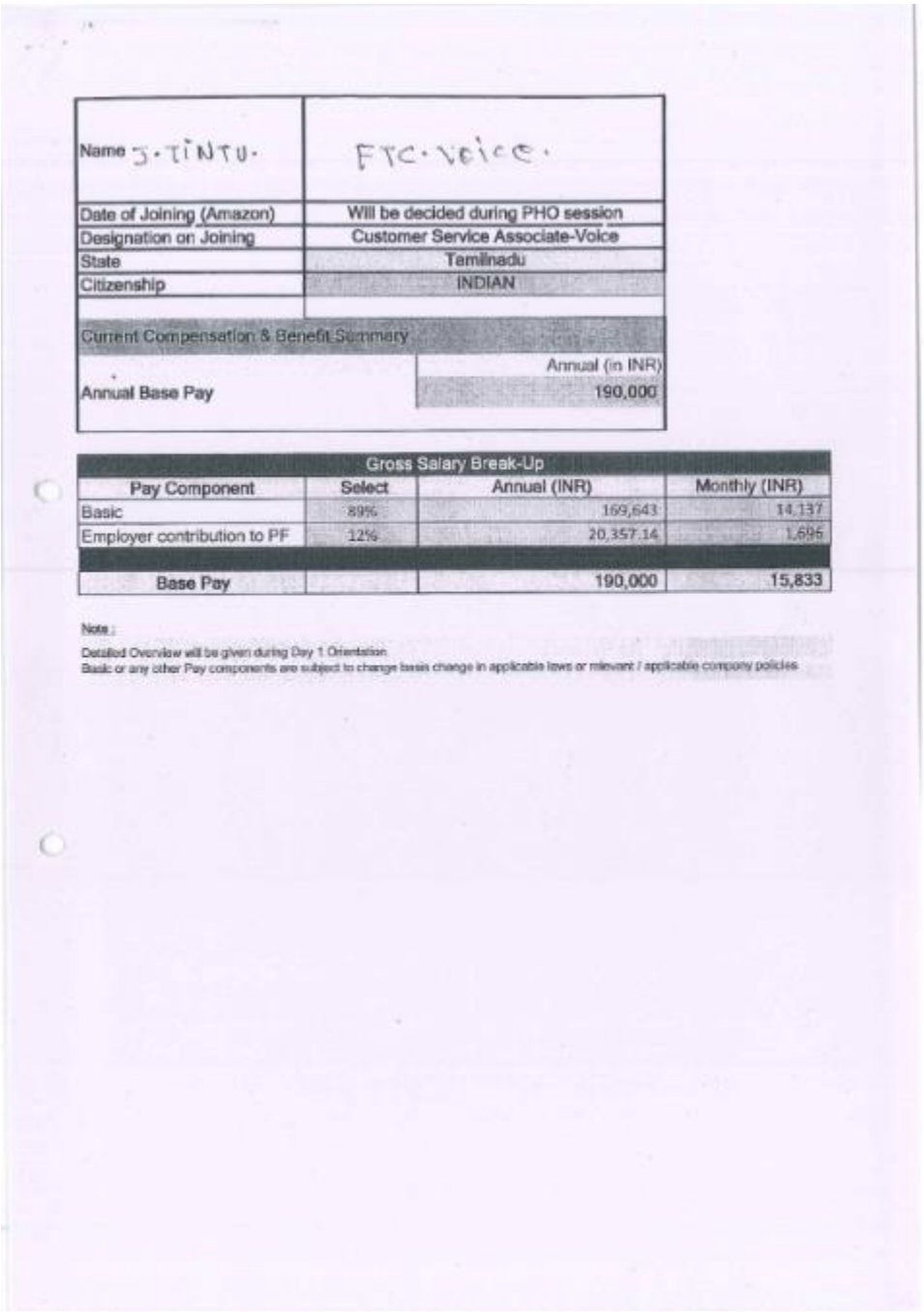
genda

Time	Activity	Owner	What happens in the session
[illegible]	[illegible]	[illegible]	[illegible]

For any queries please write to cjb10-recruitment@amazon.com

amazon Development Center INDIA

TINTU J – AMAZON DEVELOPMENT CENTER



Name J. TINTU.	FTC. Voice.
Date of Joining (Amazon)	Will be decided during PHO session
Designation on Joining	Customer Service Associate-Voice
State	Tamilnadu
Citizenship	INDIAN

Current Compensation & Benefit Summary	
	Annual (in INR)
Annual Base Pay	190,000

Gross Salary Break-Up			
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	89%	169,643	14,137
Employer contribution to PF	12%	20,357.14	1,696
Base Pay		190,000	15,833

Note :
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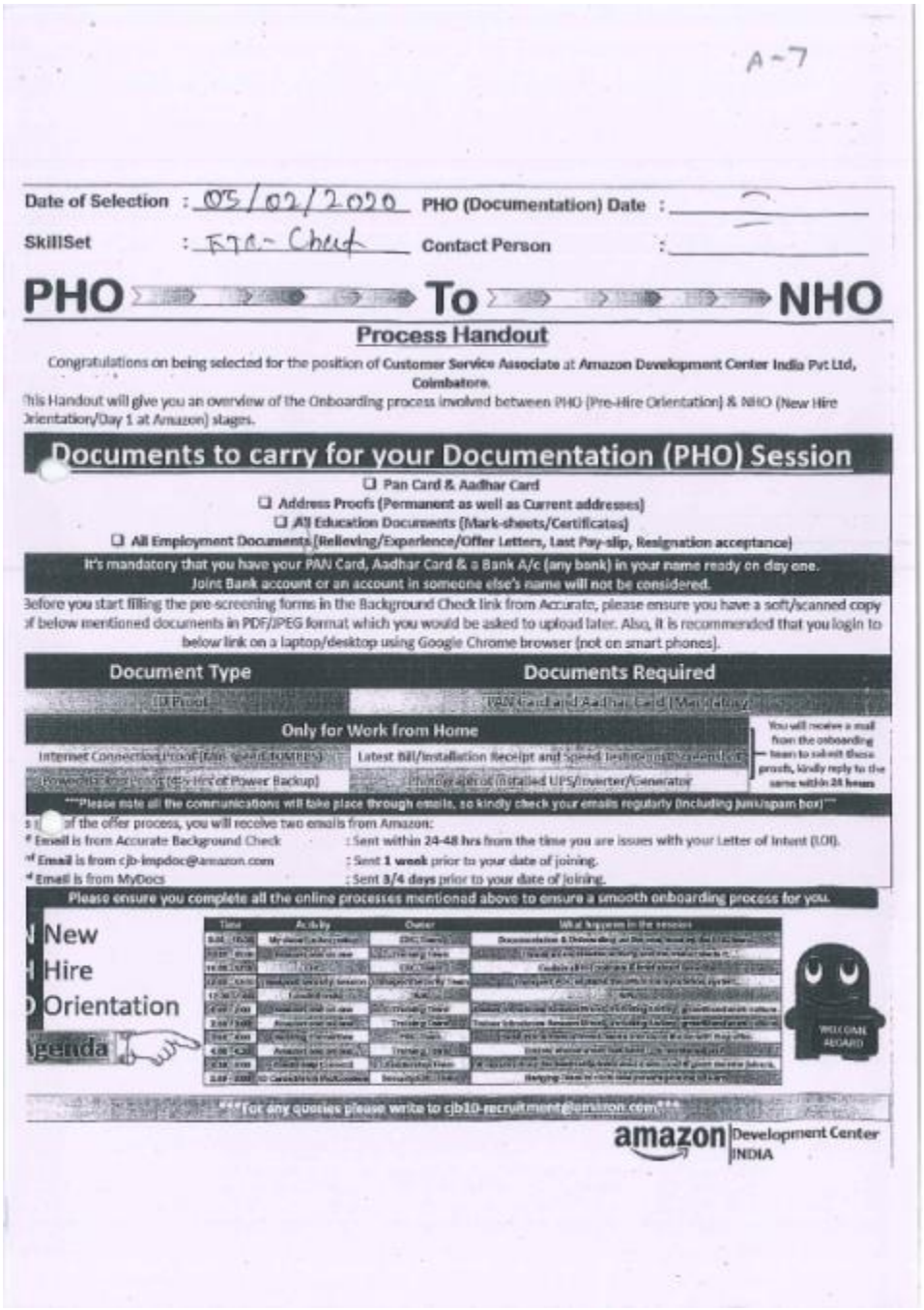

A-7

Date of Selection : 05/02/2020 PHO (Documentation) Date :

SkillSet : F&A - Chart Contact Person :

PHO To NHO

Process Handout

Congratulations on being selected for the position of **Customer Service Associate** at **Amazon Development Center India Pvt Ltd, Coimbatore.**

This Handout will give you an overview of the Onboarding process involved between PHO (Pre-Hire Orientation) & NHO (New Hire Orientation/Day 1 at Amazon) stages.

Documents to carry for your Documentation (PHO) Session

- ❑ Pan Card & Aadhar Card
- ❑ Address Proofs (Permanent as well as Current addresses)
- ❑ All Education Documents (Mark-sheets/Certificates)
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Document Type	Documents Required
ID Proof	PAN Card and Aadhar Card (Mandatory)
Only for Work from Home	
Internet Connection Proof (Min. Speed 8 MBPS)	Latest Bill/Installation Receipt and Speed Test Screenshot (Mandatory)
Power Backup Proof (Min. 4 Hrs of Power Backup)	Photograph of Installed UPS/Inverter/Generator

You will receive a mail from the onboarding team to submit these proofs, kindly reply to the same within 24 hours

Please note all the communications will take place through emails, so kindly check your emails regularly (including Junk/spam box)

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- Email is from Accurate Background Check : Sent within 24-48 hrs from the time you are issues with your Letter of Intent (LOI).
- Email is from cjb-impdoc@amazon.com : Sent 1 week prior to your date of joining.
- Email is from MyDocs : Sent 3/4 days prior to your date of joining.

Please ensure you complete all the online processes mentioned above to ensure a smooth onboarding process for you.

New Hire Orientation

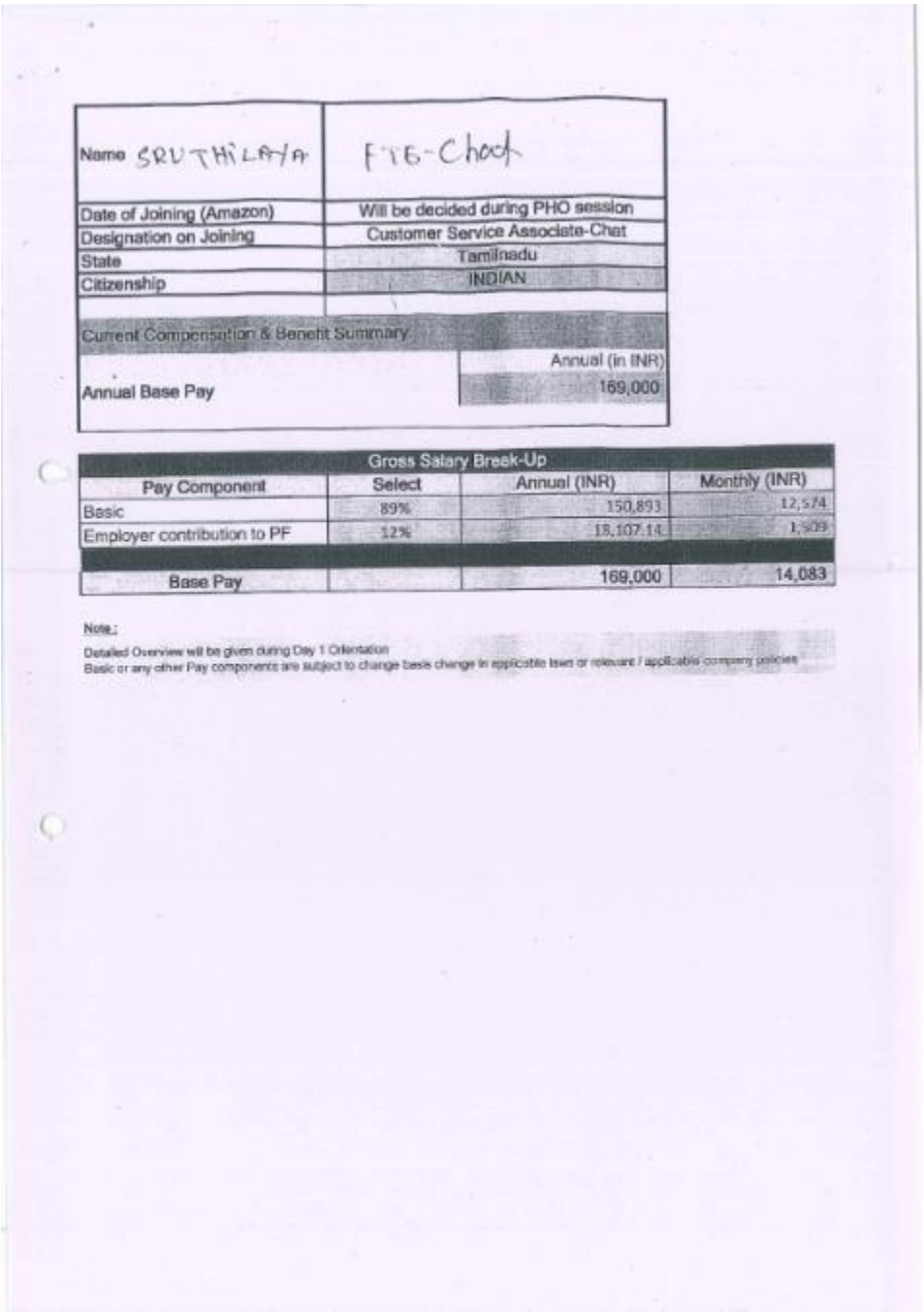
genda

Time	Activity	Owner	What happens in the session
8:45 - 10:30	My Amazon Onboarding	EDC Team	Documentation & Onboarding
10:30 - 10:45	Network and Internet	IT Training Team	
10:45 - 12:00	Laptop	EDC Team	Facilities
12:00 - 12:30	Workplace Security Session	Corporate Security Team	
12:30 - 1:00	Lunch Break	NA	NA
1:00 - 2:00	Amazon Culture	HR Training Team	
2:00 - 3:00	Amazon Culture	HR Training Team	
3:00 - 4:00	Network and Internet	IT Training Team	
4:00 - 4:30	Amazon Culture	HR Training Team	
4:30 - 5:00	Amazon Culture	HR Training Team	

*** For any queries please write to cjb10-recruitment@amazon.com ***

amazon Development Center INDIA

SRUTHILAYA – AMAZON DEVELOPMENT CENTER



Name SRUTHILAYA	FTE-Chat
Date of Joining (Amazon)	Will be decided during PHO session
Designation on Joining	Customer Service Associate-Chat
State	Tamilnadu
Citizenship	INDIAN

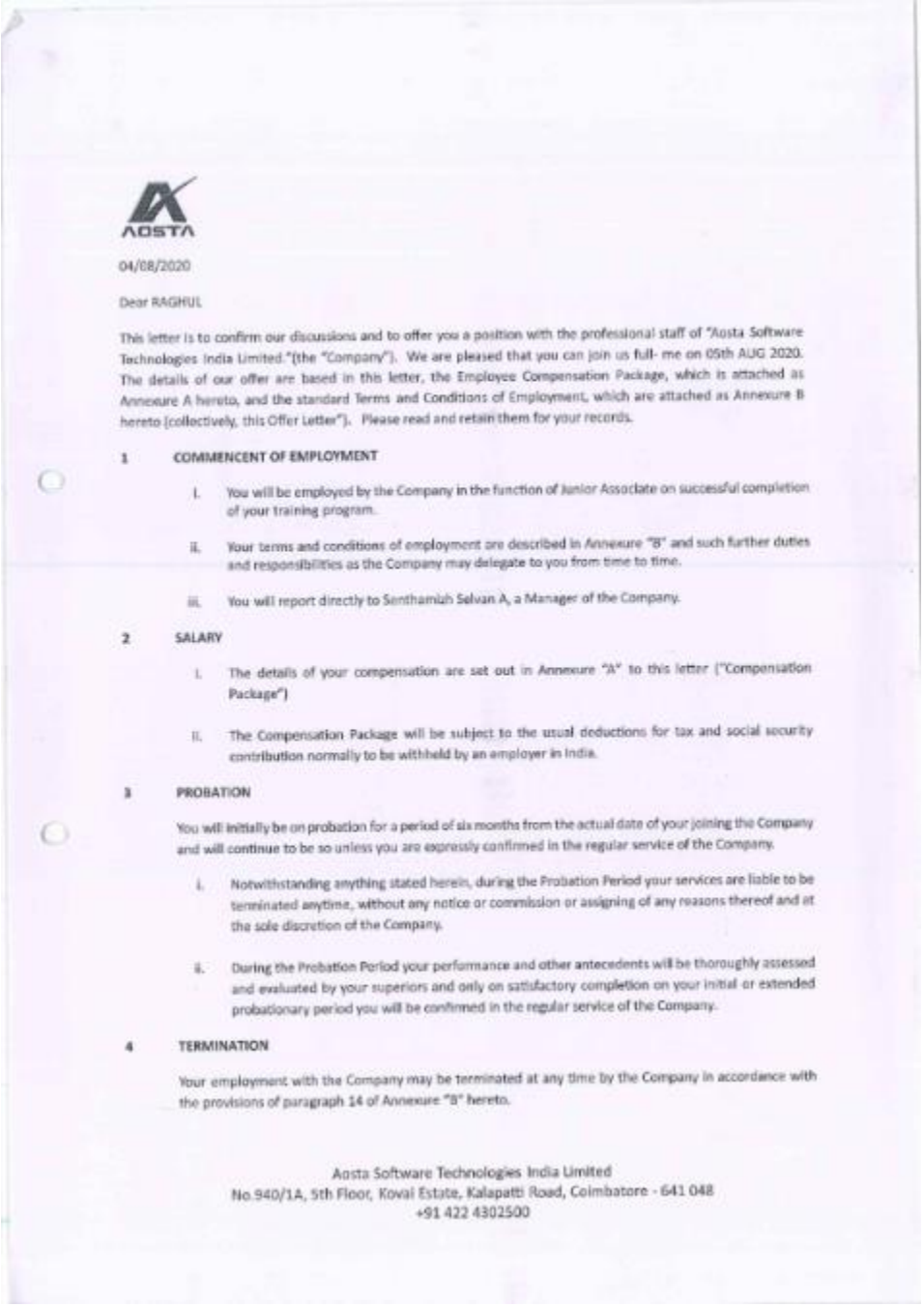
Current Compensation & Benefit Summary	
	Annual (in INR)
Annual Base Pay	169,000

Gross Salary Break-Up			
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	89%	150,893	12,574
Employer contribution to PF	12%	18,107.14	1,509
Base Pay		169,000	14,083

Note:
Detailed Overview will be given during Day 1 Orientation
Basic or any other Pay components are subject to change basis change in applicable laws or relevant / applicable company policies

MONIKA K – AKR ACADEMY SCHOOL

RAGHUL – AOSTA SOFTWARE TECHNOLOGIES LTD



AOSTA

04/08/2020

Dear RAGHUL

This letter is to confirm our discussions and to offer you a position with the professional staff of "Aosta Software Technologies India Limited."(the "Company"). We are pleased that you can join us full- me on 05th AUG 2020. The details of our offer are based in this letter, the Employee Compensation Package, which is attached as Annexure A hereto, and the standard Terms and Conditions of Employment, which are attached as Annexure B hereto (collectively, this Offer Letter"). Please read and retain them for your records.

1 COMMENCENT OF EMPLOYMENT

i. You will be employed by the Company in the function of Junior Associate on successful completion of your training program.

ii. Your terms and conditions of employment are described in Annexure "B" and such further duties and responsibilities as the Company may delegate to you from time to time.

iii. You will report directly to Senthamizh Selvan A, a Manager of the Company.

2 SALARY

i. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package")

ii. The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

3 PROBATION

You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless you are expressly confirmed in the regular service of the Company.

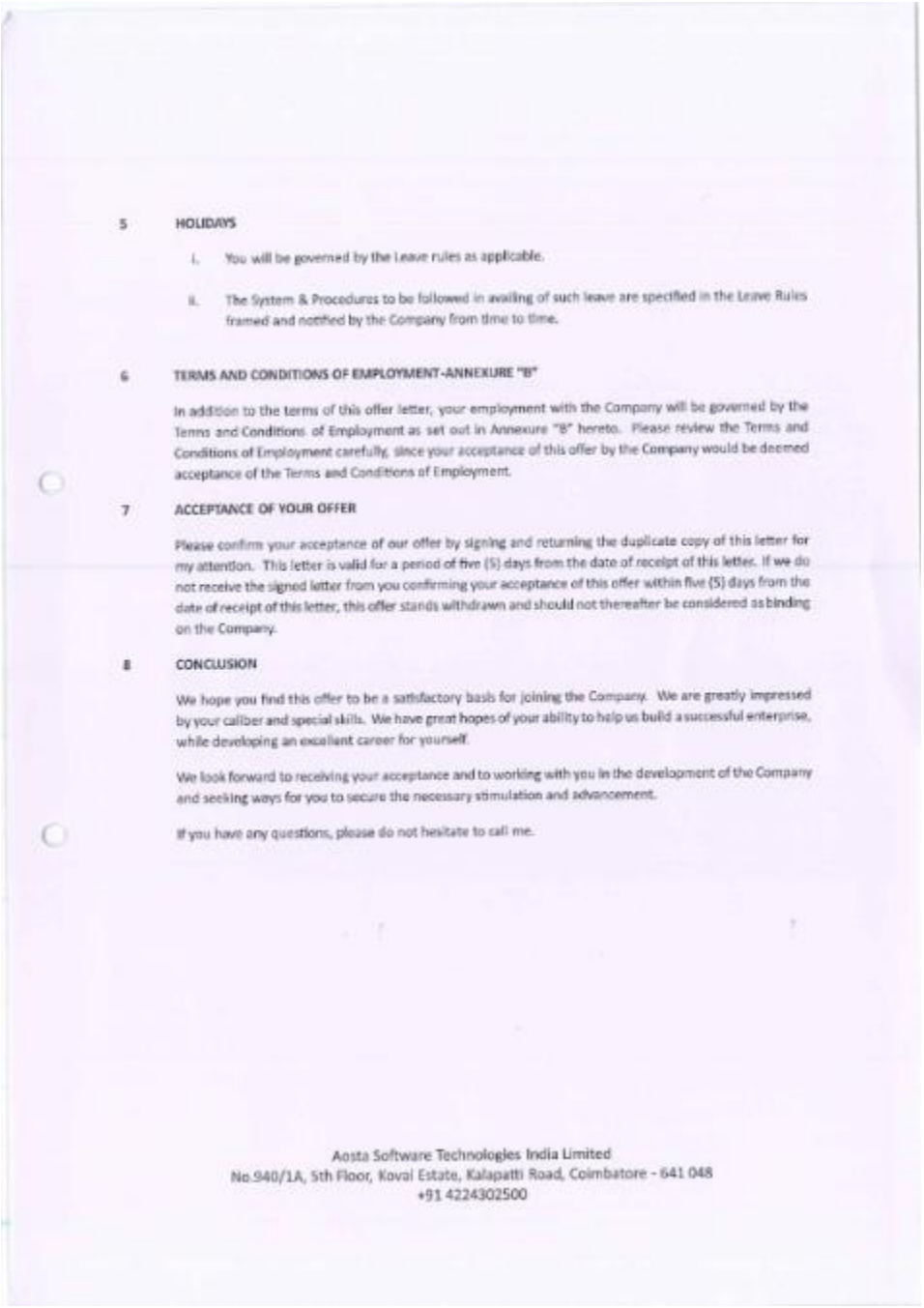
i. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated anytime, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

ii. During the Probation Period your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion on your initial or extended probationary period you will be confirmed in the regular service of the Company.

4 TERMINATION

Your employment with the Company may be terminated at any time by the Company in accordance with the provisions of paragraph 14 of Annexure "B" hereto.

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Koval Estate, Kalapatti Road, Coimbatore - 641 048
+91 422 4302500



5 **HOLIDAYS**

i. You will be governed by the Leave rules as applicable.

ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

6 **TERMS AND CONDITIONS OF EMPLOYMENT-ANNEXURE "B"**

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out in Annexure "B" hereto. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

7 **ACCEPTANCE OF YOUR OFFER**

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention. This letter is valid for a period of five (5) days from the date of receipt of this letter. If we do not receive the signed letter from you confirming your acceptance of this offer within five (5) days from the date of receipt of this letter, this offer stands withdrawn and should not thereafter be considered as binding on the Company.

8 **CONCLUSION**

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.

If you have any questions, please do not hesitate to call me.

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF THE EMPLOYEE

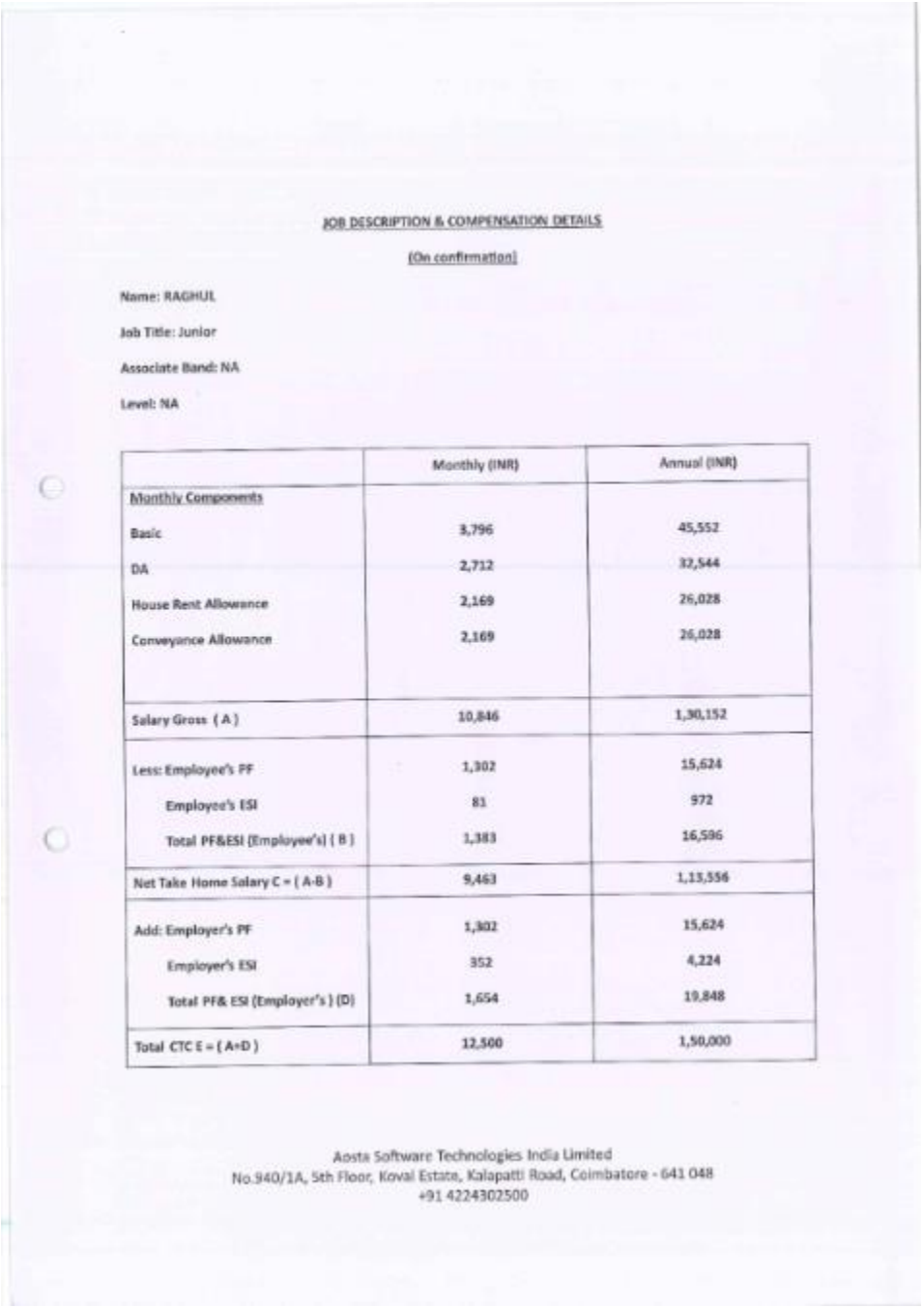
I, RAGHUL, have read and understood the terms and condi ons of this letter and the annexures hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby and thereby'

Place: Coimbatore

Signed by the Employee:

Date:

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Koval Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500



JOB DESCRIPTION & COMPENSATION DETAILS

(On confirmation)

Name: RAGHUL

Job Title: Junior

Associate Band: NA

Level: NA

	Monthly (INR)	Annual (INR)
Monthly Components		
Basic	3,796	45,552
DA	2,712	32,544
House Rent Allowance	2,169	26,028
Conveyance Allowance	2,169	26,028
Salary Gross (A)	10,846	1,30,152
Less: Employee's PF	1,302	15,624
Employee's ESI	81	972
Total PF&ESI (Employee's) (B)	1,383	16,596
Net Take Home Salary C = (A-B)	9,463	1,13,556
Add: Employer's PF	1,302	15,624
Employer's ESI	352	4,224
Total PF& ESI (Employer's) (D)	1,654	19,848
Total CTC E = (A+D)	12,500	1,50,000

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Koval Estate, Kalapatti Road, Coimbatore - 641 048
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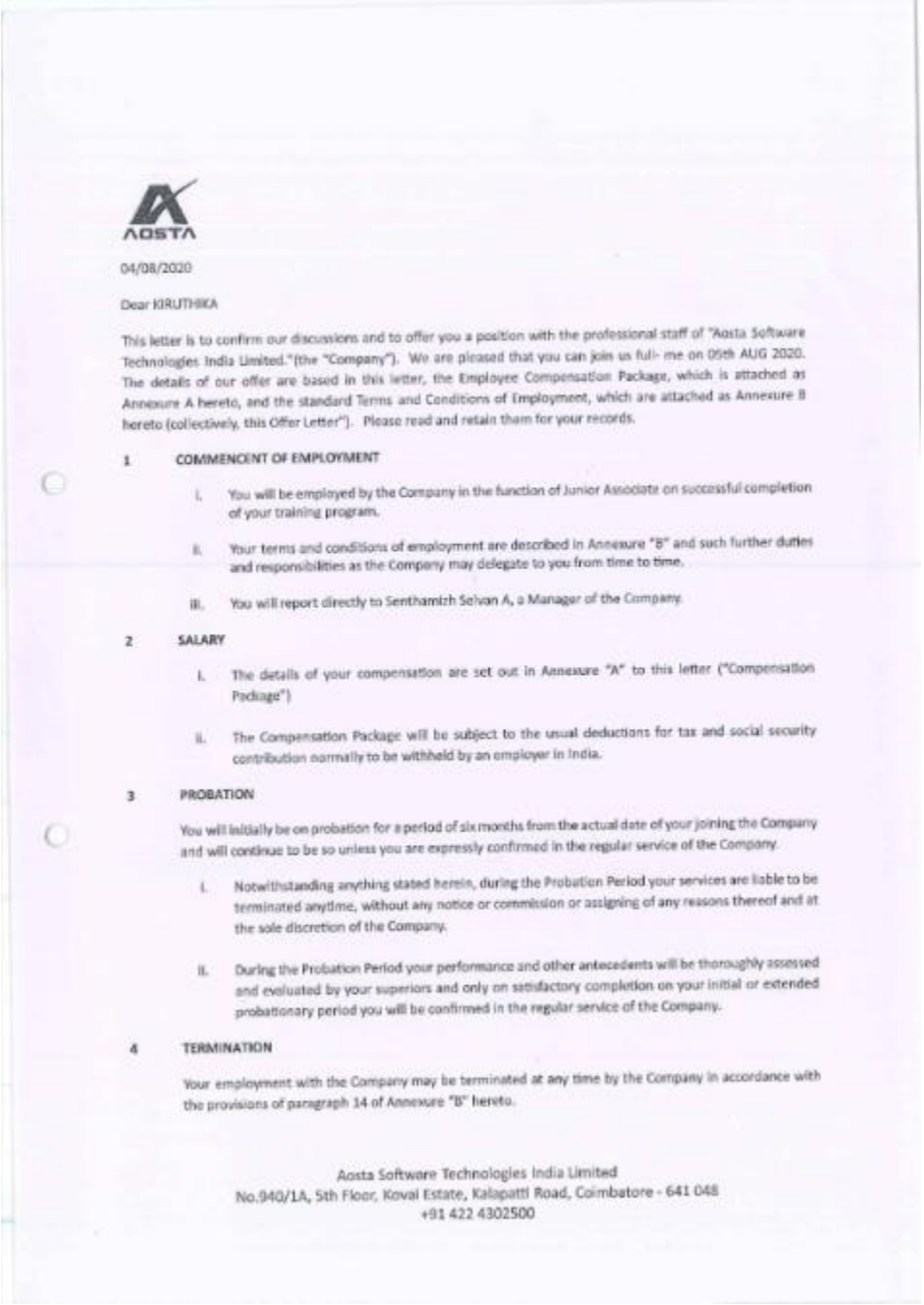
KIRUTHIKA – AOSTA SOFTWARE TECHNOLOGIES LTD



AOSTA

04/08/2020

Dear KIRUTHIKA

This letter is to confirm our discussions and to offer you a position with the professional staff of "Aosta Software Technologies India Limited."(the "Company"). We are pleased that you can join us full- me on 05th AUG 2020. The details of our offer are based in this letter, the Employee Compensation Package, which is attached as Annexure A hereto, and the standard Terms and Conditions of Employment, which are attached as Annexure B hereto (collectively, this Offer Letter"). Please read and retain them for your records.

1 COMMENCENT OF EMPLOYMENT

i. You will be employed by the Company in the function of Junior Associate on successful completion of your training program.

ii. Your terms and conditions of employment are described in Annexure "B" and such further duties and responsibilities as the Company may delegate to you from time to time.

iii. You will report directly to Senthamizh Selvan A, a Manager of the Company.

2 SALARY

i. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package")

ii. The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

3 PROBATION

You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless you are expressly confirmed in the regular service of the Company.

i. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated anytime, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

ii. During the Probation Period your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion on your initial or extended probationary period you will be confirmed in the regular service of the Company.

4 TERMINATION

Your employment with the Company may be terminated at any time by the Company in accordance with the provisions of paragraph 14 of Annexure "B" hereto.

Aosta Software Technologies India Limited
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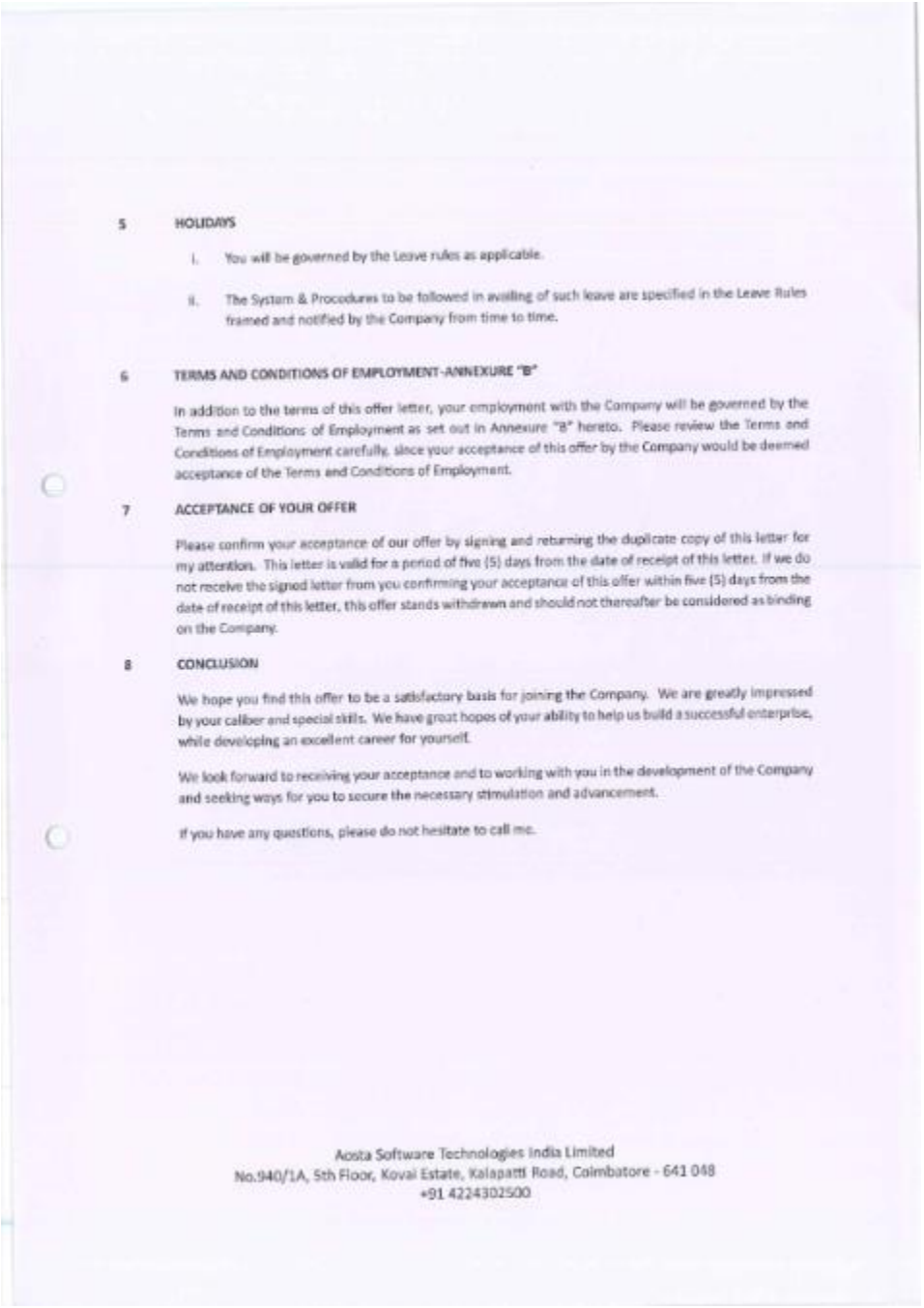


5 **HOLIDAYS**

i. You will be governed by the Leave rules as applicable.

ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

6 **TERMS AND CONDITIONS OF EMPLOYMENT-ANNEXURE "B"**

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out in Annexure "B" hereto. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

7 **ACCEPTANCE OF YOUR OFFER**

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention. This letter is valid for a period of five (5) days from the date of receipt of this letter. If we do not receive the signed letter from you confirming your acceptance of this offer within five (5) days from the date of receipt of this letter, this offer stands withdrawn and should not thereafter be considered as binding on the Company.

8 **CONCLUSION**

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.

If you have any questions, please do not hesitate to call me.

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF THE EMPLOYEE

I, KIRUTHIKA, have read and understood the terms and condi ons of this letter and the annexures hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby and thereby'

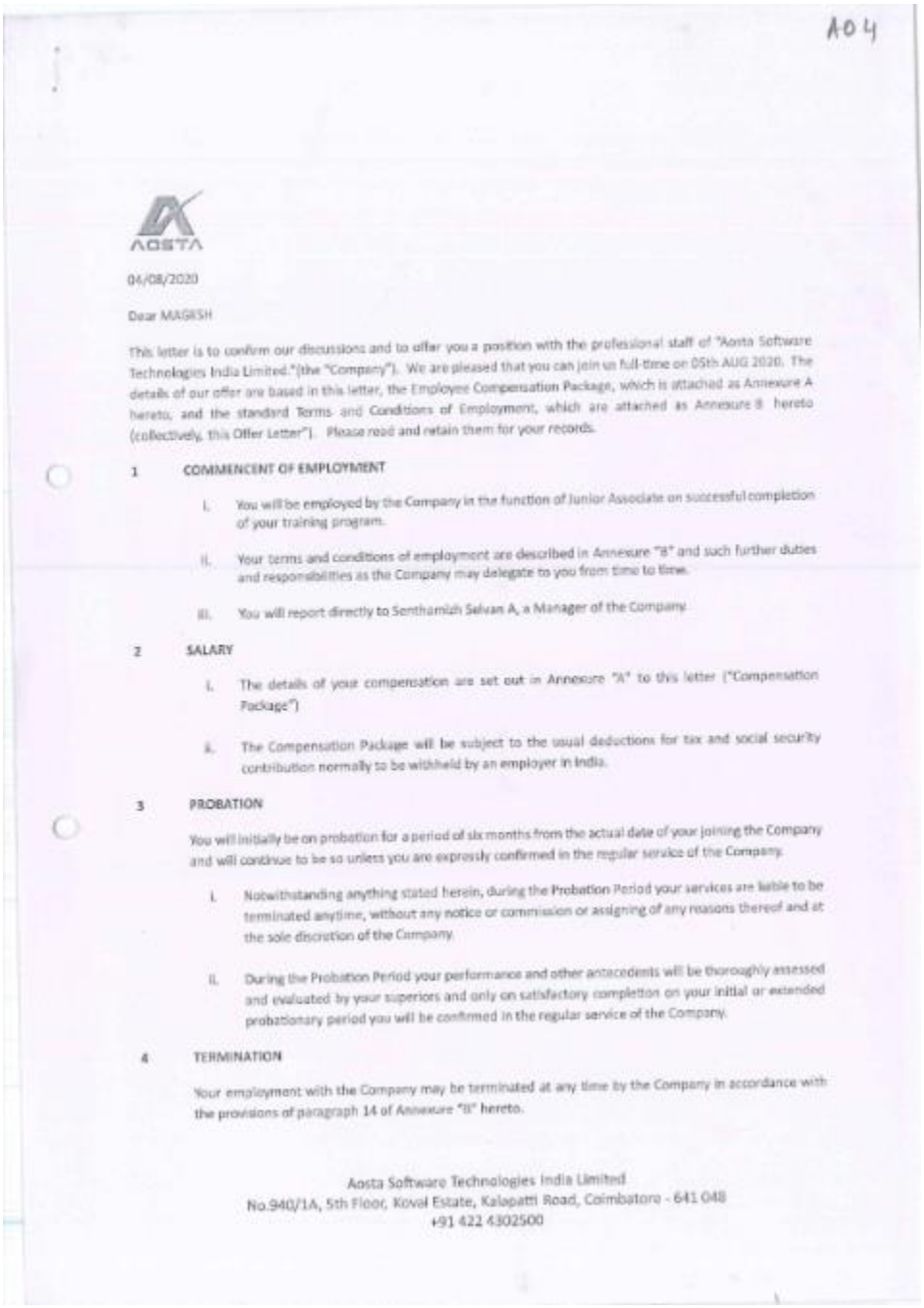
Place: Coimbatore

Signed by the Employee:

Date:

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

MAGESH – AOSTA SOFTWARE TECHNOLOGIES LTD



A04

AOSTA

04/08/2020

Dear MAGESH

This letter is to confirm our discussions and to offer you a position with the professional staff of "Aosta Software Technologies India Limited."(the "Company"). We are pleased that you can join us full-time on 05th AUG 2020. The details of our offer are based in this letter, the Employee Compensation Package, which is attached as Annexure A hereto, and the standard Terms and Conditions of Employment, which are attached as Annexure B hereto (collectively, this Offer Letter"). Please read and retain them for your records.

1 COMMENCENT OF EMPLOYMENT

i. You will be employed by the Company in the function of Junior Associate on successful completion of your training program.

ii. Your terms and conditions of employment are described in Annexure "B" and such further duties and responsibilities as the Company may delegate to you from time to time.

iii. You will report directly to Senthamizh Selvan A, a Manager of the Company.

2 SALARY

i. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package")

ii. The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

3 PROBATION

You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless you are expressly confirmed in the regular service of the Company.

i. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated anytime, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

ii. During the Probation Period your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion on your initial or extended probationary period you will be confirmed in the regular service of the Company.

4 TERMINATION

Your employment with the Company may be terminated at any time by the Company in accordance with the provisions of paragraph 14 of Annexure "B" hereto.

Aosta Software Technologies India Limited
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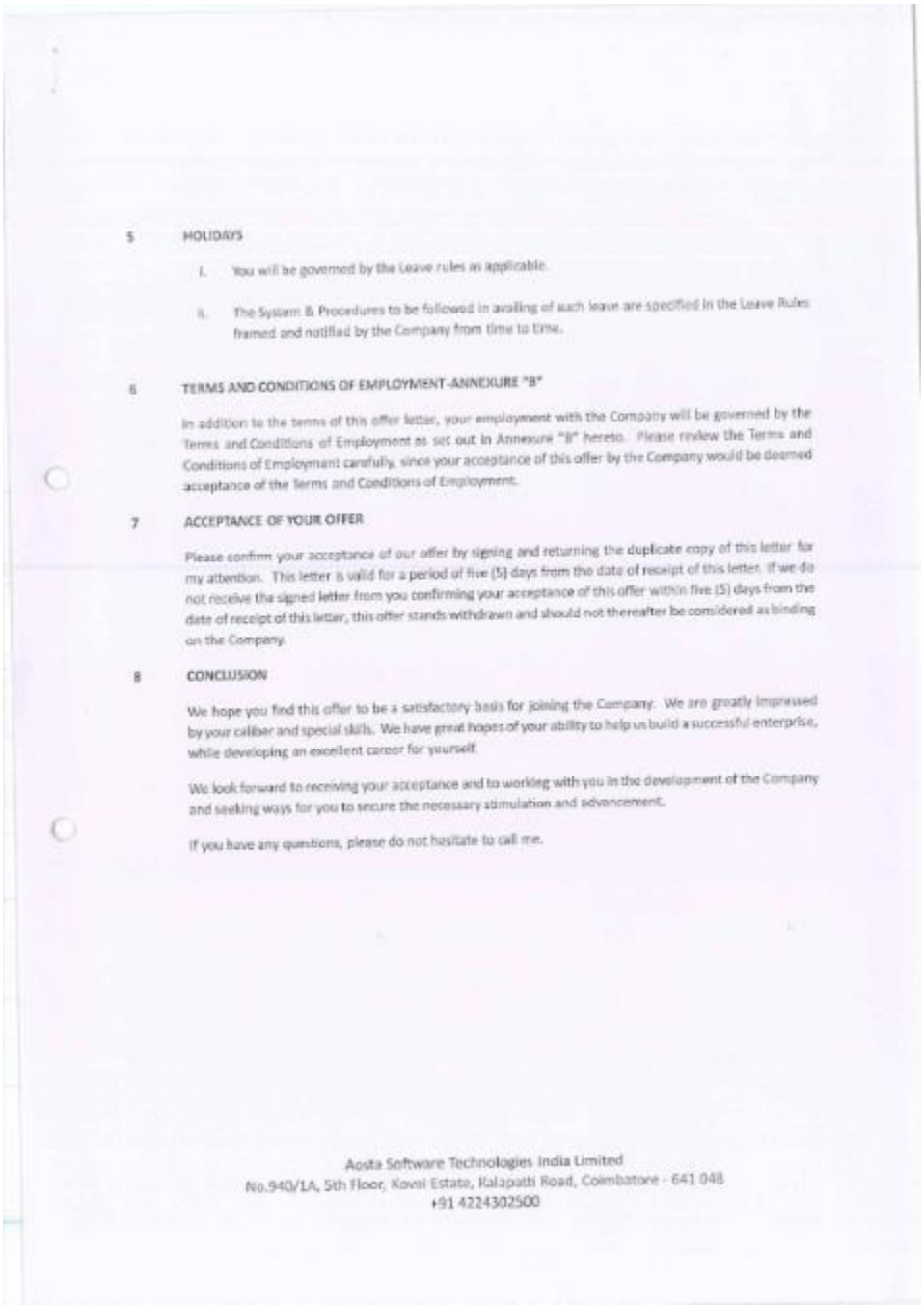

5 HOLIDAYS

i. You will be governed by the Leave rules as applicable.

ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

6 TERMS AND CONDITIONS OF EMPLOYMENT-ANNEXURE "B"

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out in Annexure "B" hereto. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

7 ACCEPTANCE OF YOUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention. This letter is valid for a period of five (5) days from the date of receipt of this letter. If we do not receive the signed letter from you confirming your acceptance of this offer within five (5) days from the date of receipt of this letter, this offer stands withdrawn and should not thereafter be considered as binding on the Company.

8 CONCLUSION

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.

If you have any questions, please do not hesitate to call me.

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF THE EMPLOYEE

I, MAGESH, have read and understood the terms and conditions of this letter and the annexures hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby and thereby'

Place: Coimbatore

Signed by the Employee:

Date:

Aosta Software Technologies India Limited
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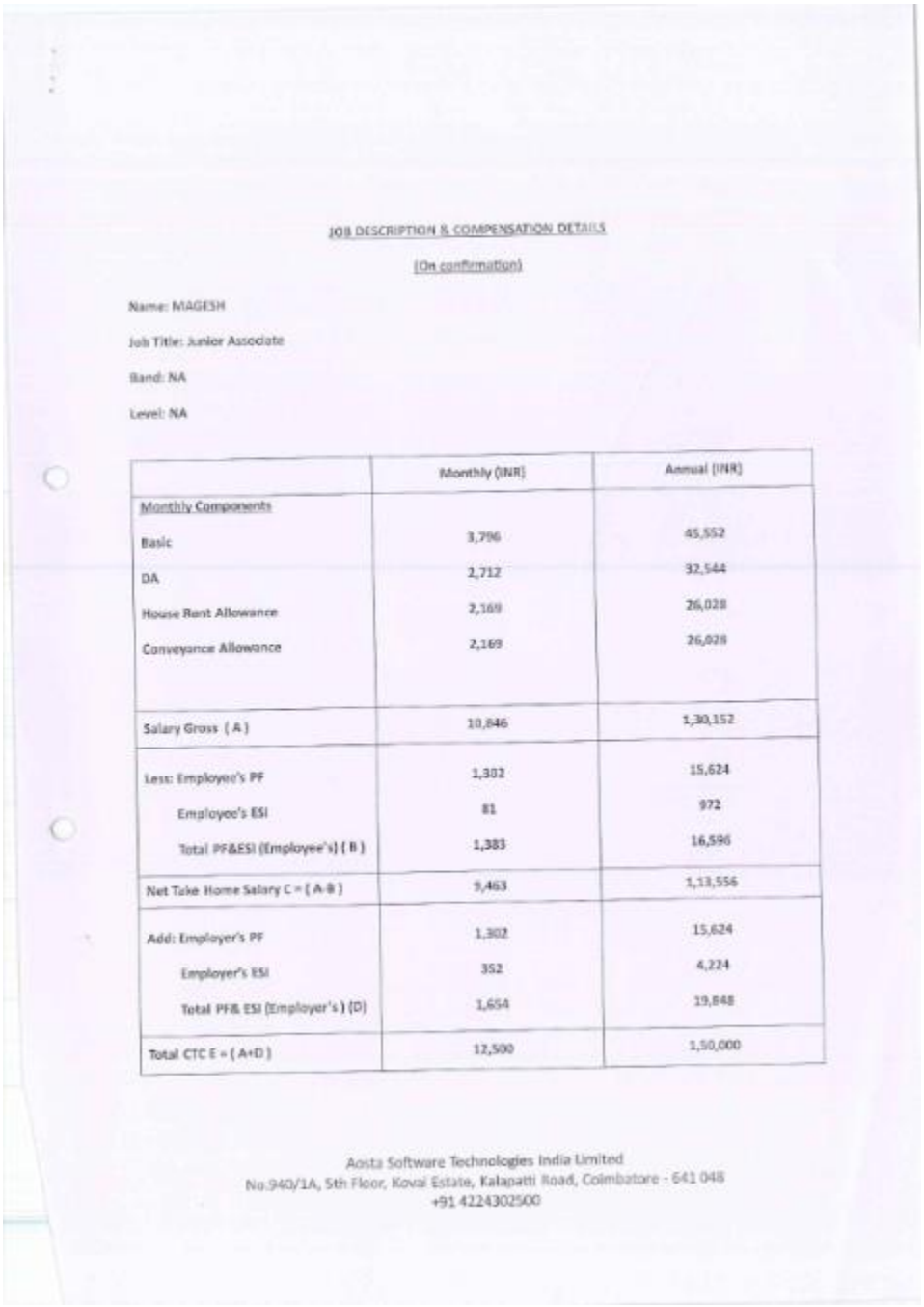

JOB DESCRIPTION & COMPENSATION DETAILS

(On confirmation)

Name: MAGESH

Job Title: Junior Associate

Band: NA

Level: NA

	Monthly (INR)	Annual (INR)
Monthly Components		
Basic	3,796	45,552
DA	2,712	32,544
House Rent Allowance	2,169	26,028
Conveyance Allowance	2,169	26,028
Salary Gross (A)	10,846	1,30,152
Less: Employee's PF	1,302	15,624
Employee's ESI	81	972
Total PF&ESI (Employee's) (B)	1,383	16,596
Net Take Home Salary C = (A-B)	9,463	1,13,556
Add: Employer's PF	1,302	15,624
Employer's ESI	352	4,224
Total PF& ESI (Employer's) (D)	1,654	19,848
Total CTC E = (A+D)	12,500	1,50,000

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

SANDHIYA SAKTHIVEL – AOSTA SOFTWARE TECHNOLOGIES LTD

ANUSUYA ANNAMUTHU – AOSTA SOFTWARE TECHNOLOGIES LTD

DocuSign Envelope ID: 8466641D-8729-44E9-B66F-E3C2DE3D963B

10/08/2020

Dear Anusuya Annamuthu

On behalf of Aosta Software Technologies India Limited, I am pleased to extend to you this offer of employment as an Intern - Analyst. On accepting this offer, you will begin your internship with the company on 17th August 2020 and continues until the day you graduate.

As an intern, you will be paid Rs. 5,000 per month. The intern's working hours will match with the normal working hours of Aosta Software employees. After the completion of internship, you will be designated as Junior Associate with Aosta Software. Regarding leave exemptions for examinations and external reviews, the intern should keep the management informed for approvals. Please read and retain them for your records.

1 COMMENCENT OF EMPLOYMENT

i. You will be employed by the Company in the function of Junior Associate with effect from after your graduation.

ii. Your terms and conditions of employment are described in Annexure "B" and such further duties and responsibilities as the Company may delegate to you from time to time.

iii. You will report directly to Prithip Kumar, a Senior Manager of the Company.

2 SALARY

i. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package")

ii. The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

3 PROBATION

You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless you are expressly confirmed in the regular service of the Company.

i. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated anytime, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

ii. During the Probation Period your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion on your initial or extended probationary period you will be confirmed in the regular service of the Company.

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
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4 TERMINATION

Your employment with the Company may be terminated at any time by the Company in accordance with the provisions of paragraph 14 of Annexure "B" hereto.

5 HOLIDAYS

i. You will be governed by the Leave rules as applicable.

ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

6 TERMS AND CONDITIONS OF EMPLOYMENT-ANNEXURE "B"

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out in Annexure "B" hereto. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

7 ACCEPTANCE OF YOUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention. This letter is valid for a period of five (5) days from the date of receipt of this letter. If we do not receive the signed letter from you confirming your acceptance of this offer within five (5) days from the date of receipt of this letter, this offer stands withdrawn and should not thereafter be considered as binding on the Company.

8 CONCLUSION

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.

If you have any questions, please do not hesitate to call me.

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

DocuSign Envelope ID: 8466641D-8729-44E9-B66F-E3C2DE3D983B

Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF THE EMPLOYEE

I, Anusuya Annamuthu, have read and understood the terms and conditions of this letter and the annexures hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby and thereby'

Place: Coimbatore

Signed by the Employee:

Date:
8/10/2020

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

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ANNEXURE "A" TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE (AFTER GRADUATION)

Name : Anusuya Annamuthu
Job Title : Junior Associate
Band : NA
Level : NA

1. **Salary:** Your salary CTC will be INR 1,50,000 per annum, or INR 12,500 per month. (Your salary structure/details are attached to this document).Note: As the company grows, the potential for salary increases will periodically reviewed.
2. **Provident Fund**: A percentage of Basic + DA as per provisions of the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and Schemes framed there under as applicable.
3. **Medical Reimbursement**: Eligible for Rs.15,000/-per annum as per the medical reimbursement policy in force.
4. **Medical Insurance**: The coverage for hospitalization expenses would be as per the current Company Policy in force.
5. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
6. **Performance Incentive**: In addition, the Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,

Mohan Gounder
CEO

ACCEPTANCE OF EMPLOYEE

I, Anusuya Annamuthu, have read and understood the above compensation package relating to my services and employment with the Company and the same is acceptable to me and I hereby agree to be legally bound hereby.

Place: Coimbatore

Signed by the Employee: Anusuya A

Date: 8/10/2020

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

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ANNEXURE "B" TO THE OFFER LETTER

TERMS AND CONDITIONS OF EMPLOYMENT

1 JOB TITLE

Your Job Title is specified in the offer letter, and subject to change.

2 CONTINOUS SERVICE DATE

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

3 SALARY

The Company will be entitled, at any time during your employment, or in any event on termination, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay

4 HOURS OF WORK

4.1 You will be required to work the necessary hours to fulfill the essential job functions listed in the agreement which can be modified at company discretion. You will be required to work in shifts. It is expressly made clear that your applicable timings of work would be decided & notified to you by the company, and by accepting this offer you would be deemed to have given your consent to work in shifts which may change based on the business requirements.

4.2 You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

5 INCAPACITY DUE TO SICKNESS OR INJURY

You will be entitled to sick leave as per the Leave Policy of the Company, which may be amended from time to time.

5.1 If you are ill it's is vital to ensure that your assigned Supervisor or Manager, his/her designate, and Human Resources are notified as soon as possible on the first day of absence.

5.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where you health or absence from work due to illness is a cause for concern. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

Aosta Software Technologies India Limited
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DocuSign Envelope ID: 8466641D-8729-44E9-B66F-E3C2DE3D983B

6 DUTIES AND OTHER ACTIVITIES

6.1 You will in all respects carry out and use your best endeavors in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgment and devote the whole of your time at work and attention to the business of the Company during the business hours.

6.2 You are not allowed to undertake other activities, except with the prior written consent of the Company and whether or not you receive financial compensation for these activities.

7 PLACE OF WORK

7.1 You will at present report to the designated office of the Company. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or abroad.

7.2The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

8 RULES AND REGULATIONS

8.1The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

8.2You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

8.3You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time by "Aosta Software Technologies India", in so far as applicable to India and / or in respect of your job title.

9 INVENTIONS AND PUBLICATIONS

9.1 Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.

9.2 You hereby irrevocably assign to the company all work that

9.2.1 is developed using equipment supplies facilities or trade secrets of the Company;

9.2.2 result from activities performed by you for the company; and

9.2.3 is related to the Company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

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9.3 You are hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned by the Company. (Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

9.3.1 trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;

9.3.2 trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;

9.3.3 patents, including design patents and utility patents, reissues, divisions, continuations in part and extension thereof;

9.3.4 works of authorship, whether copyrightable or not, copyrights, copyrights registrations, and moral rights related thereto; and

9.3.5 computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registration of, and all renewals, modifications and extensions of, each of foregoing).

9.4 You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.

9.5 You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.

9.6 You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

10 CONFIDENTIALITY/SECRECY

10.1 You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment , products, intellectual property , records, documents and information only in a duly authorized manner in the interest of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.

10.2 You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or

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trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "Aosta Software Technologies India Limited." Group in India or abroad.

10.3 On termination of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or to client's business affairs.

10.4 You must not anywhere, at any time after termination of your services or employment with the Company, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.

10.5 In the event of breach of any of the conditions mentioned above in paragraph 10, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 10.

11 COMPANY PROPERTY

You will always maintain in good conditions Company property which may be given to you for official use during the course of employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

11.1 As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.

11.2 You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.

11.3 You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.

11.4 Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

12 BORROWING/ACCEPTING/ GIVING GIFTS

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even give the impression of involving bribery or any illegal activity whatsoever.

13 BACKGROUND INVESTIGATION

13.1 You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or abroad.

13.2 You will be subject to checking's ("Checking's") that may be conducted either before or after or after the date at which full-time employment commences. Checking's may include: **(i)** background checks (including checking all facts submitted to the Company, including but not limited to your curriculum vitae or application.); **(ii)** reference checks; **(iii)**fingerprinting; **(iv)**drug testing; **(v)**medical examination(s) as determined to be relevant by the Company (**vi)**Credit Checks

13.3Either (i) refusal to be subject to Checking or (ii) results that are derived from Checking's which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the

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offer extended to you or termination of your employment with the Company pursuant to paragraph **14.2** of this annexure and may be acted in at any time before or after your commencement date with the Company.

14 TERMINATION OF EMPLOYMENT

14.1 During the probation period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment of Cost to Company in lieu of such notice except under conditions mentioned in paragraph 14.2. After the end of the Probation Period, your appointment with the Company is liable to terminated by the Company by giving you not less than two month's written notice or by payment on Cost to Company in lieu of such notice except as provided below.

14.2 Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence or have committed any breach of this agreement. Termination of your employment under this sub-paragraph would be without prejudice to:

14.3

14.3.1 The Company's right to claim the actual damages it has suffered through this breach;

14.3.2 Any other relief to which the Company may be entitled under contract, law or equity.

14.4 Misconduct will include without limitation:

14.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

14.3.2 Going on or abetting a strike in contravention of any law.

14.3.3 Cause damage to the property of the Company;

14.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise;

14.3.5 Breach of confidentiality/secrecy provisions set out in paragraph 10 above.

14.3.6 Commission or attempt to commit to commit any cyber crime.

14.4 In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 13, your employment may be terminated without notice.

15 VOLUNTARY TERMINATION BY THE EMPLOYEE

The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company. On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 month's written notice to the designated officer of the Company. It is further classified that employees terminating their employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust/ set off) any accrued vacation during/against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period.

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Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. Provided however, that the management of the Company may at their sole discretion relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.

15.1 In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer letter (other than the provisions of paragraphs 9, 10, 14.6, 14.8, 16 and 17 of this Annexure B) shall not have any further effect. In respect of paragraphs 9, 10, 14.6, 14.8, 16 and 17 of this Annexure B, the termination of your employment with the Company shall not have any effect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

15.2 The Company's decision as to the termination of your services or employment shall be final and legally binding on you.

15.3 Upon any termination of your employment with the Company, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

15.4

16 CYBER CRIMES

16.1 You hereby expressly agree that you shall not be either directly or indirectly or cause to commit any cyber crime.For the purposes of this Offer Letter, "Cybercrime" means any isolated or concerted act done anywhere by which the originator of such act or associates.

16.1.1 gain unauthorized access to the computer system or computer network; or
16.1.2 downloads, copies or extracts any information or data from such system; or
16.1.3 introduces any harmful code; or
16.1.4 causes any damage to the system or network; or
16.1.5 causes the non-functioning or malfunctioning of system or network; or
16.1.6 causes denial access to any authorized person to the system or network; or
16.1.7 contravenes any provision of Information Technology Act 2000 and the rules and regulation made their under; or
16.1.8 tampers or manipulates any system or network with the object of operating the account of another person; or
16.1.9 alters or deletes any information residing in a computer resource or diminishes the value of utility of the function of the computer system or network through any means; or
16.1.10 Does anything which has the effect of adversely affecting the performance of a computer network or services.

17 RESTRICTIONS

17.1 You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of termination of your employment, do or permit any of the following prior written consent of the Company;

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17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;

17.1.2 Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the company;

17.1.3 Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and

17.1.4 Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by your or not.

17.2 Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.

17.3 Notwithstanding the above, your undertakings contained in paragraph 16 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 14.1 hereof.

17.4 Each undertaking in paragraph 16 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.

17.5 In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 14 to be reasonable in circumstances. However, if one or more undertakings in paragraph 14 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

18 INDEMNITY

You will fully and effectively the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

19 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

20 ARBITRATION

Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, termination or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed

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by the Company. The arbitration shall be held in Coimbatore, Tamil Nadu, India and shall be conducted in English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator."

Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF EMPLOYEE

I, Anusuya Annamuthu, have read and understood the above terms and conditions governing my services and employment with Aosta Software Technologies India Limited., and the same are acceptable to me and I hereby agree to be legally bound to Aosta Software Technologies India Limited.

Place:

Signed by the Employee:

Anusuya A

Date:
8/10/2020

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JOB DESCRIPTION & COMPENSATION DETAILS (AFTER GRADUATION)

Name: Anusuya Annamuthu

Job Title: Junior Associate

Band: NA

Level: NA

	Monthly (INR)	Annual (INR)
Monthly Components		
Basic	3,796	45,552
DA	2,712	32,544
House Rent Allowance	2,169	26,028
Conveyance Allowance	2,169	26,028
Salary Gross (A)	10,846	1,30,152
Less: Employee's PF	1,302	15,624
Employee's ESI	81	972
Total PF&ESI (Employee's) (B)	1,383	16,596
Net Take Home Salary C = (A-B)	9,463	1,13,556
Add: Employer's PF	1,302	15,624
Employer's ESI	352	4,224
Total PF& ESI (Employer's) (D)	1,654	19,848
Total CTC E = (A+D)	12,500	1,50,000

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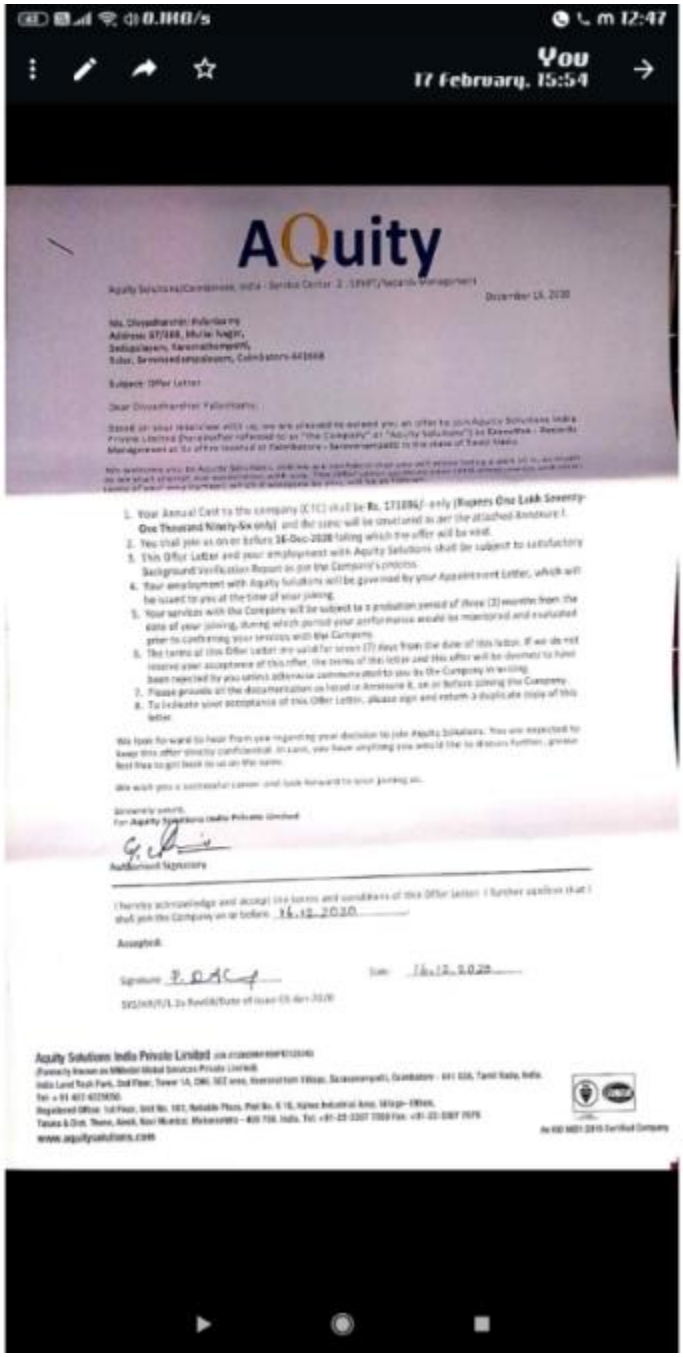
DIVYADHARSHINI P – AQUITY SOLUTIONS INDIA PVT LTD



DINESH NACHI MUTHU – ASPIRE SYSTEMS

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October 28, 2020

Mr. Dinesh Nachi Muthu
Dr. N.G.P. Arts and Science College

Dear Dinesh,

SUB: Our offer for the position of Trainee

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANs.

We would like you to begin employment with us on **28th October, 2020 (Wednesday).** We are glad to inform that the training you had as a part of your CoE was successful and thanks for all your efforts. Your initial training with the Talent Nurturing team and department specific training will be for a maximum period of four months. The salary during training will be **Rs.12,000 per month** which will be prorated based on your training duration. At the end of both the training period, a formal evaluation of your performance will be made.

You will be inducted as a **Trainee** and your total Cost-to-Company (CTC) will be **Rs.2.50 LPA.** You will also be eligible for a bonus of **Rs.20,000** and this bonus will be payable after completing one month of your service with us and will get credited along with your salary for the consecutive payroll cycle. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited

Dinesh Kumar T.K.
Vice President
dinesh.kumaran@aspiresys.com

I hereby accept the offer.

Signature :
Name : Dinesh Nachi Muthu
Date :

Aspire Systems (India) Private Limited
1/D -1, SIPCOT IT PARK, Siruseri,
Chennai - 603103, Tamil Nadu, INDIA.
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Annexure 1: Terms and Conditions of Employment

1. Any information provided by you prior to your employment with us will be subject to background verification. At any point of time, during your services at Aspire Systems, should we find this information inconsistent, your employment with us will be revoked without any prior notice.

2. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.

3. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.

4. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.

5. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.

6. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.

7. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

8. The annual CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

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10. **Salary Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to **"Associate Engineer"** and you can refer to the below mentioned table for the same. These salary changes are subject to your performance. For eg: If your date is joining is October 28, 2020, then your salary change with effective dates will be like this:

Duration	Salary (Per Month INR)	Comments
Oct 2020 – Feb 2021 (Four months max)	12,000	Training period (4 Months Max)
Feb 2021 – Feb 2022 (Next 12 Months)	20,834	Salary gets revised to 20,834
August, 2021	-	Confirmation and Promotion to Associate Engineer
Feb 2022 – Aug 2022 (Next 6 Months)	26,000	Salary gets revised to 26,000
Aug 2022 – Feb 2023 (Next 6 Months)	32,000	Salary gets revised to 32,000
Mar 2023 – Aug 2023 (Next 6 Months)	38,000	Salary gets revised to 38,000
Aug, 2023	38,000 +Hike	Alignment with Org Cycle

You will finally be aligned with the regular Organizational cycle and will be covered in the immediate April cycle. This salary hike will be prorated based on the number of months that you have been in the system after the final salary change till April.

11. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.

12. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

13. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.

14. Joining Bonus: The joining bonus allowance will be subject to your continuing services with the organisation for a period of one full year. In the event of your leaving the organisation within that period, such bonus and allowance will be recoverable from you.

I hereby accept the offer terms and conditions.

Signature :
Name : Dinesh Nachi Muthu
Date :

Aspire Systems (India) Private Limited
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SUGANYA N – ASPIRE SYSTEMS

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November 27, 2020

Ms. Suganya Natarajan
3/496, Poosari Thootam,
Onnipalayam Pudur, Bilichi,
Coimbatore - 641 019.

Dear Suganya,

SUB: Our offer for the position of Trainee

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANs.

We would like you to begin employment with us on **27th November, 2020 (Friday).** You will be inducted as a "**Trainee**". The training phase will be for a period of two and a half months. The total salary for the training period is **Rs.30,000** and this salary will be prorated and paid every month. At the end of the training period, a formal evaluation of your performance will be made.

On successful completion of the training, your total Cost-to-Company (CTC) will be revised to **INR 2.00 Lakhs Per Annum.** All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited

Dinesh Kumar T.K.
Vice President
dinesh.kumaran@aspiresys.com

I hereby accept the offer.

Signature :
Name : Suganya Natarajan
Date :

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Annexure 1: Terms and Conditions of Employment

1. Any information provided by you prior to your employment with us will be subject to background verification. At any point of time, during your services at Aspire Systems, should we find this information inconsistent, your employment with us will be revoked without any prior notice.

2. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.

3. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.

4. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.

5. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.

6. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

7. The annual CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you.

8. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

Aspire Systems (India) Private Limited
1/D -1, SIPCOT IT PARK, Siruseri,
Chennai - 603103, Tamil Nadu, INDIA.
Tel: +91-44-67404000 Fax: +91-44-67404234
www.aspiresys.com

aspire SYSTEMS
attention. always.

9. Salary and Designation Changes: Your probation is for a period of six months and will commence after the initial training period. On successful completion of your probation, you will be confirmed and promoted to "**Associate**". On successful completion of your training period, your salary will be revised to **INR.2.00 Lakhs Per Annum**. Your next salary change will be after completion of probation and will be revised to **INR.2.50 Lakhs Per Annum**. After this salary change, you will be aligned with the regular Organizational cycle and will be covered in the immediate April salary change cycle. For eg: If your date of joining is November 27, 2020, then it works like this:

Date of Joining	: November 27, 2020
Training Duration	: Two and a Half Months
Salary during initial training	: Rs.30,000 for Two and Half Months
Salary after completion of training	: INR 2.00 Lakhs Per Annum
Aug 2021	: Confirmation and Promotion to '**Associate**'
Aug 2021	: First Salary change: 2.50 LPA
April 2022	: Alignment with Org Cycle

10. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package.

11. You will be part of the Talent Acquisition team and you will be responsible recruitment activities for several departments of the Organisation. Sourcing will be a very key activity as you begin your career in recruitment and you will be expected to support various activities of the recruitment process from start to finish. You will source profiles through different channels, post job openings on various job sites, screening candidates at the initial stages, schedule interviews and will support various activities. You will also be guided by various metrics and data points to achieve the desired outcomes for the Organisation.

12. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.

13. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

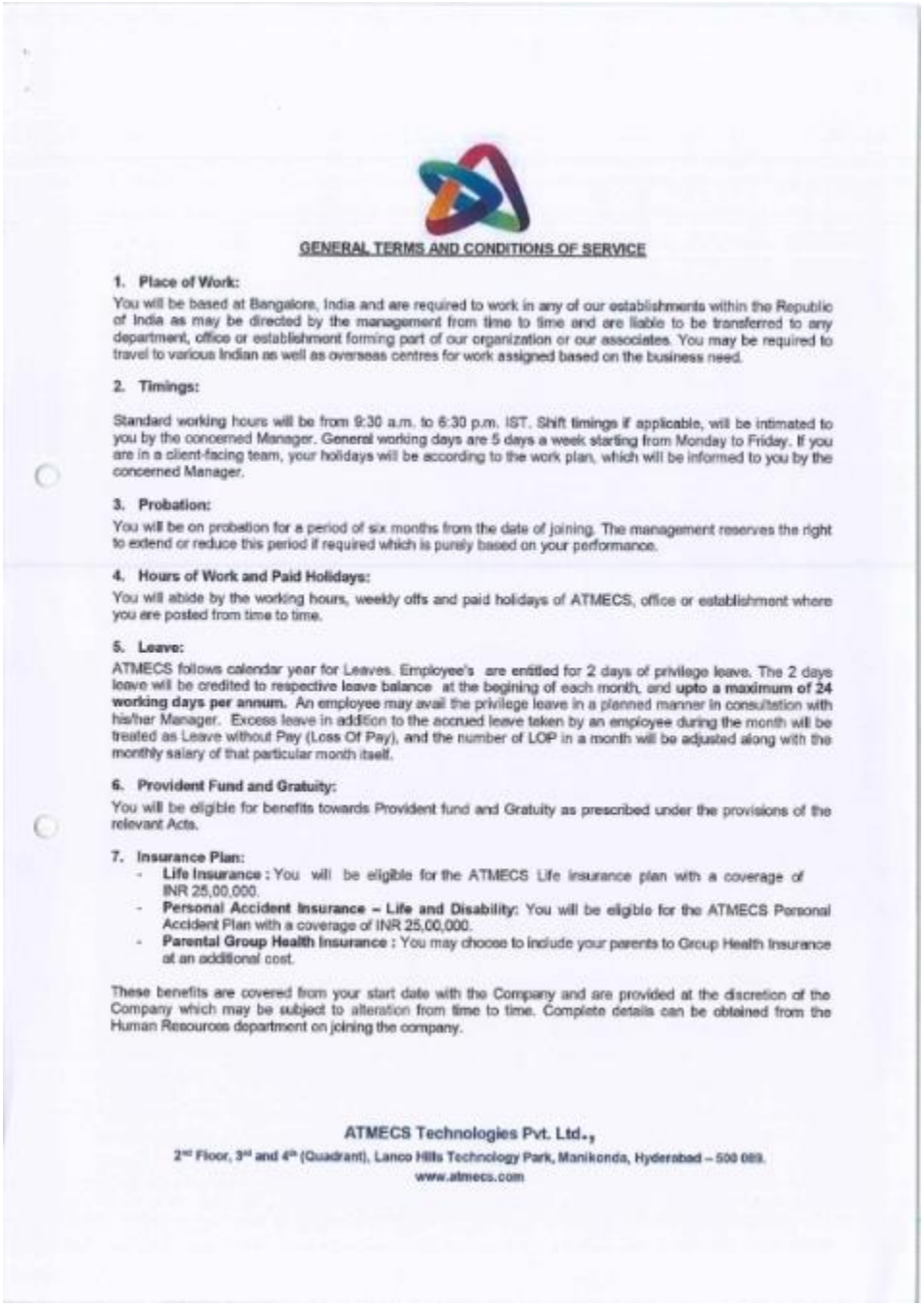
14. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.

I hereby accept the offer terms and conditions.

Signature :
Name : Suganya Natarajan
Date :

Aspire Systems (India) Private Limited
1/D -1, SIPCOT IT PARK, Siruseri,
Chennai - 603103, Tamil Nadu, INDIA.
Tel: +91-44-67404000 Fax: +91-44-67404234
www.aspiresys.com

ARTHI – ATMECS TECHNOLOGIES PVT LTD



GENERAL TERMS AND CONDITIONS OF SERVICE

1. Place of Work:

You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. Timings:

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. Probation:

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. Hours of Work and Paid Holidays:

You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. Leave:

ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and **upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. Provident Fund and Gratuity:

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. Insurance Plan:

- **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
- **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
- **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employese's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

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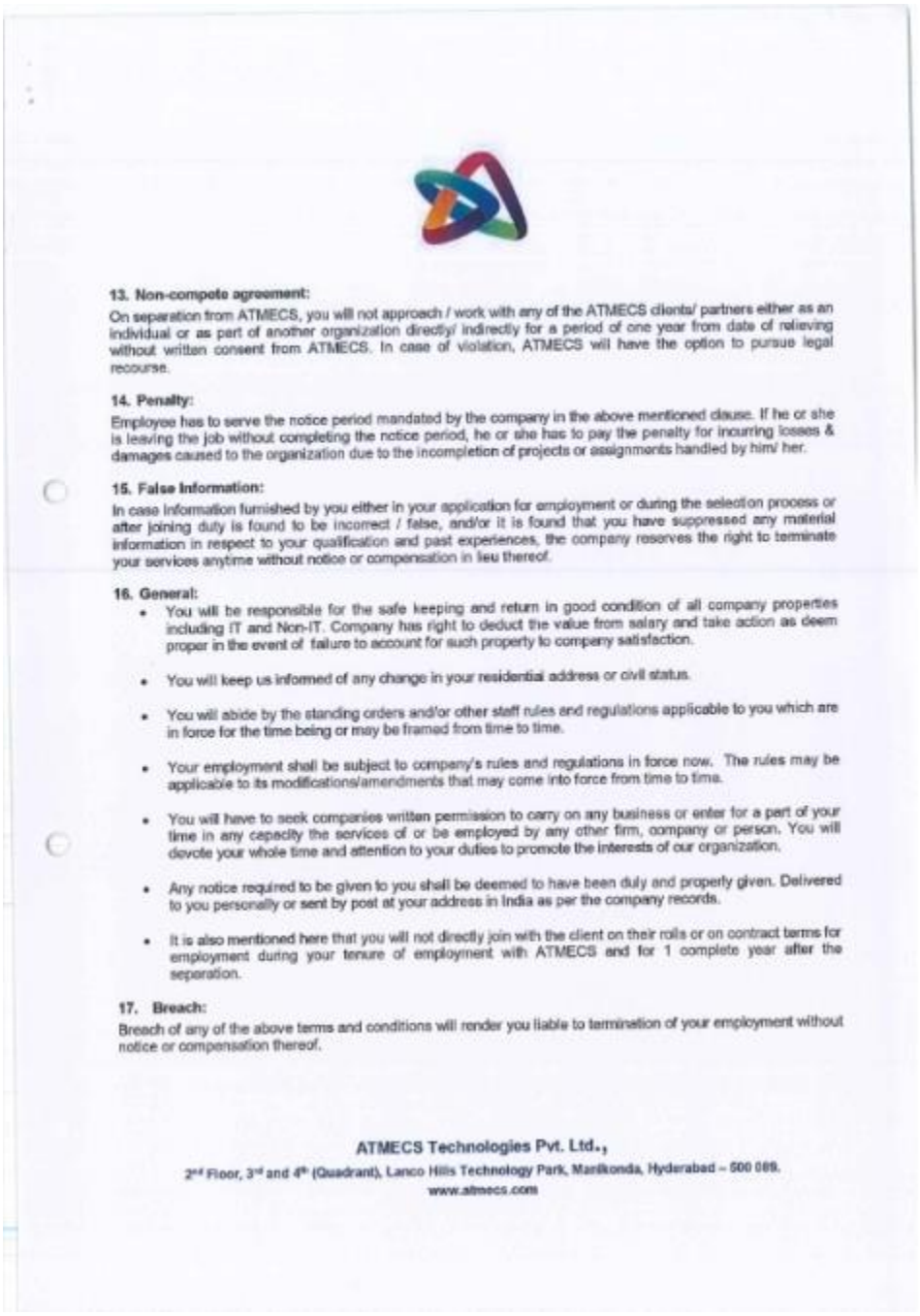

13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

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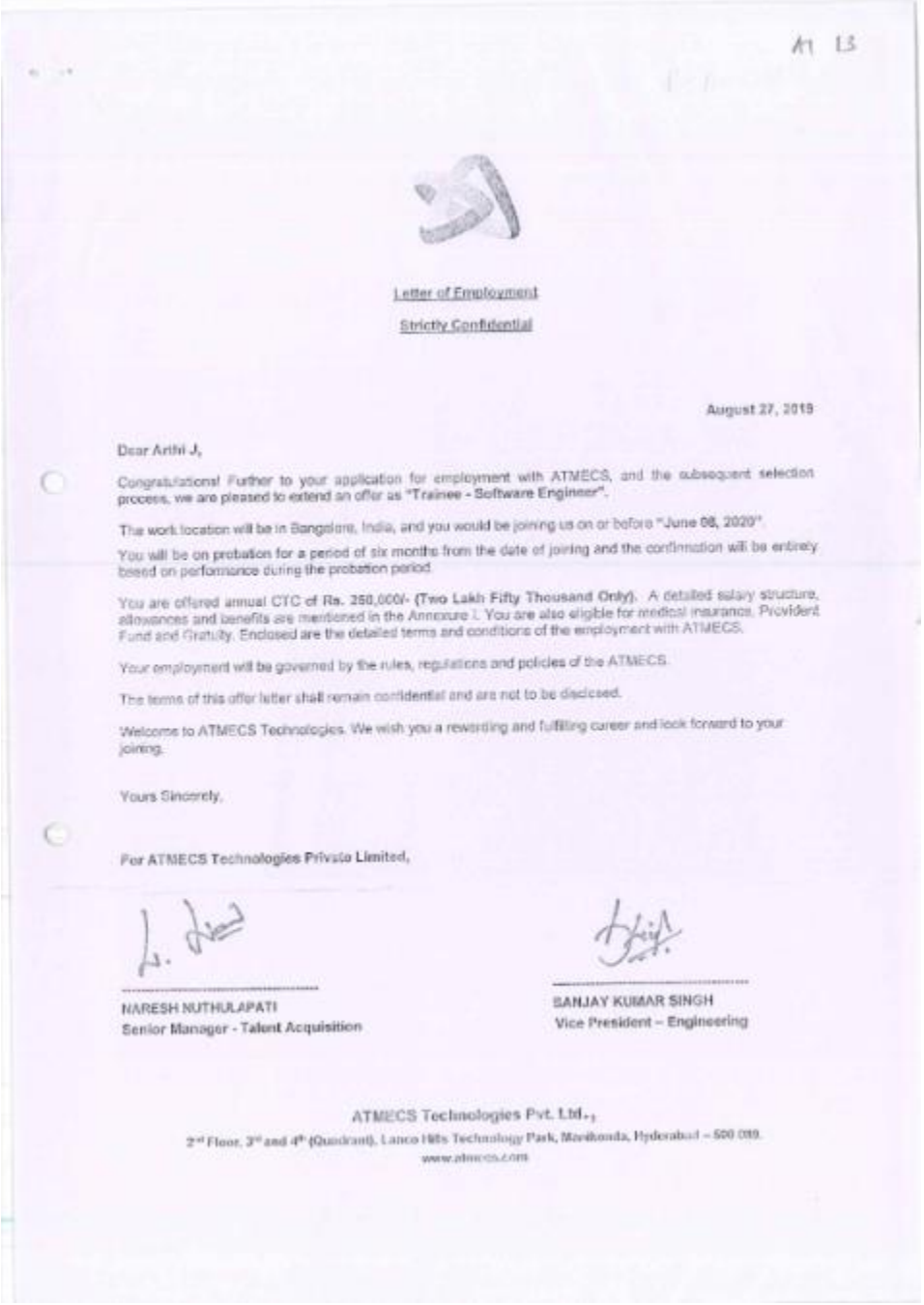

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Arthi J,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as "Trainee - Software Engineer".

The work location will be in Bangalore, India, and you would be joining us on or before "June 08, 2020".

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of Rs. 250,000/- (Two Lakh Fifty Thousand Only). A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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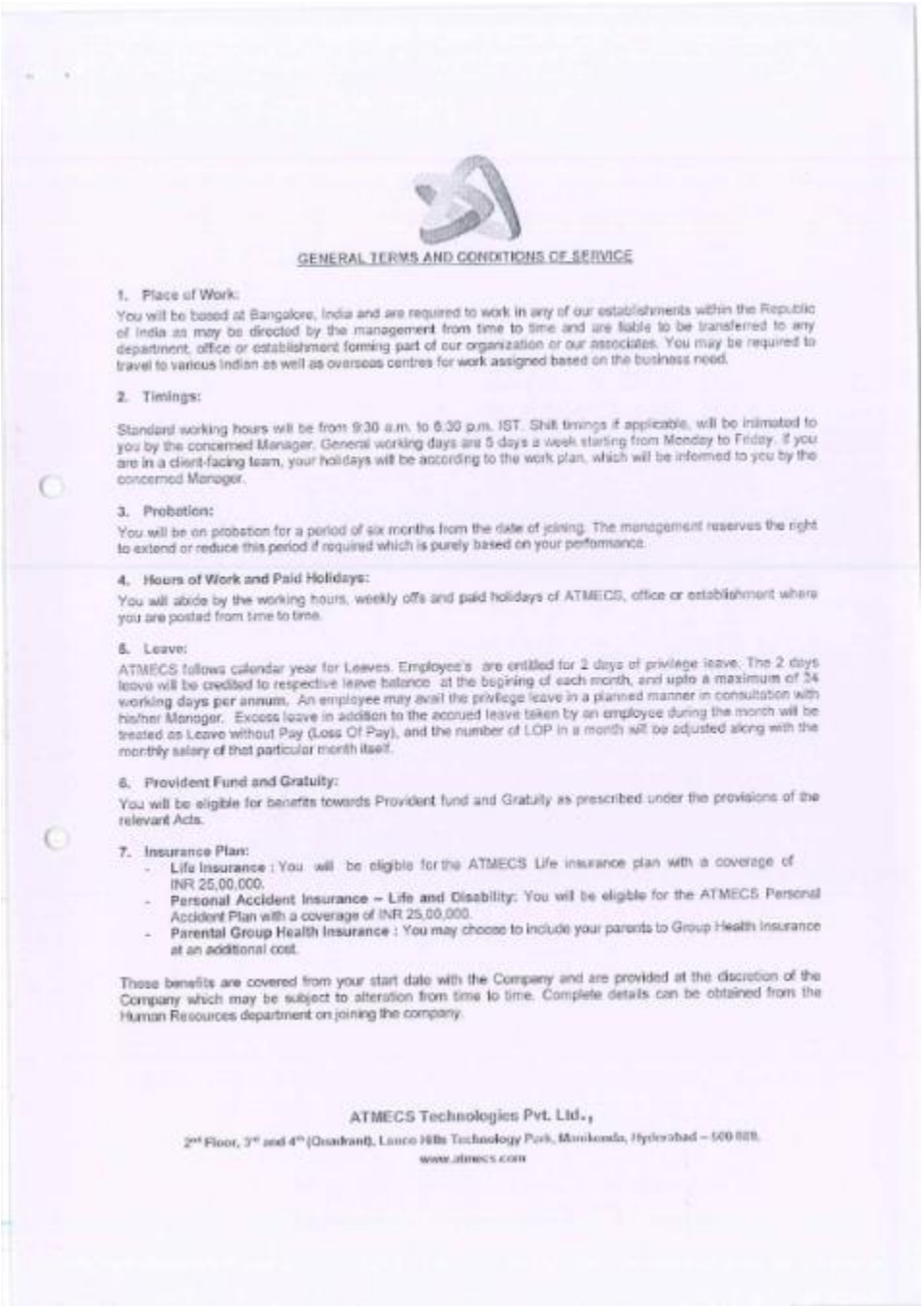

GENERAL TERMS AND CONDITIONS OF SERVICE

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2. Timings:

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3. Probation:

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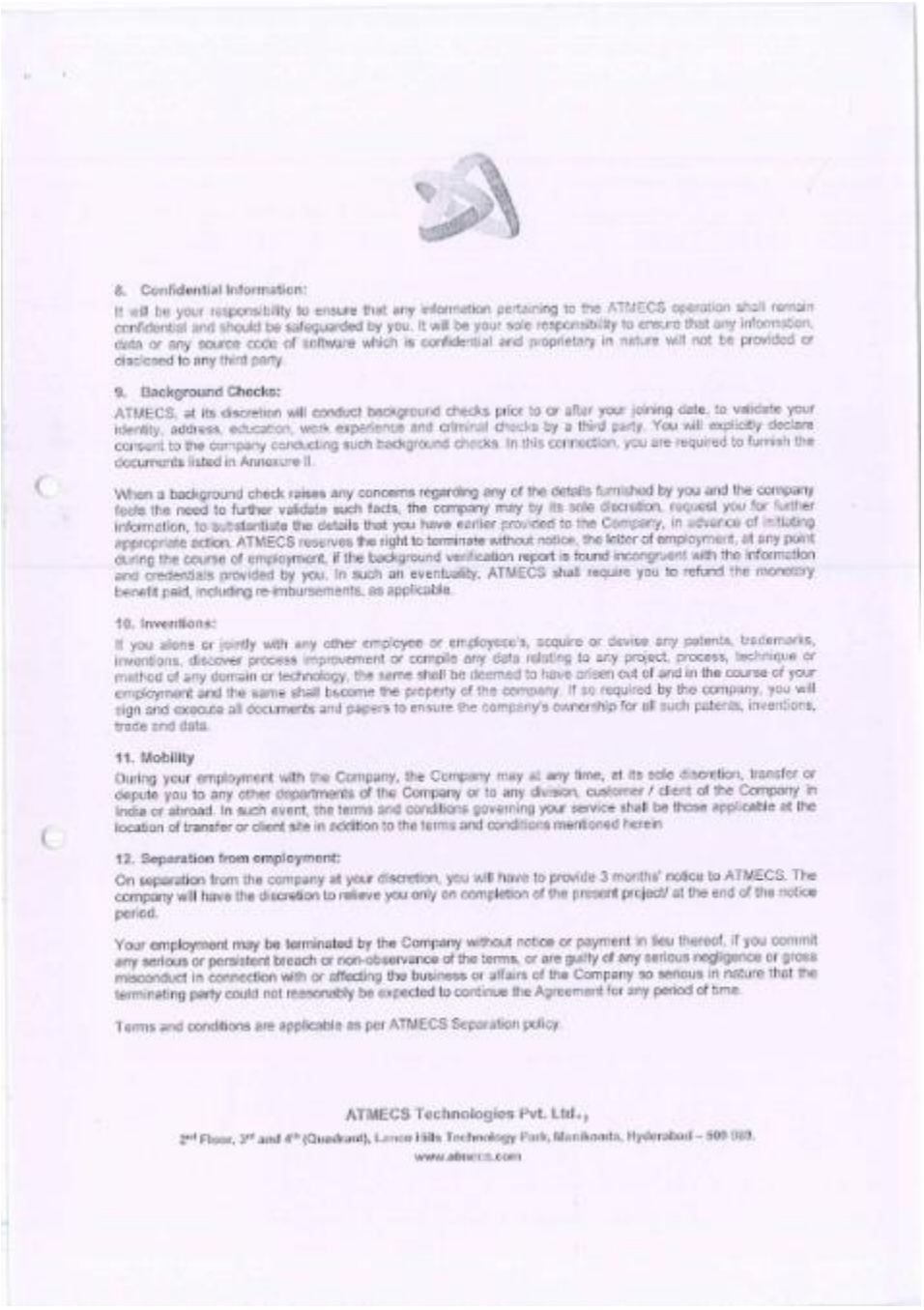

8. **Confidential Information:**

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. **Background Checks:**

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

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If you alone or jointly with any other employee or employee's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. **Mobility**

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein.

12. **Separation from employment:**

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

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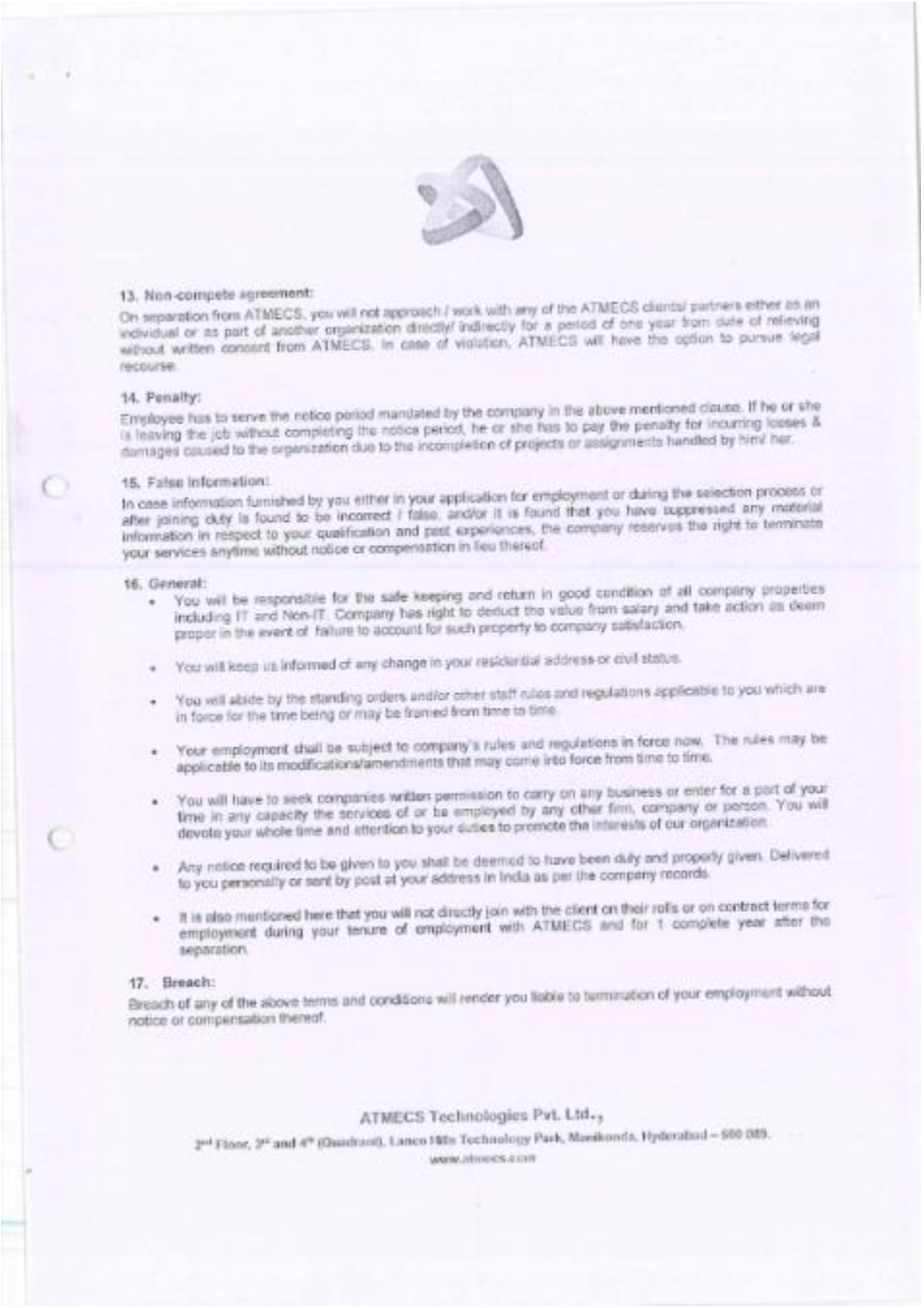

13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

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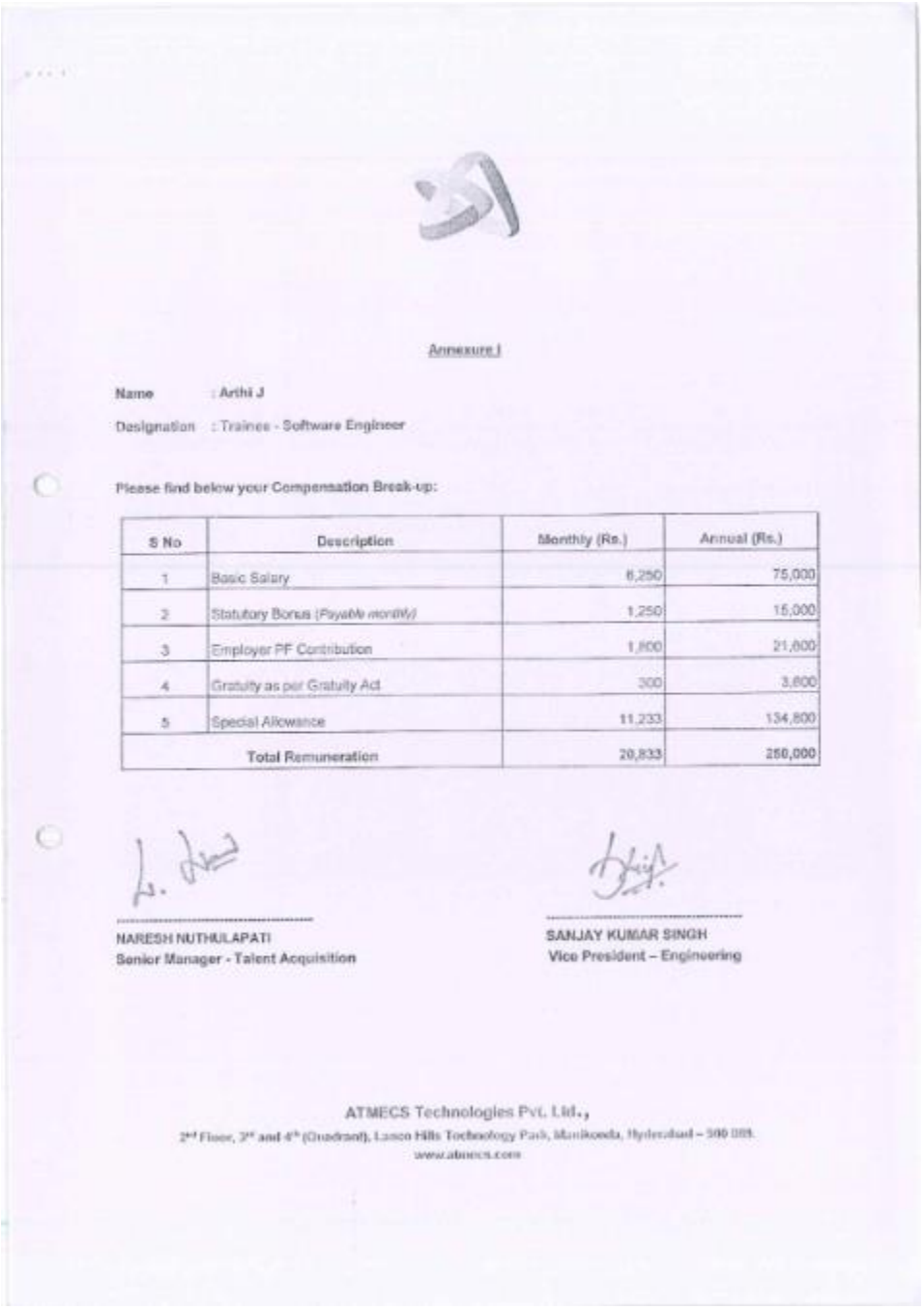

Annexure I

Name : Arthi J

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	20,833	250,000

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lasco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

KAARTHICK SUNDAR S – ATMECS TECHNOLOGIES PVT LTD

AT 14

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Kaarthick Sundar S,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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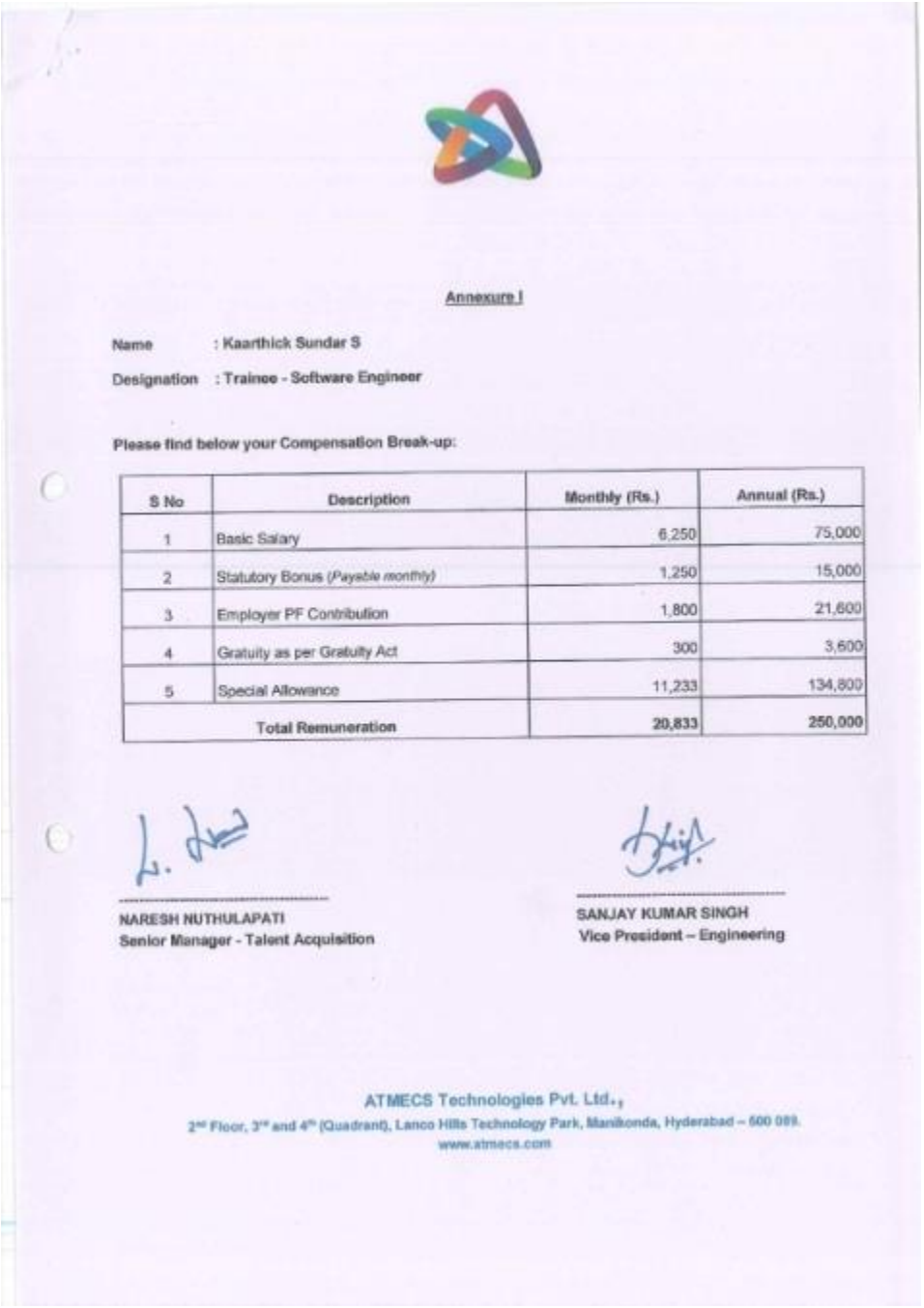

Annexure I

Name : Kaarthick Sundar S

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus *(Payable monthly)*	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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www.atmecs.com

SWETHA PRASADHAN – ATMECS TECHNOLOGIES PVT LTD

A7 15

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Swetha Prasadhan,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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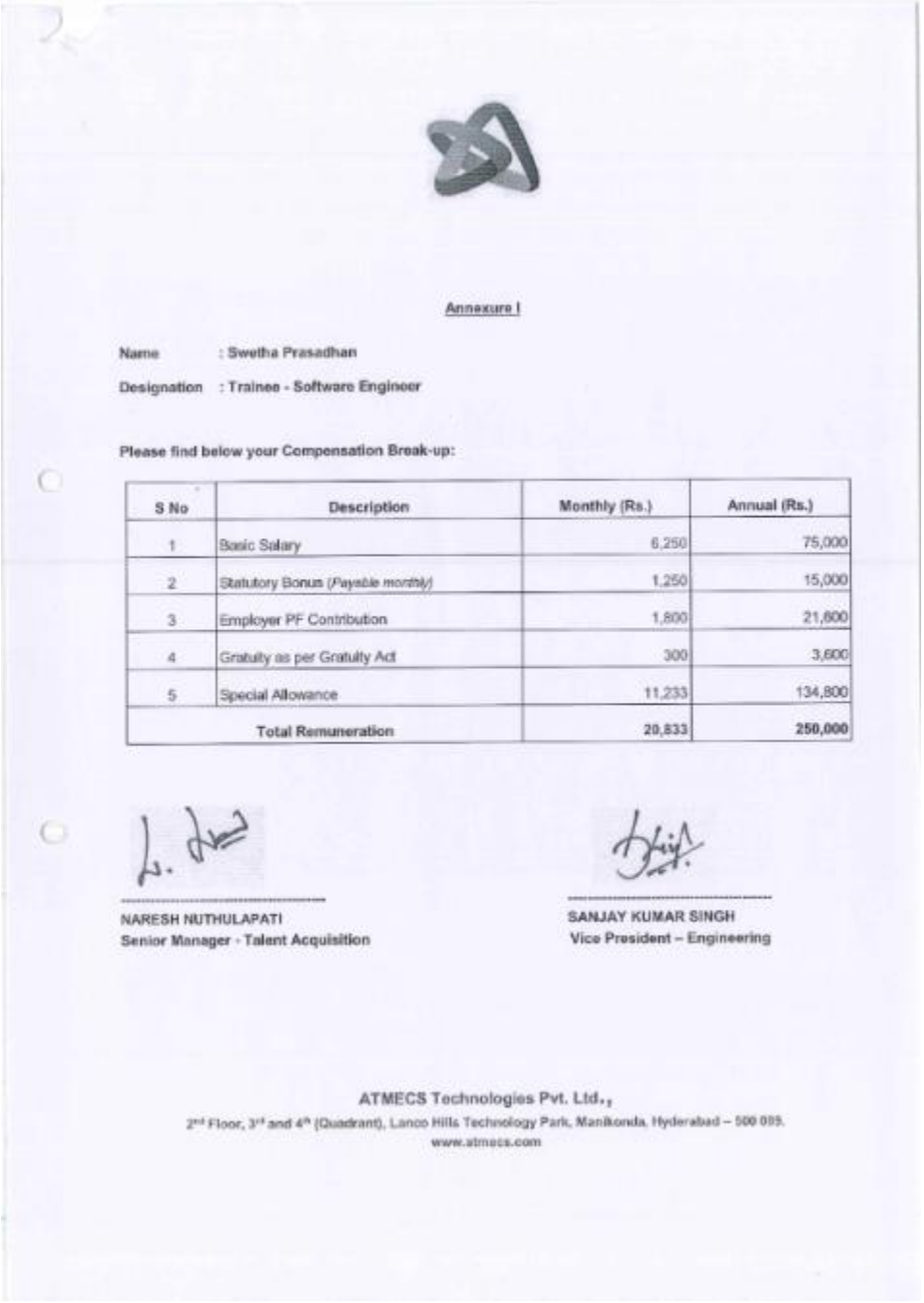


Annexure I

Name : Swetha Prasadhan

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

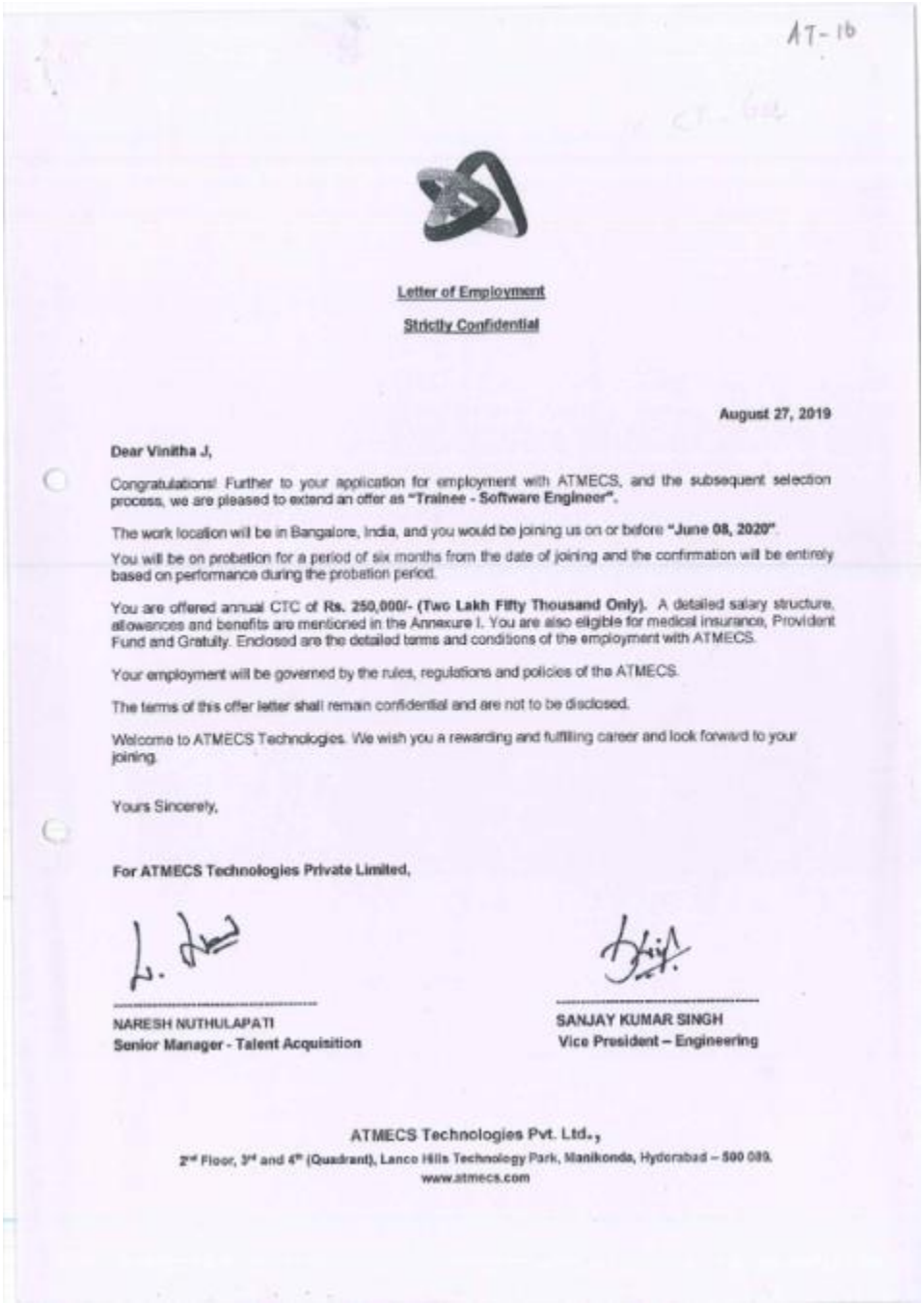
S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

VINITHA J – ATMECS TECHNOLOGIES PVT LTD



AT-16

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Vinitha J,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

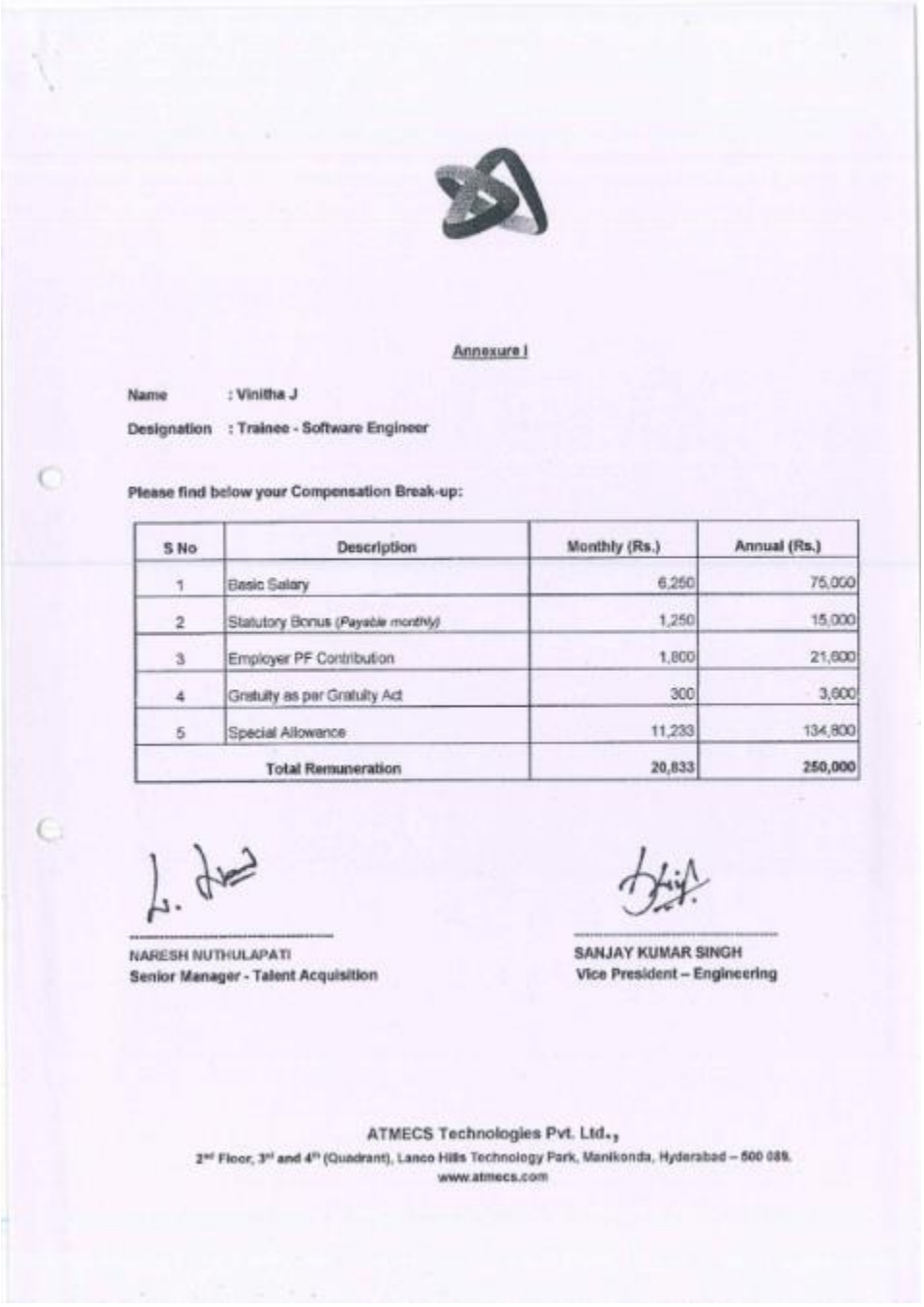
Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



Annexure I

Name : Vinitha J

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

SANDHIYAJENIFER J – ATMECS TECHNOLOGIES PVT LTD

AT- 18

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Sandhiyajenifer J,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
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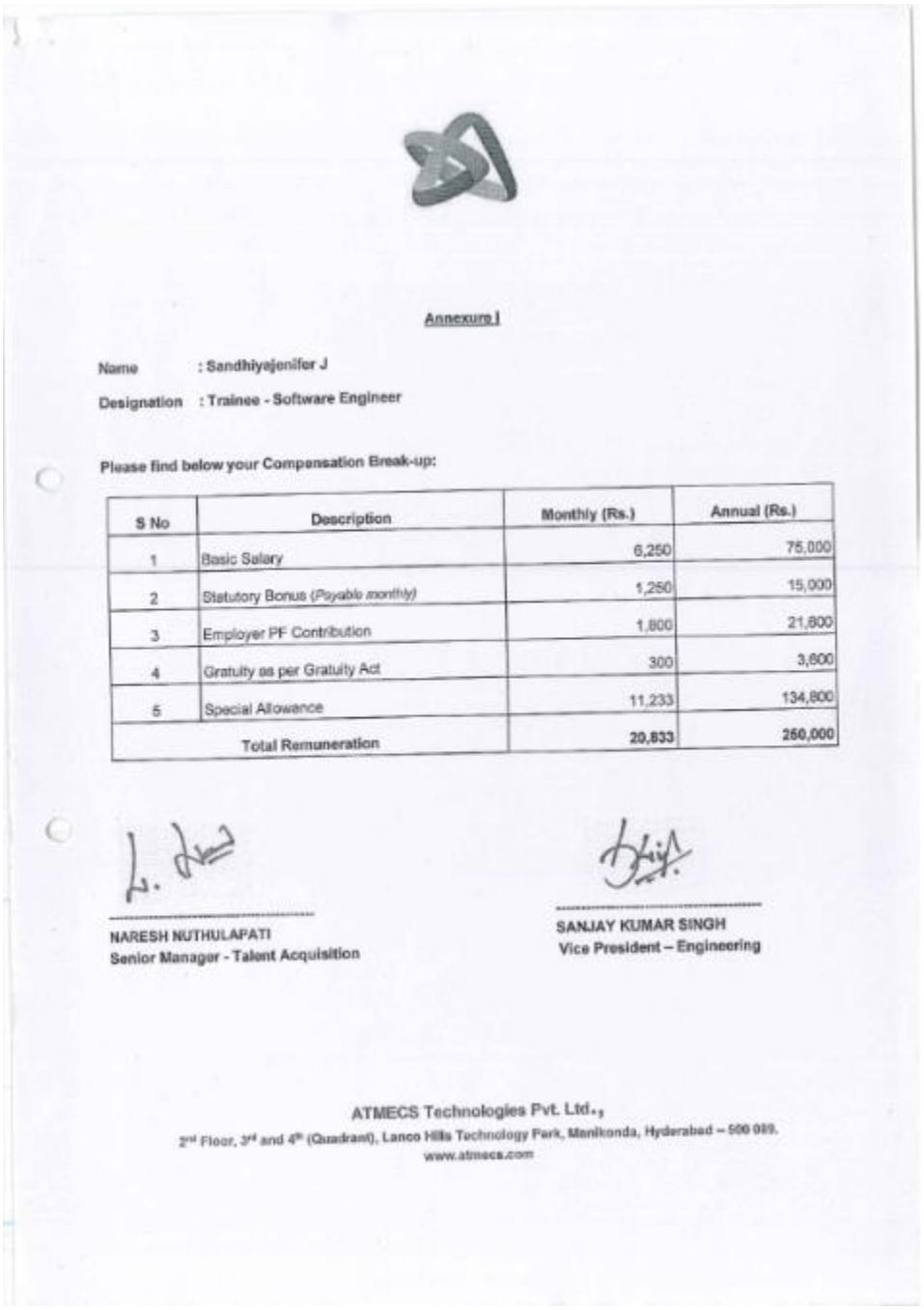
www.atmecs.com



Annexure I

Name : Sandhiyajenifer J

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

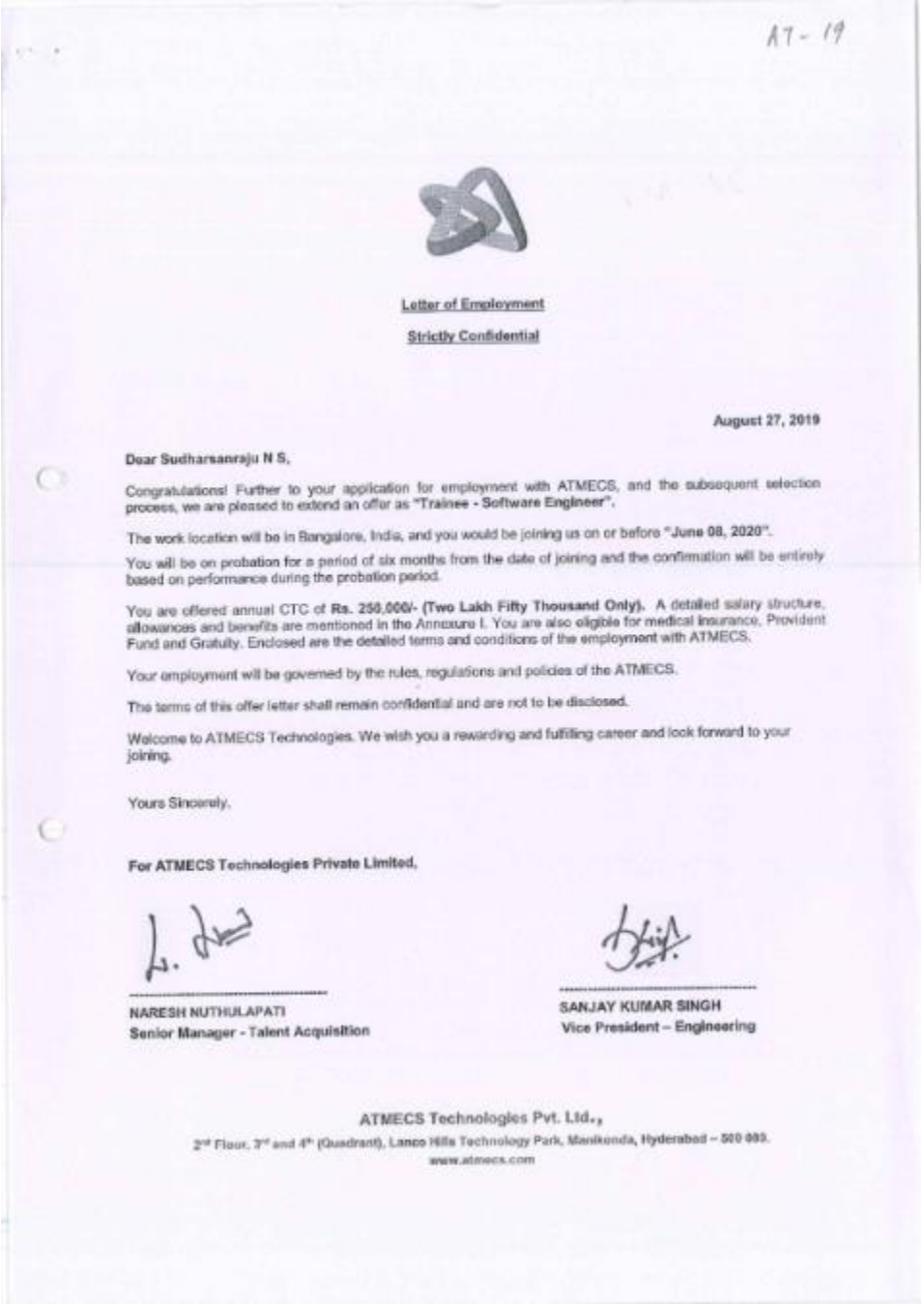
S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (*Payable monthly*)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

SUDHARSANRAJU N S – ATMECS TECHNOLOGIES PVT LTD



A7 - 19

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Sudharsanraju N S,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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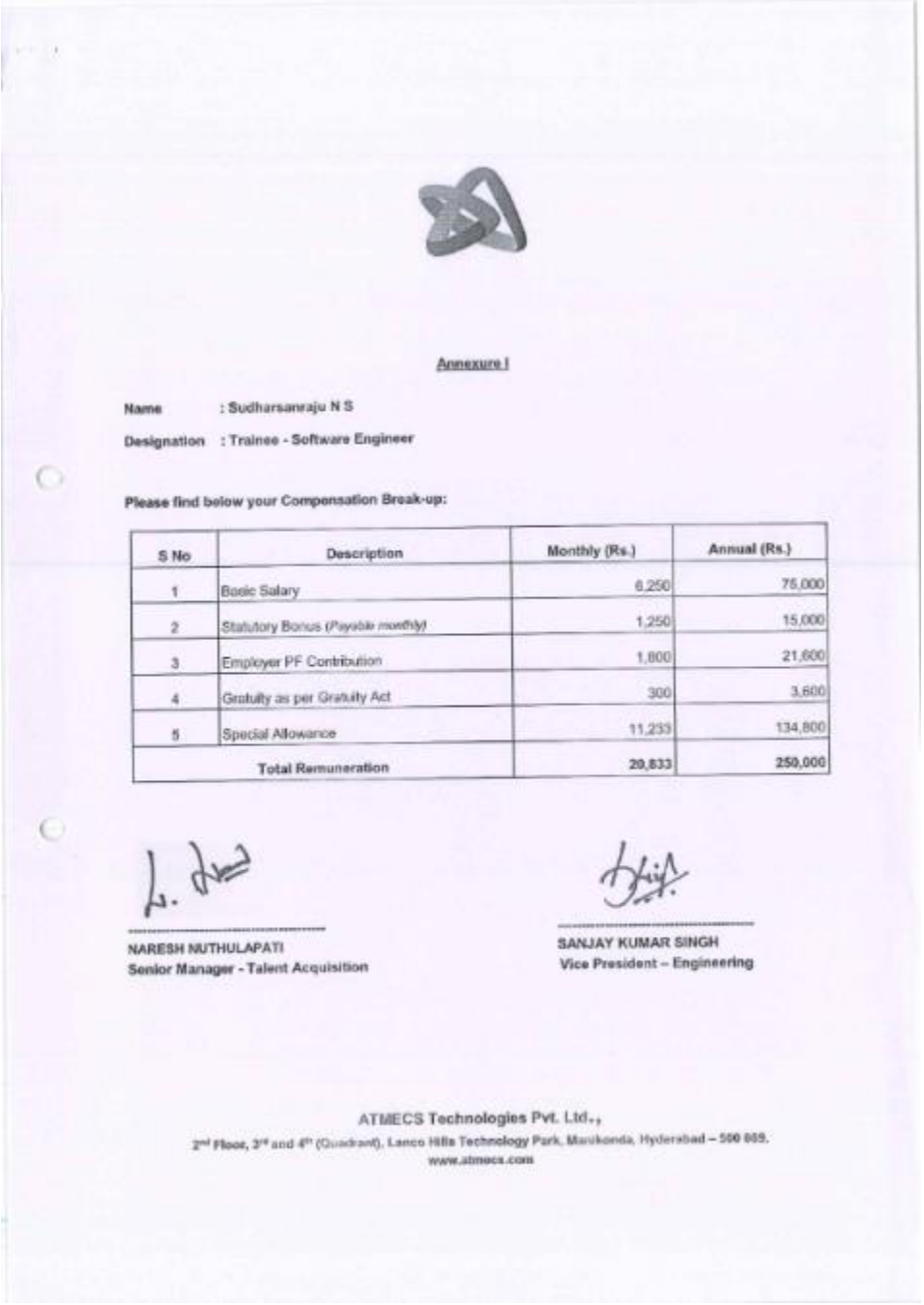

Annexure I

Name : Sudharsanraju N S

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I Sudharsanraju N S agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : N. S. Raju

Name: Sudharsanraju N S

Address:

(EMPLOYER)

Signature :

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

MONIKA PALSAMY – ATMECS TECHNOLOGIES PVT LTD

A1 - 21

BCA - 31

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Monika Palsamy,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as "Trainee - Software Engineer".

The work location will be in Bangalore, India, and you would be joining us on or before "June 08, 2020".

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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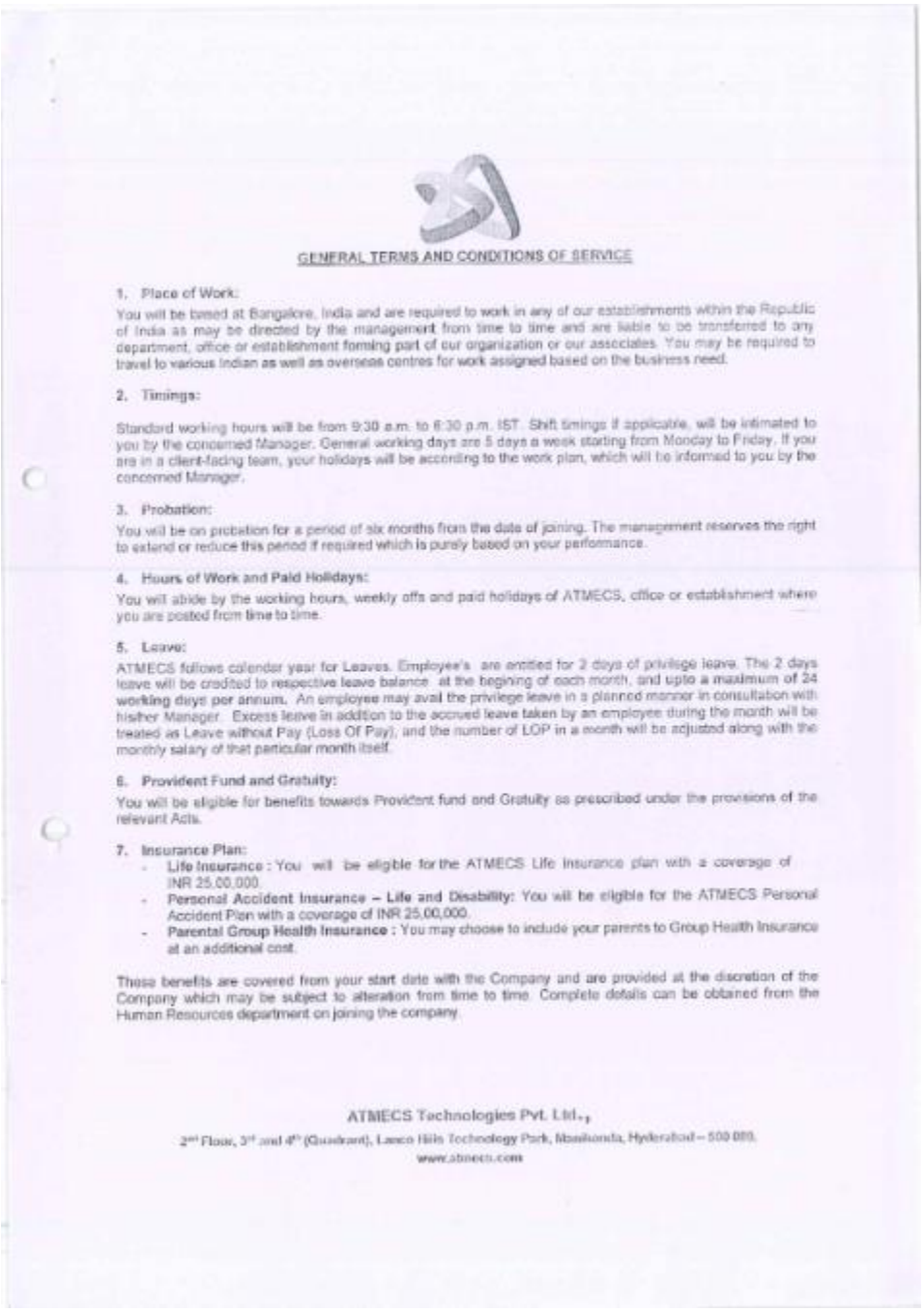

GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**

You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**

You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**

ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and upto a maximum of 24 working days per annum. An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. **Provident Fund and Gratuity:**

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life Insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

ATMECS Technologies Pvt. Ltd.,

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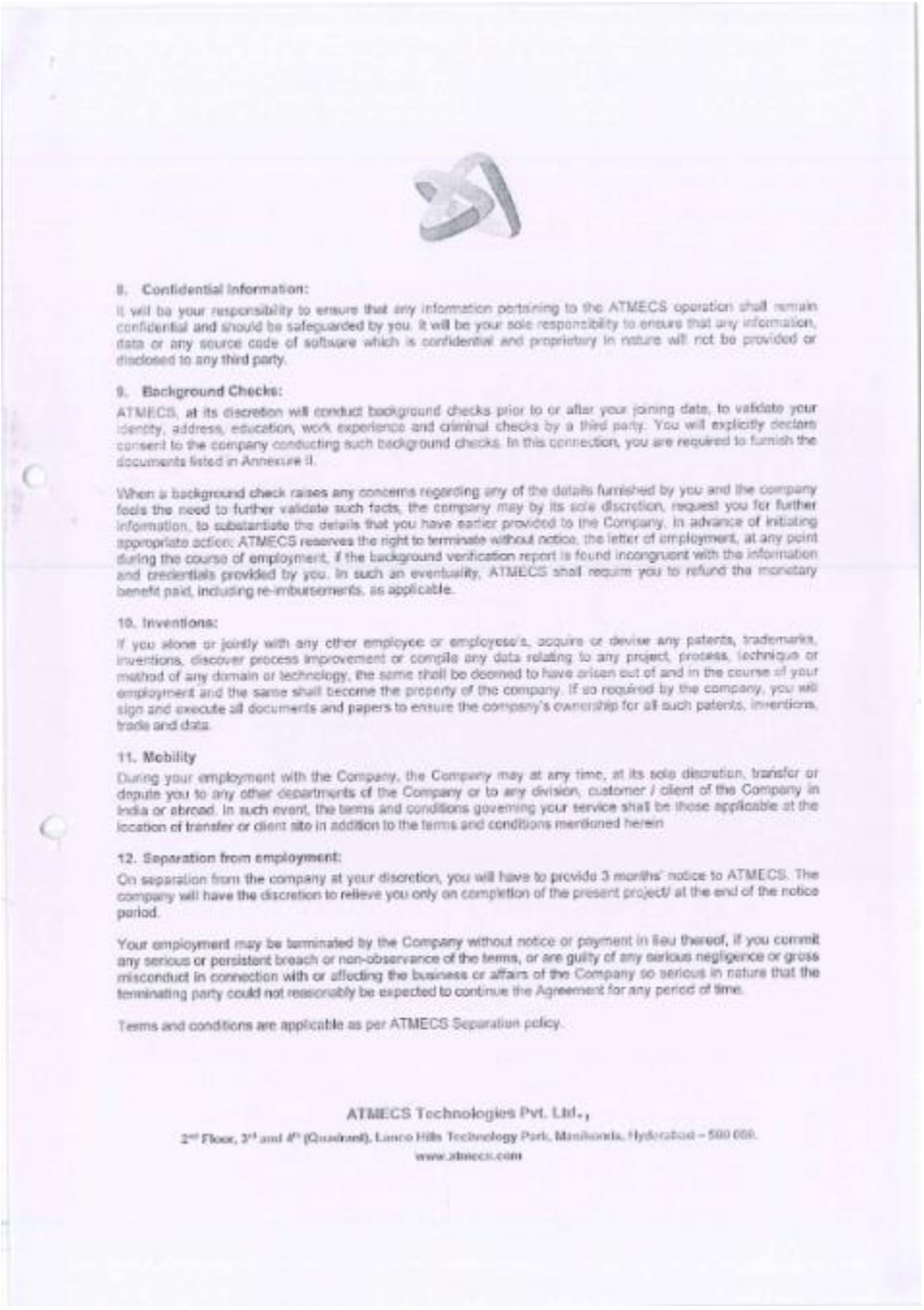
www.atmecs.com



8. **Confidential Information:**

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. **Background Checks:**

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company. In advance of initiating appropriate action; ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. **Inventions:**

If you alone or jointly with any other employee or employees's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. **Mobility**

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. **Separation from employment:**

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

ATMECS Technologies Pvt. Ltd.,

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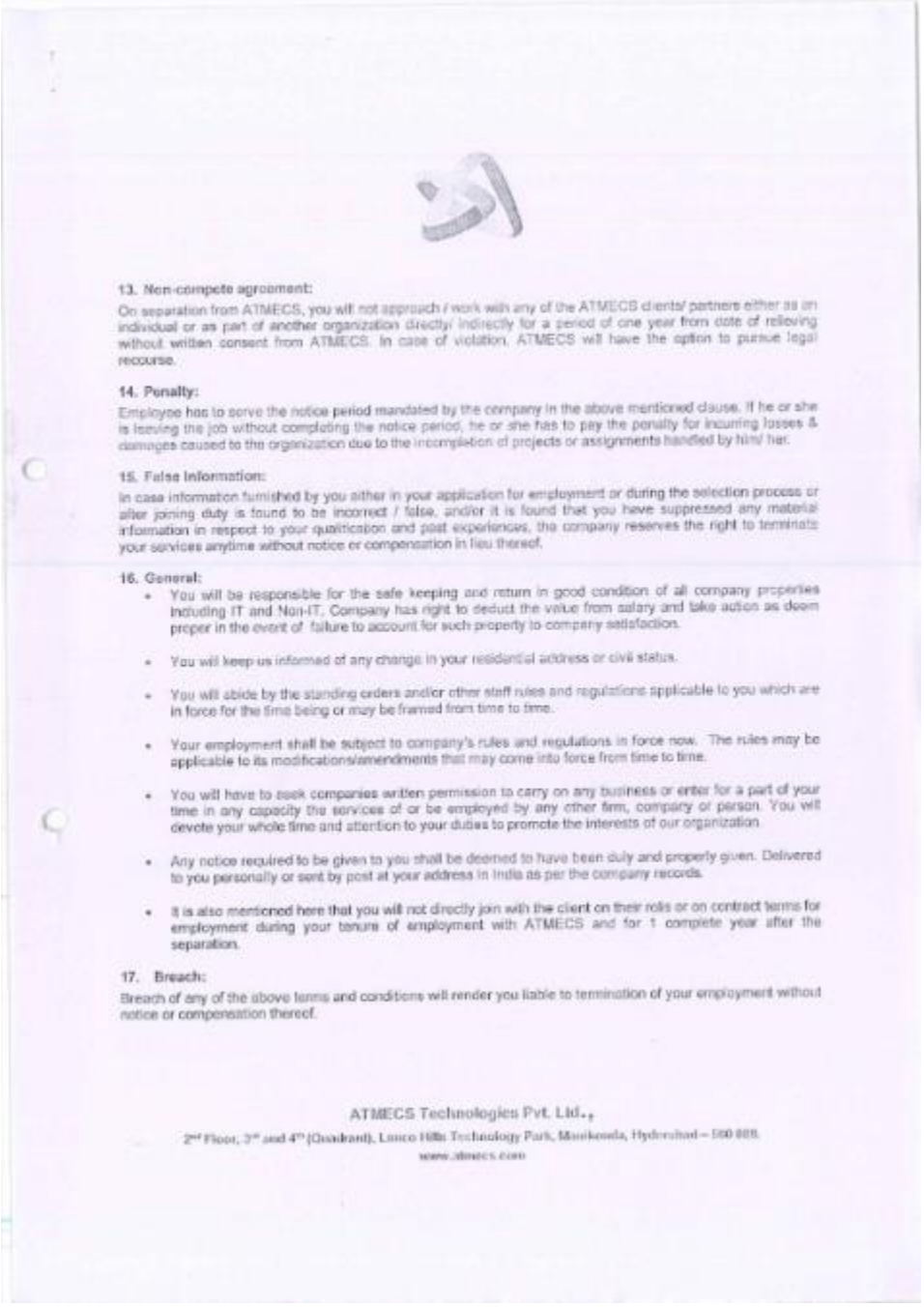


13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given, Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

Annexure I

Name : Monika Palsamy

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

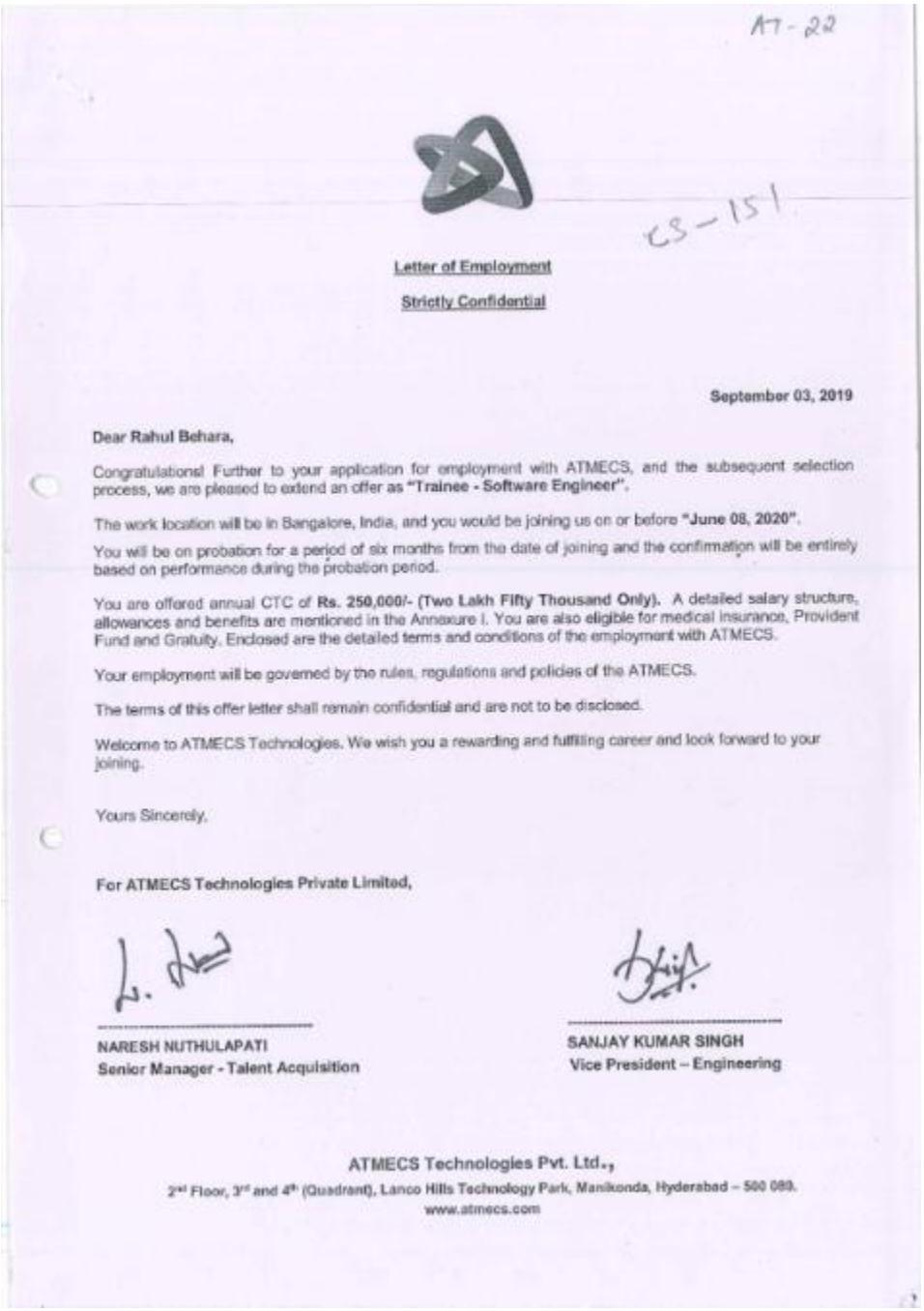
S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	20,833	250,000

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

RAHUL BEHARA – ATMECS TECHNOLOGIES PVT LTD



A7 - 22

CS – 151

Letter of Employment

Strictly Confidential

September 03, 2019

Dear Rahul Behara,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
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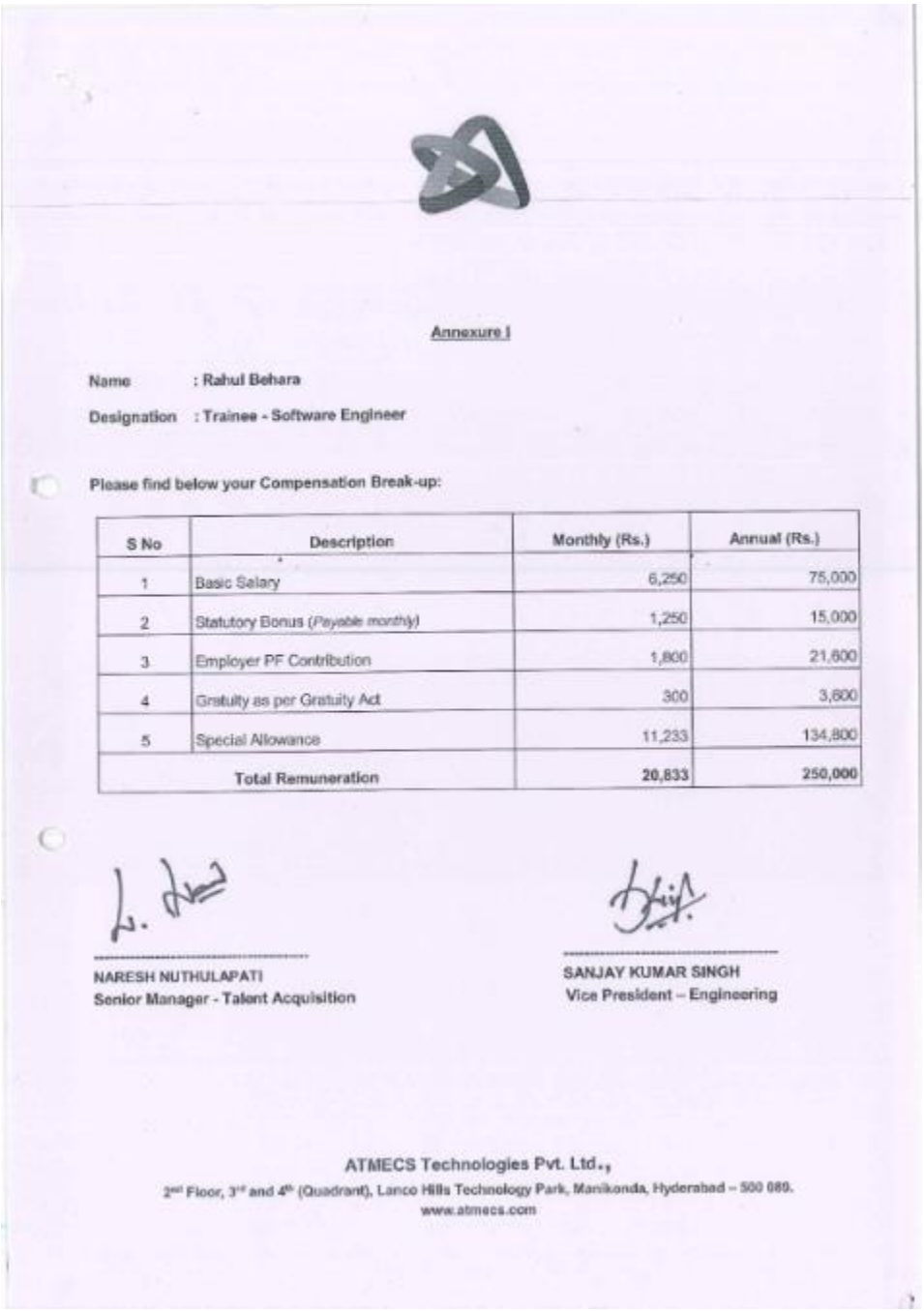

Annexure I

Name : Rahul Behara

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (*Payable monthly*)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

ANU PRIYA RAVI – ATMECS TECHNOLOGIES PVT LTD

AT 25

IT-004

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Anu Priya Ravi,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
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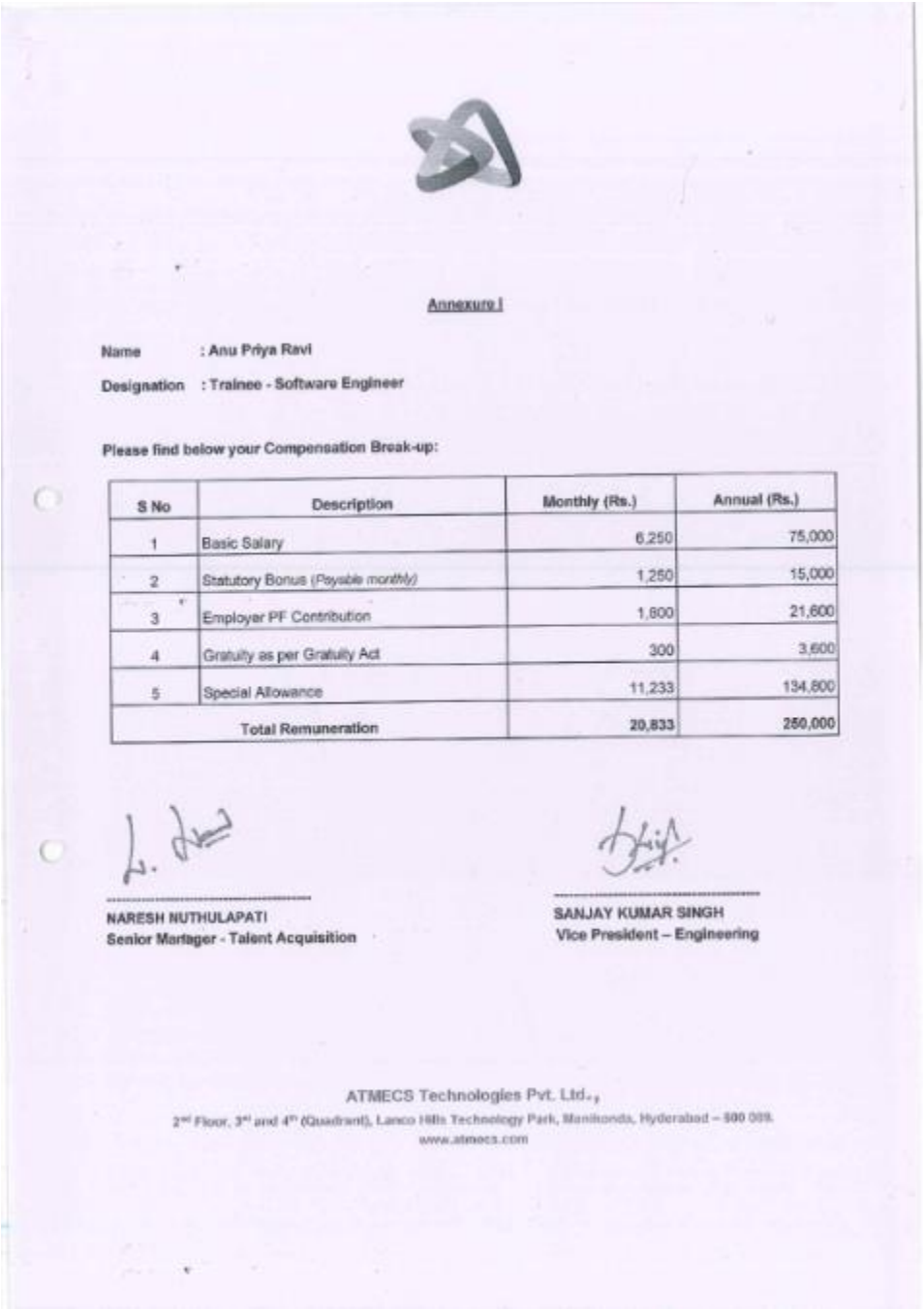
www.atmecs.com



Annexure I

Name : Anu Priya Ravi

Designation : Trainee - Software Engineer

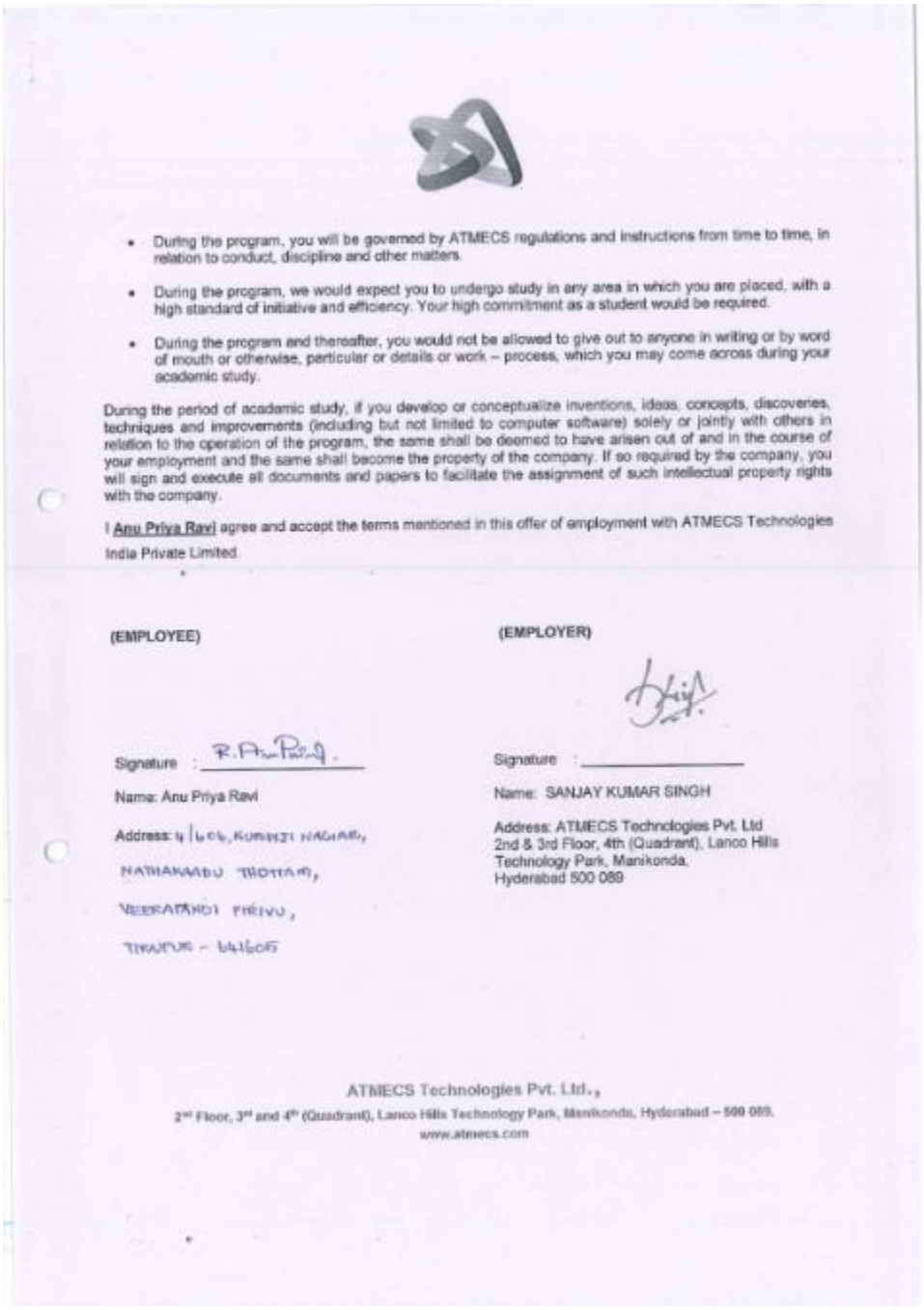
Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	20,833	250,000

NARESH NUTHULAPATI
Senior Mantager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I Anu Priya Ravi agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : R. Anu Priya

Name: Anu Priya Ravi

Address: 4/106, KUMARI NAGAR,
NATHAKADU THOTTAM,
VEERAPANDI PIRIVU,
THENI - 625005

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

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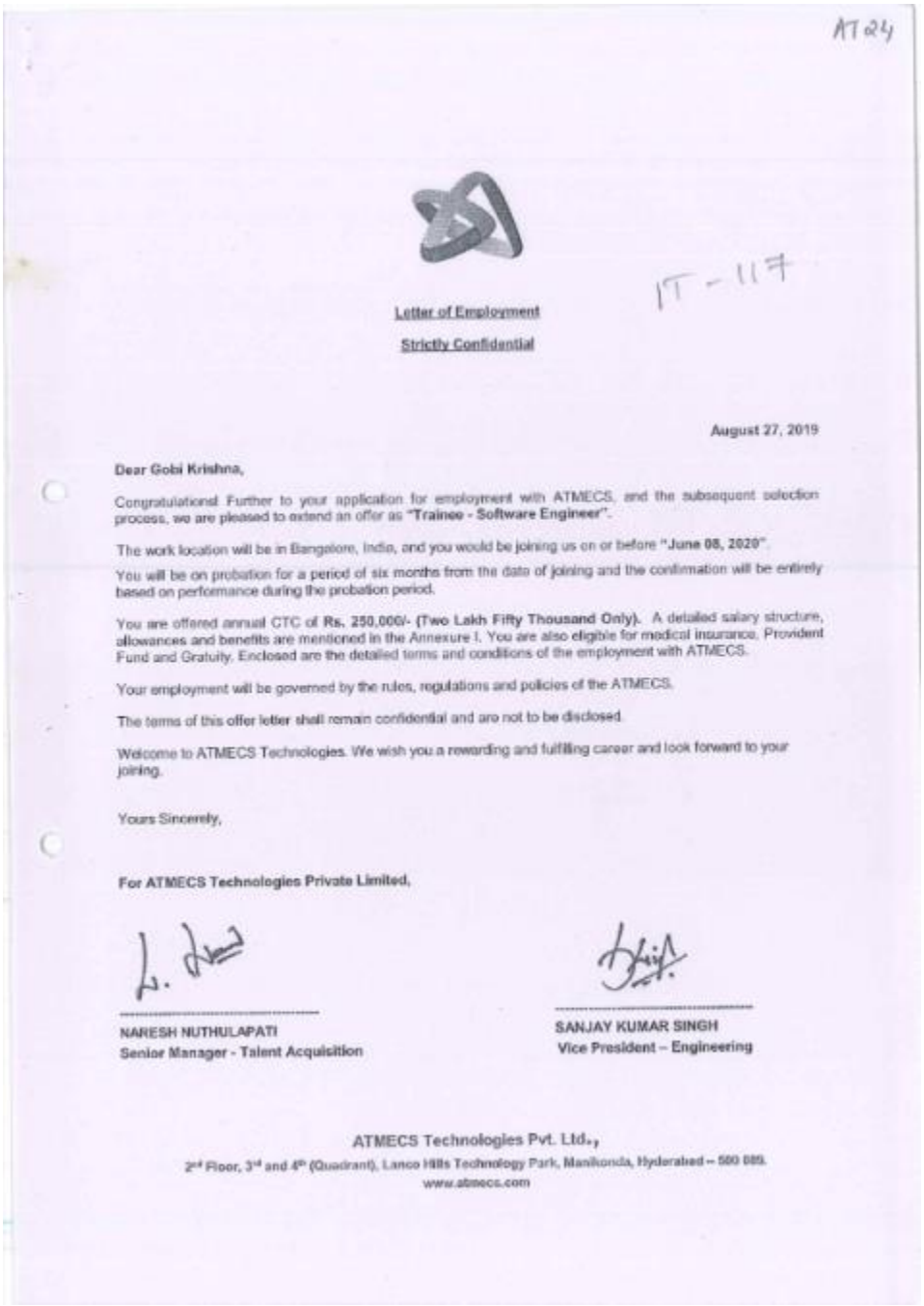
GOBI KRISHNA – ATMECS TECHNOLOGIES PVT LTD



AT24

IT-117

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Gobi Krishna,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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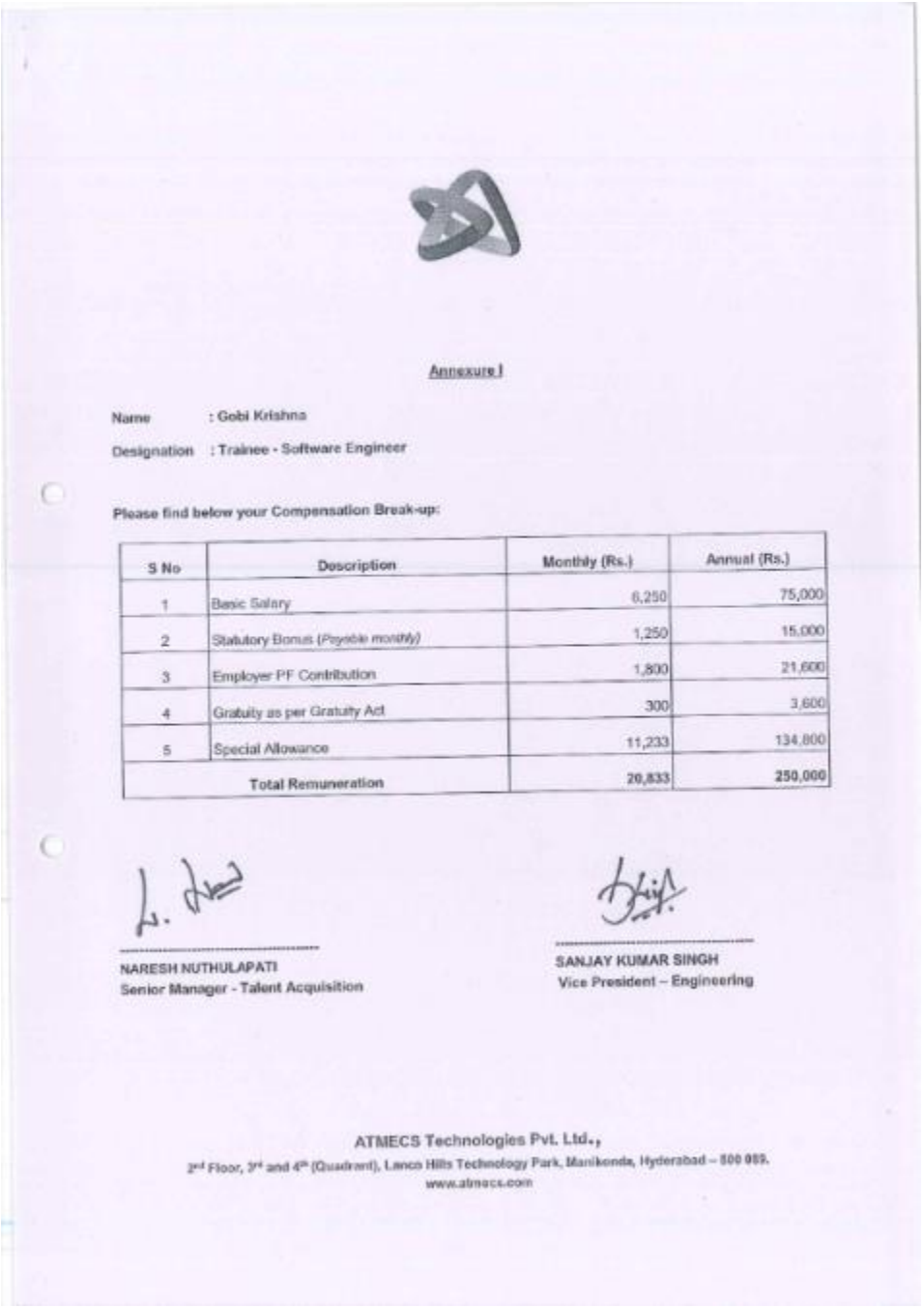

Annexure I

Name : Gobi Krishna

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	20,833	250,000

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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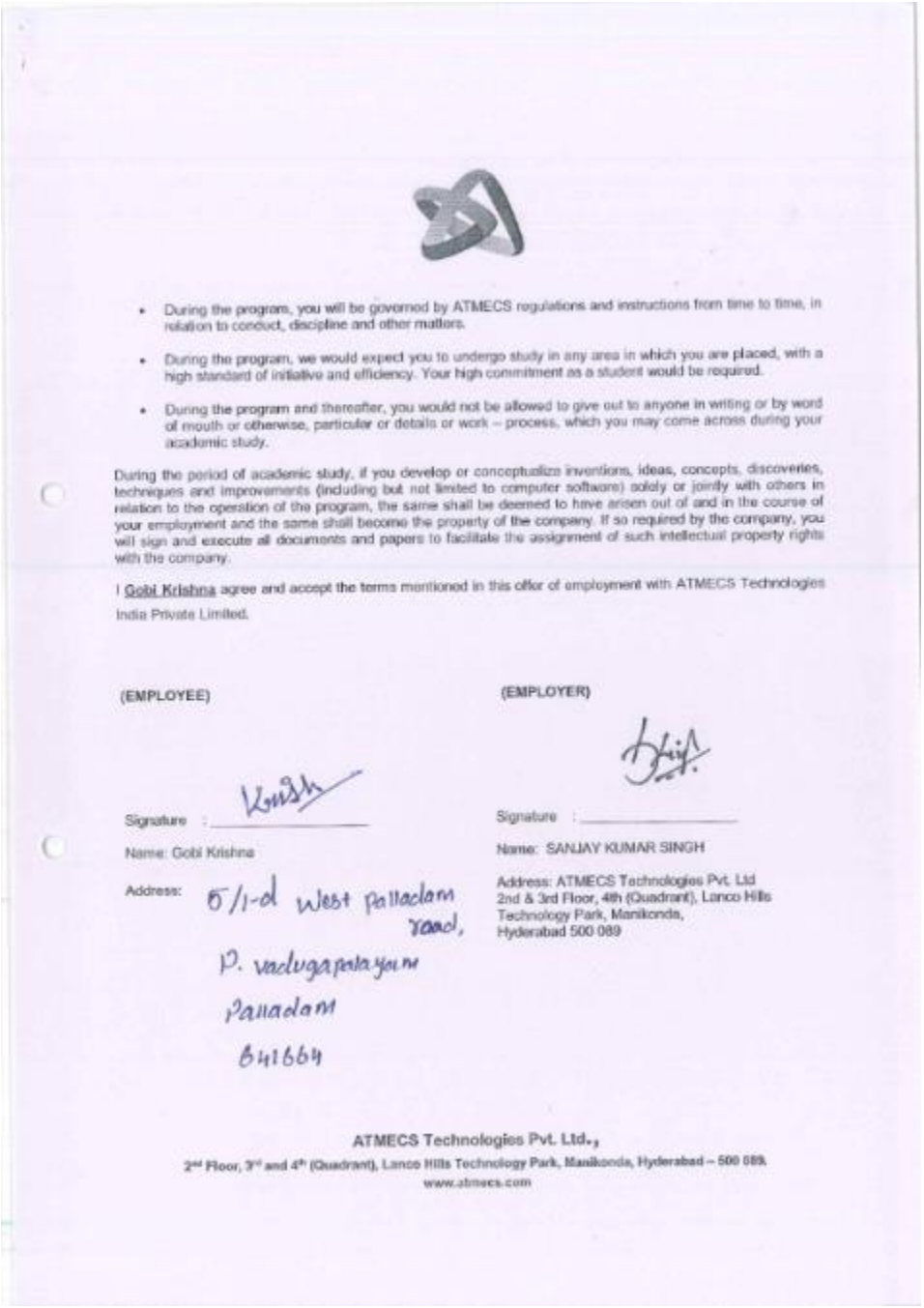


- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I Gobi Krishna agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : Krish

Name: Gobi Krishna

Address: 5/1-d West Pallaclam road, P. vaduganatayanm Pallaclam 641664

(EMPLOYER)

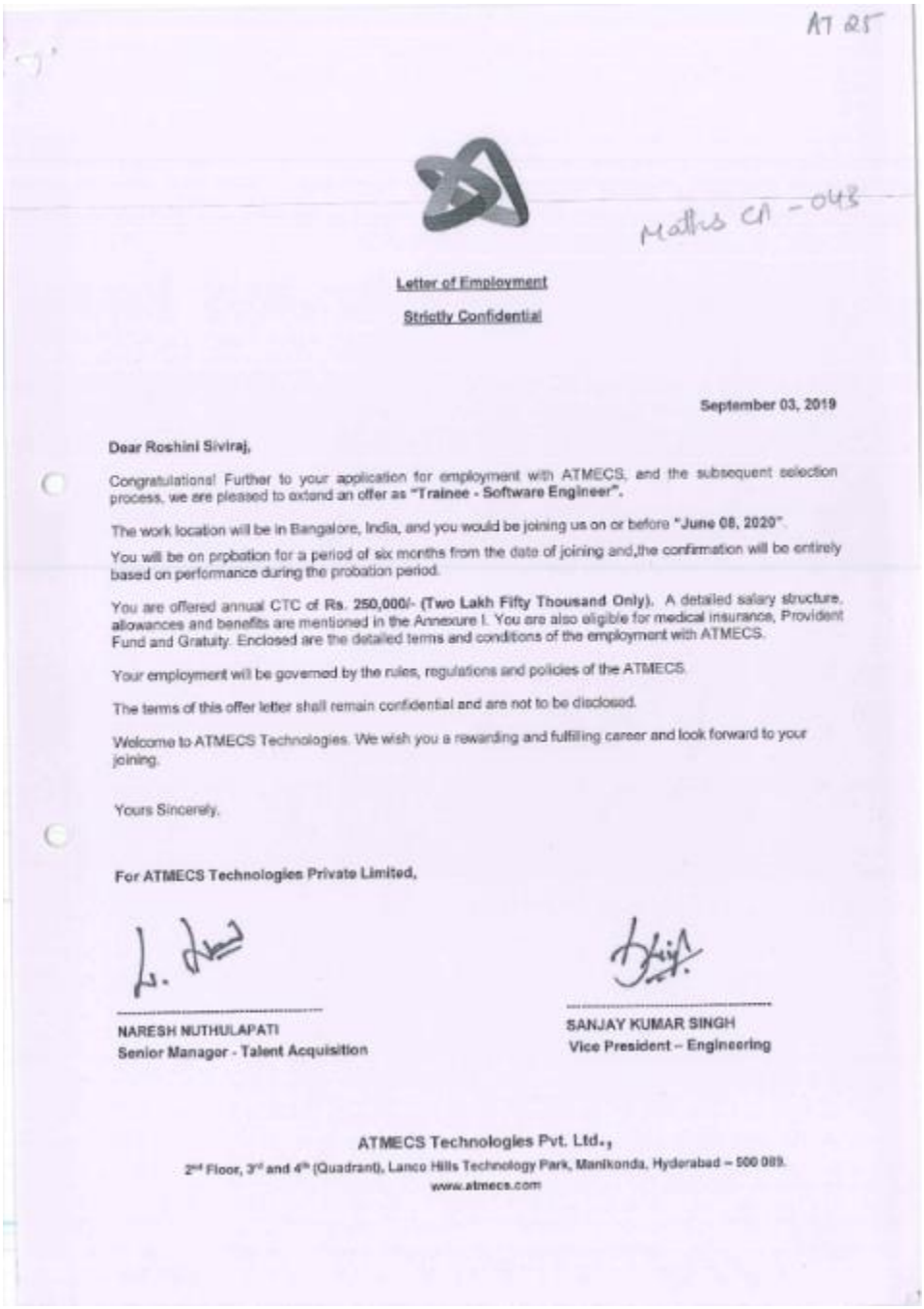
Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd 2nd & 3rd Floor, 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

ROSHINI SIVIRAJ – ATMECS TECHNOLOGIES PVT LTD



AT 25

Maths CA - 048

Letter of Employment

Strictly Confidential

September 03, 2019

Dear Roshini Siviraj,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and,the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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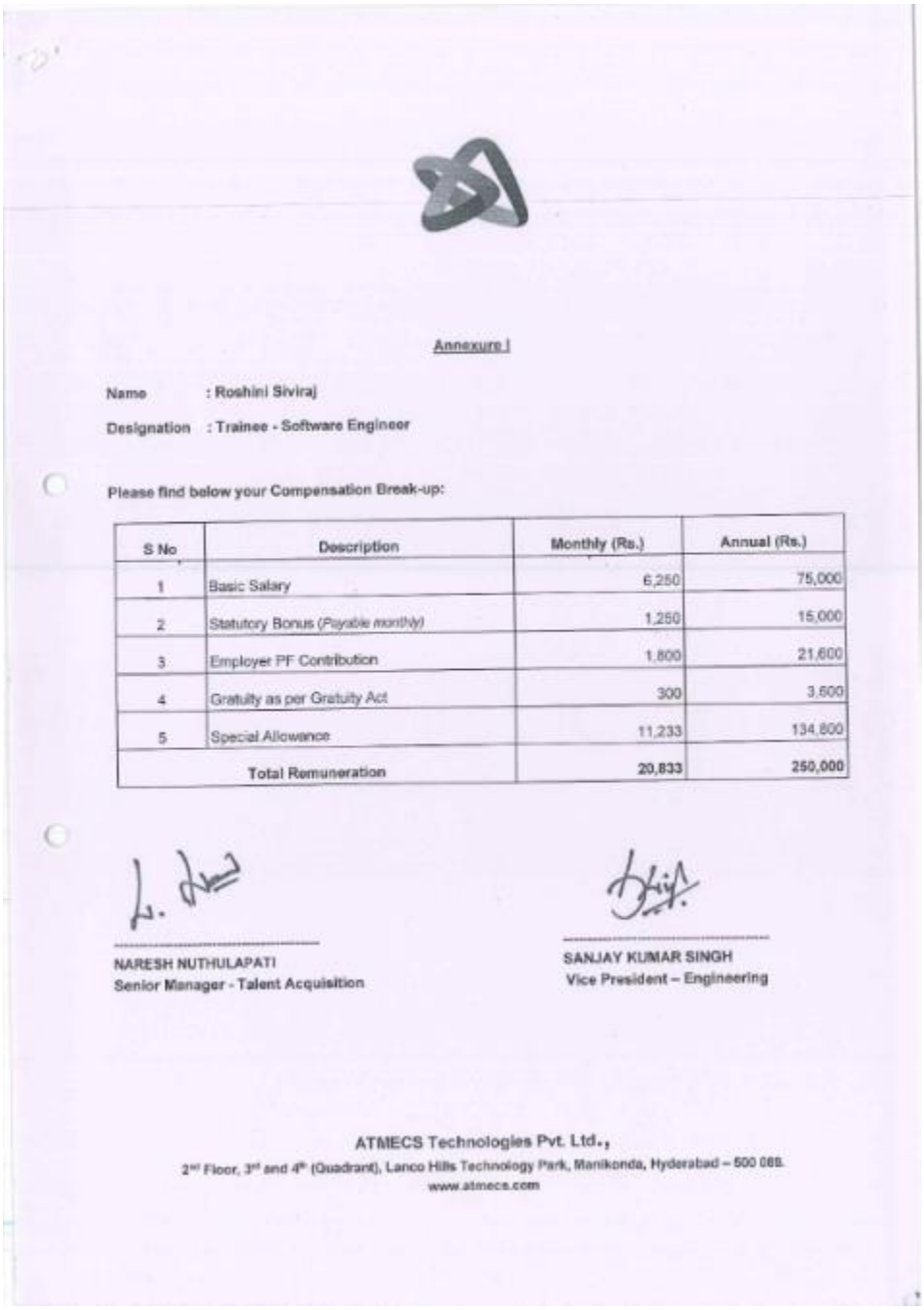

Annexure I

Name : Roshini Siviraj

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	20,833	250,000

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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SANTHOSH KUMAR K – ATMECS TECHNOLOGIES PVT LTD

AT 06

Letter of Employment

Strictly Confidential

September 03, 2019

Dear Santhosh Kumar K,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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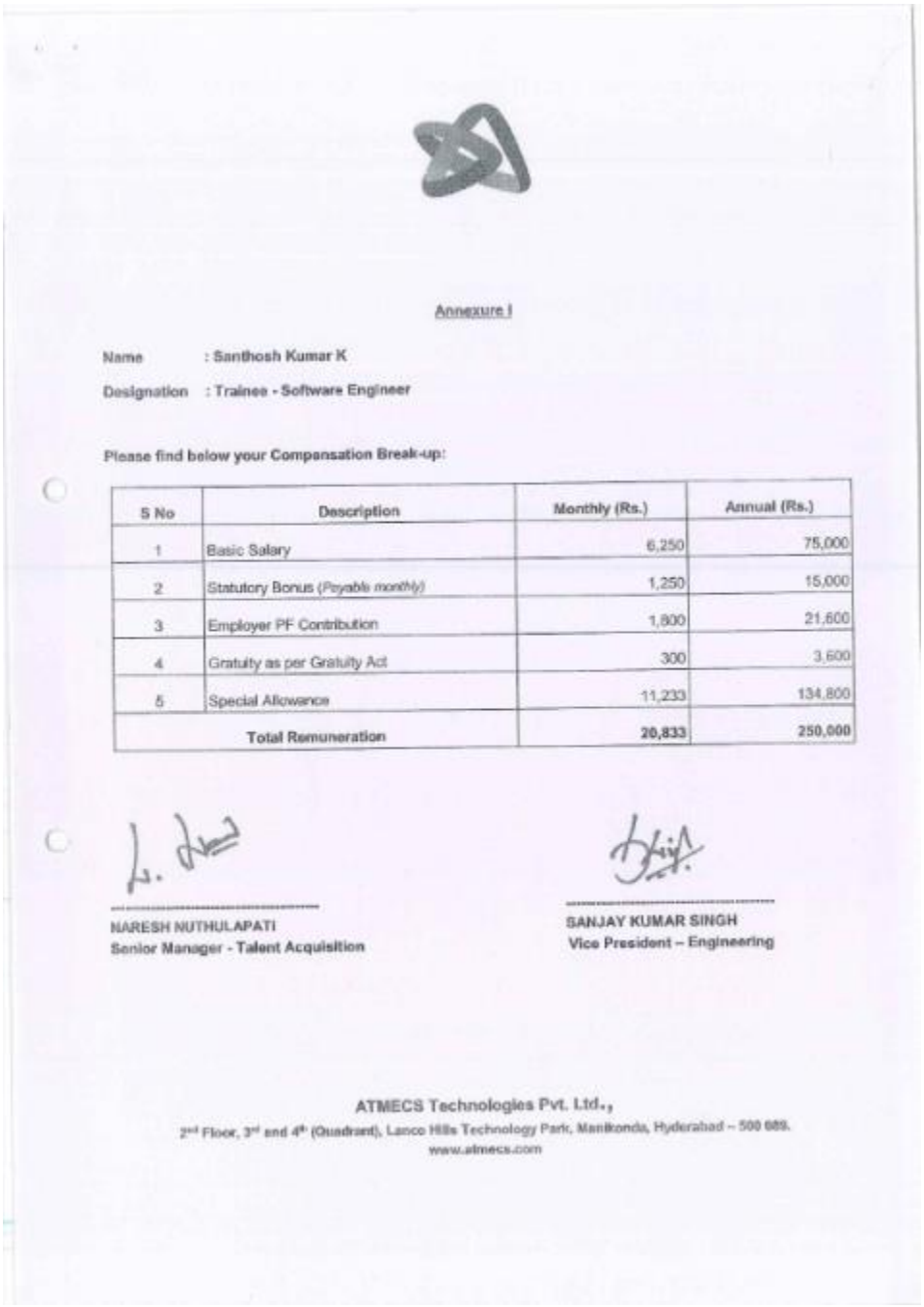

Annexure I

Name : Santhosh Kumar K

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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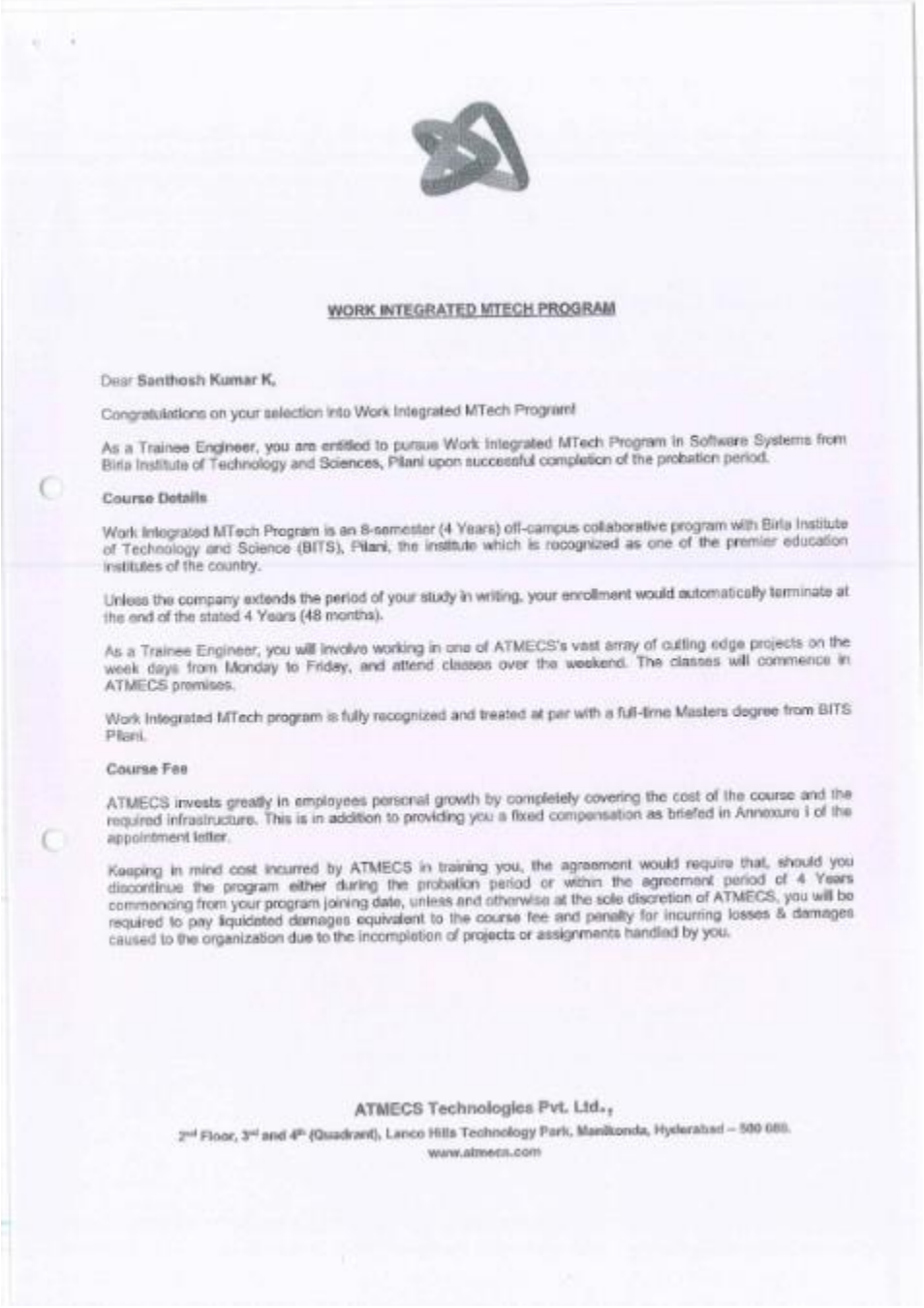
www.atmecs.com



WORK INTEGRATED MTECH PROGRAM

Dear **Santhosh Kumar K,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

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- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I Santhosh Kumar K agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature :

Name: Santhosh Kumar K

Address:

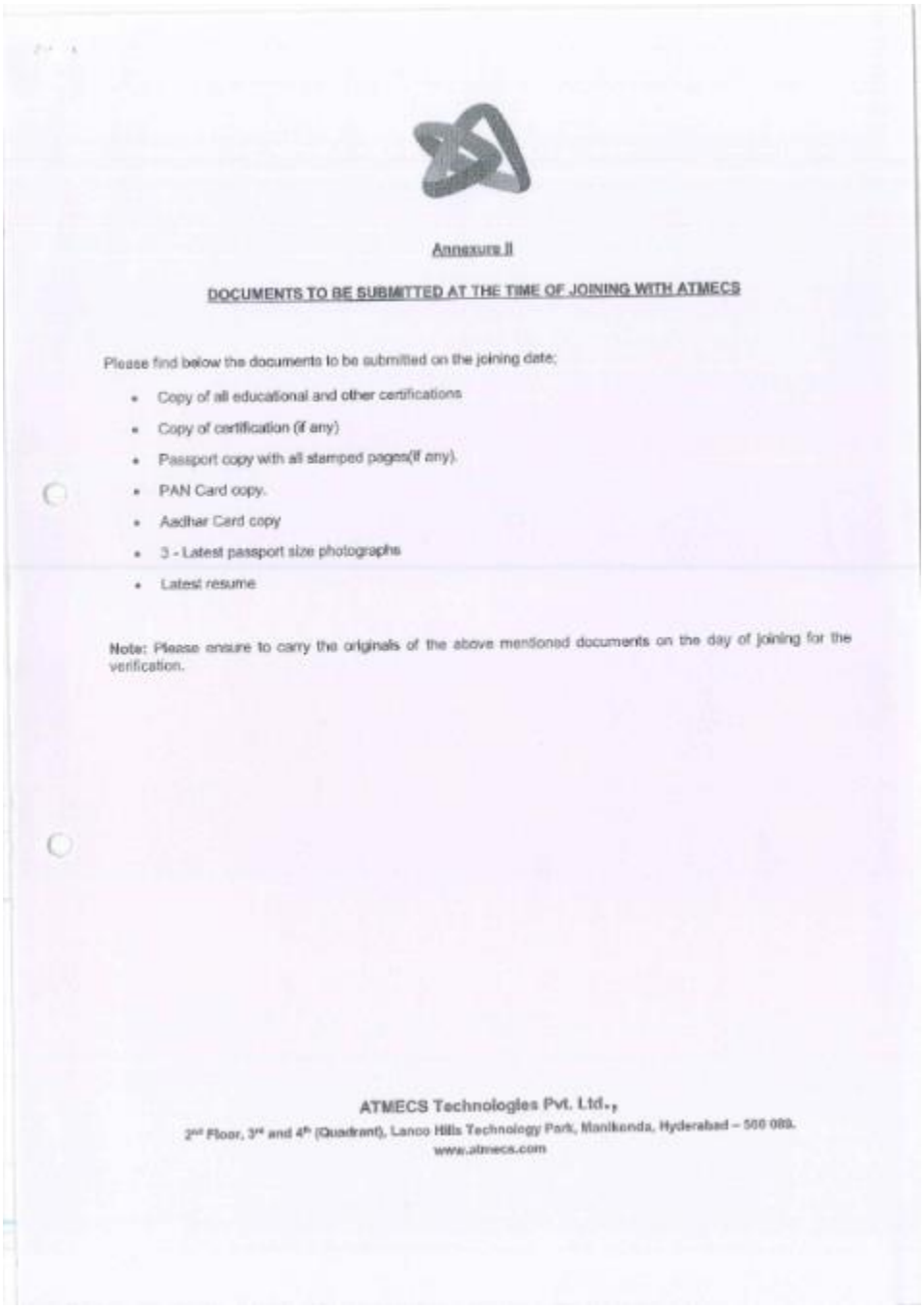
(EMPLOYER)

Signature :

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



Annexure II

DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING WITH ATMECS

Please find below the documents to be submitted on the joining date:

- Copy of all educational and other certifications
- Copy of certification (if any)
- Passport copy with all stamped pages(if any).
- PAN Card copy.
- Aadhar Card copy
- 3 - Latest passport size photographs
- Latest resume

Note: Please ensure to carry the originals of the above mentioned documents on the day of joining for the verification.

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www.atmecs.com

RENEESHA S – ATMECS TECHNOLOGIES PVT LTD

AT -27

Letter of Employment

Strictly Confidential

BCA -143

August 27, 2019

Dear S Reneesha,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lance Hills Technology Park, Manikonda, Hyderabad – 500 089.
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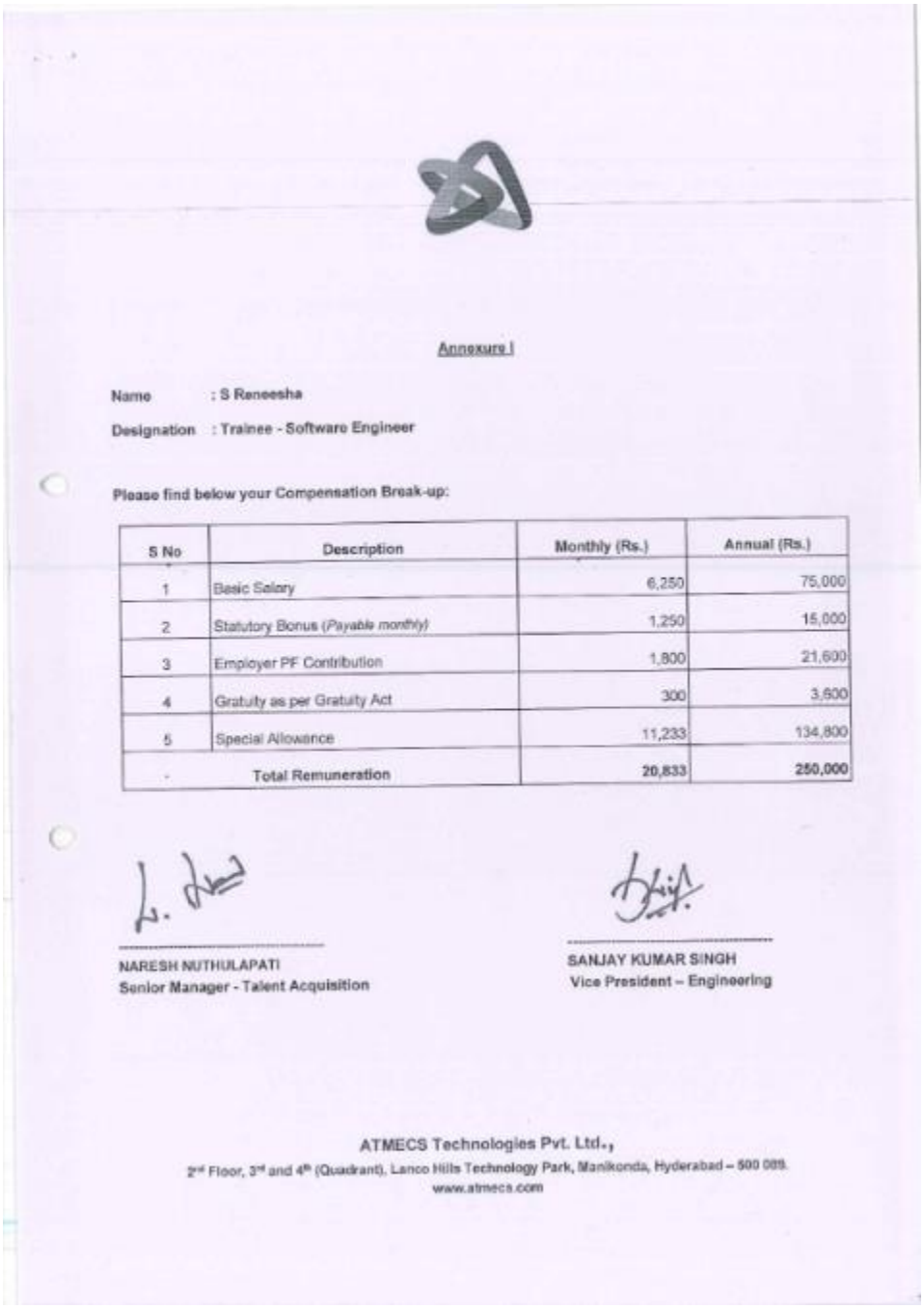


Annexure I

Name : S Reneesha

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

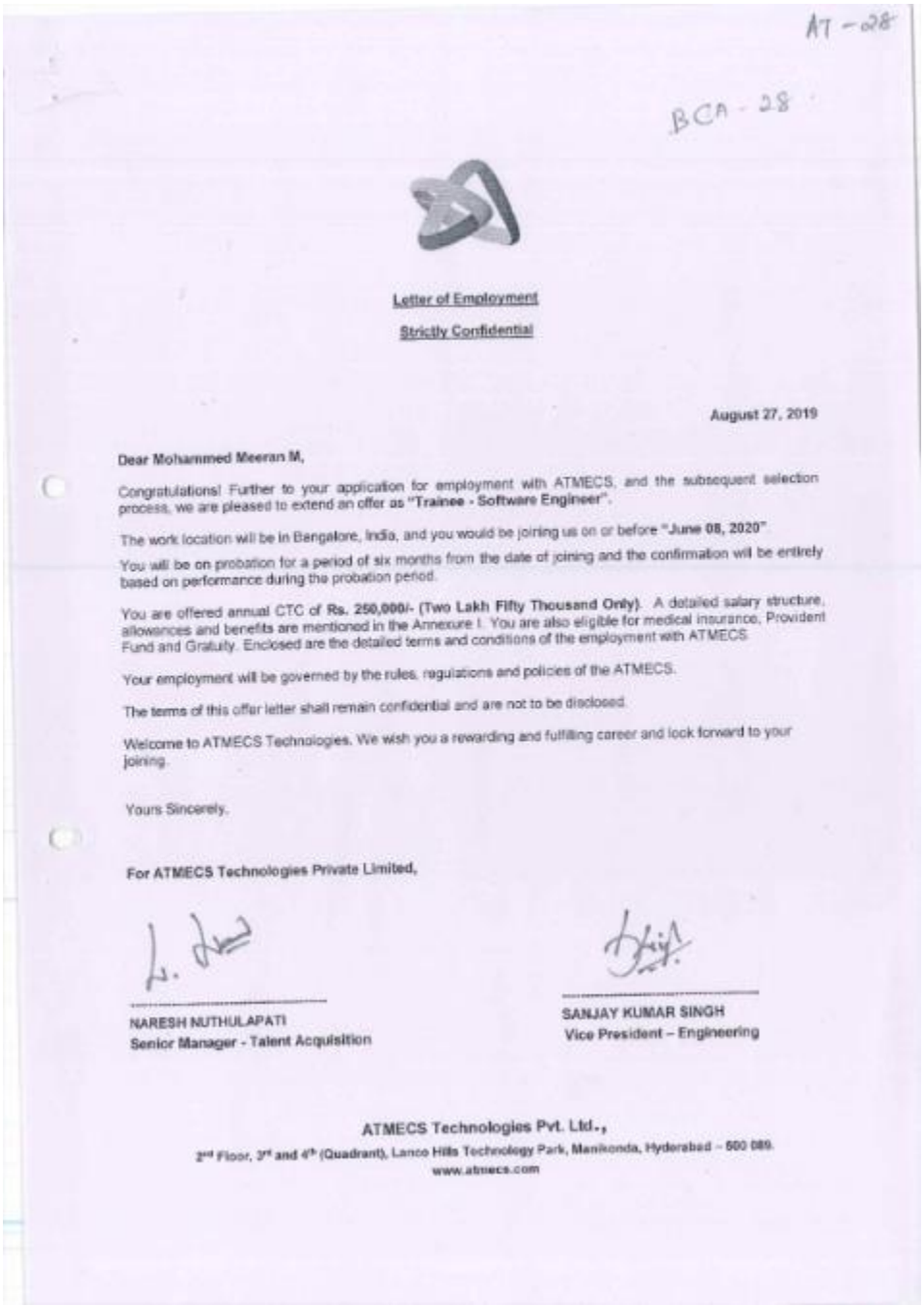
S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (*Payable monthly*)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
-	**Total Remuneration**	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

MOHAMMED MEERAN M – ATMECS TECHNOLOGIES PVT LTD



AT – 028

BCA - 28

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Mohammed Meeran M,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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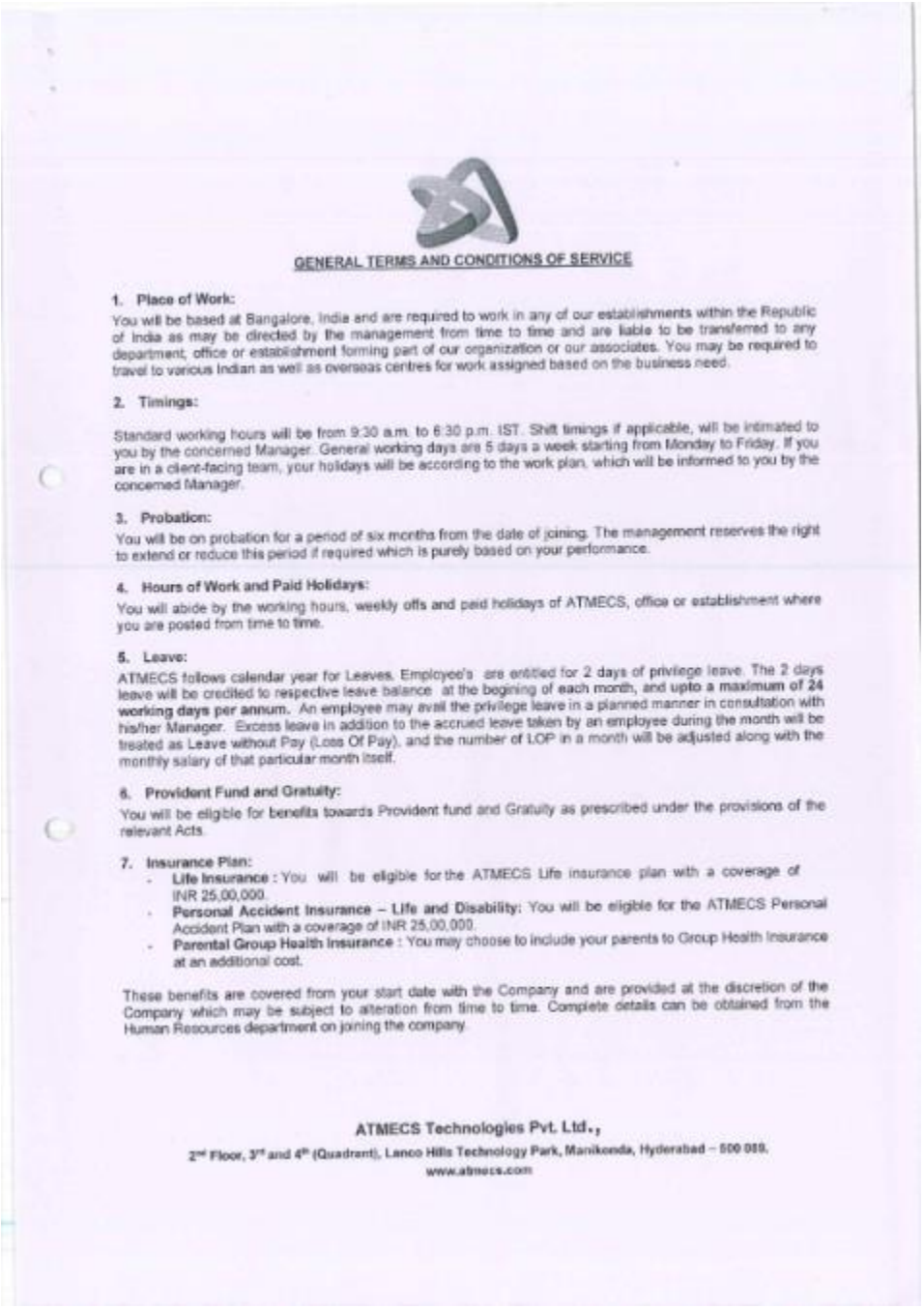
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**
You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**
You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**
You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**
ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and upto a maximum of 24 working days per annum. An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. **Provident Fund and Gratuity:**
You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

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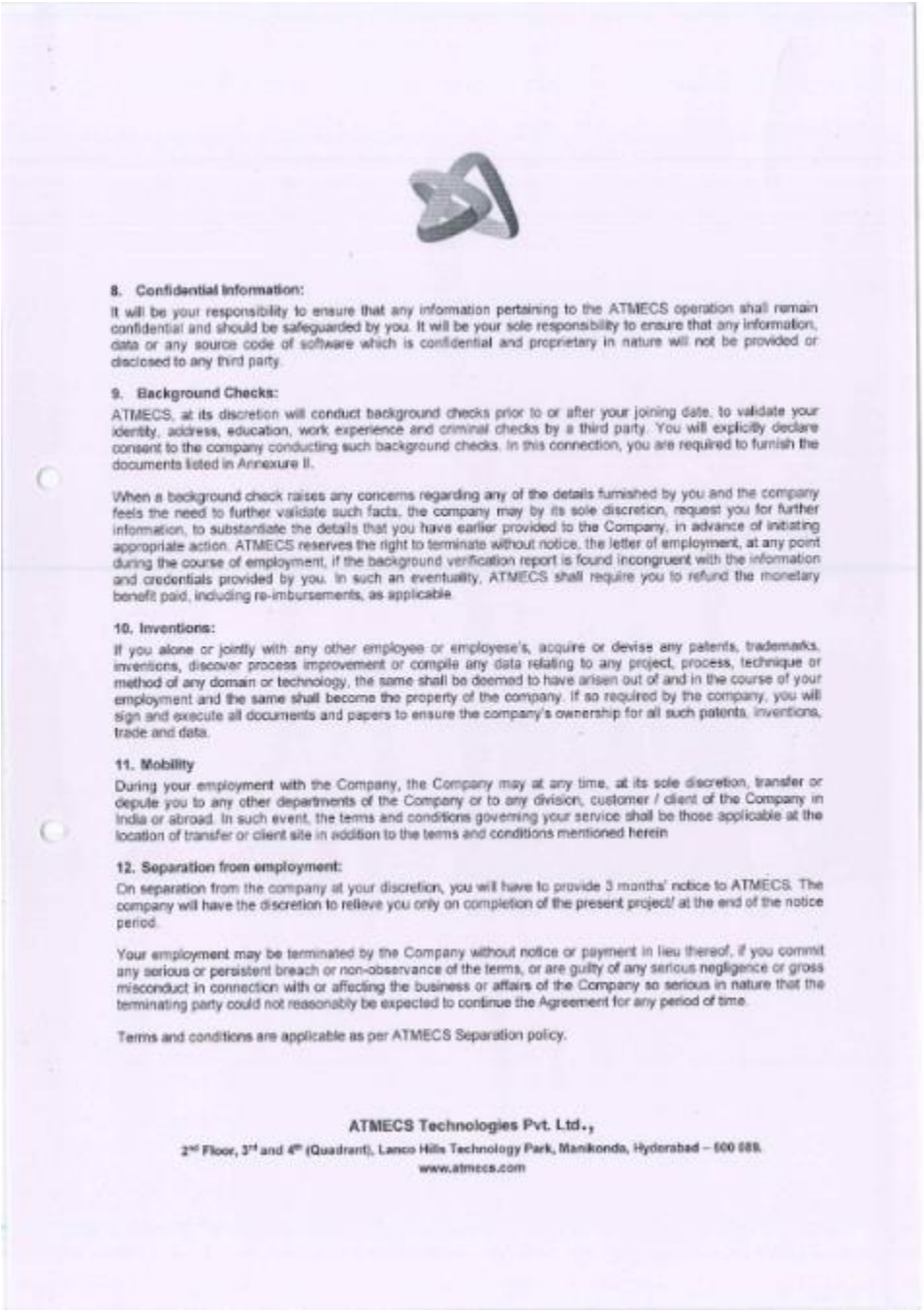

8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employee's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein.

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

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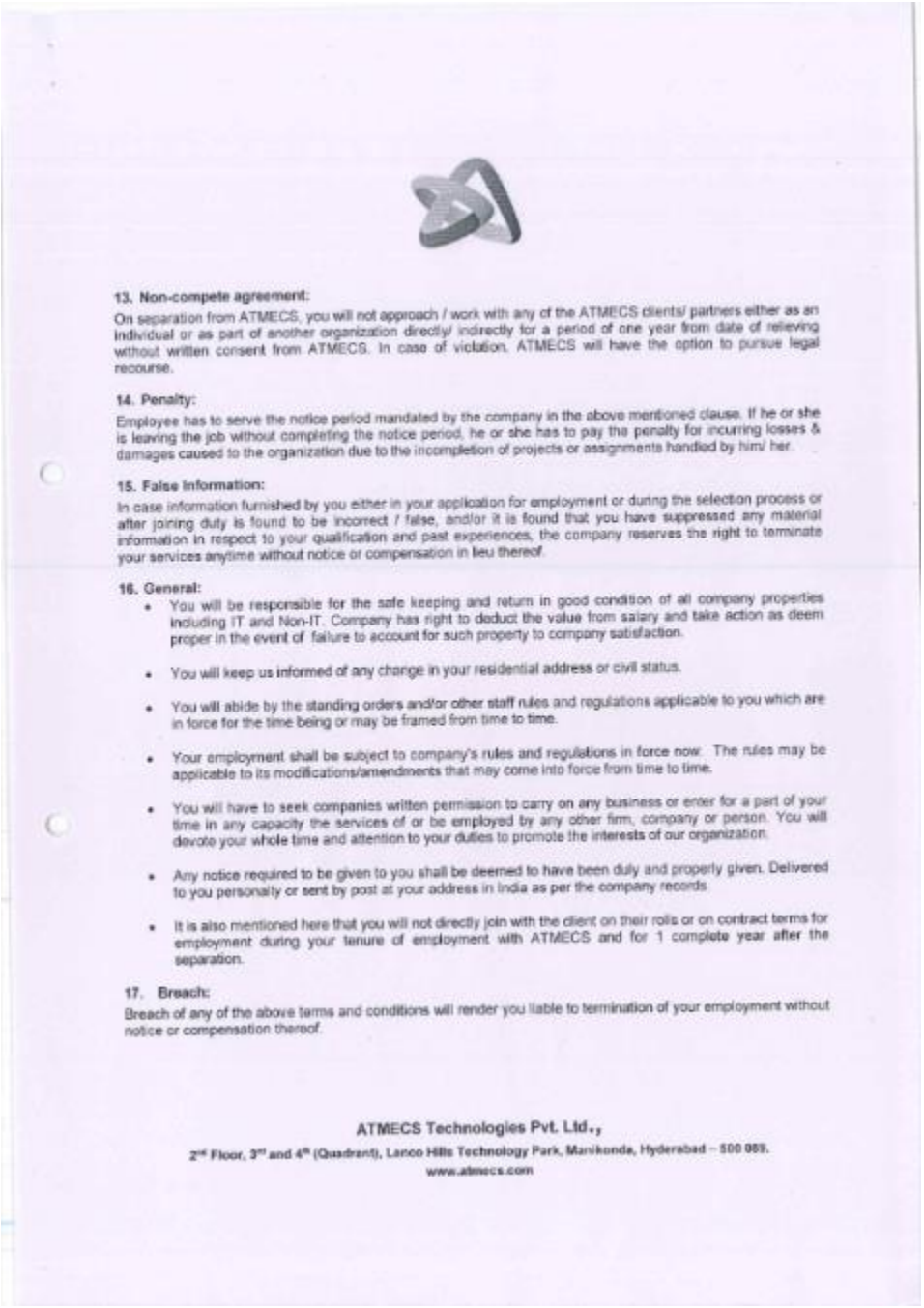
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

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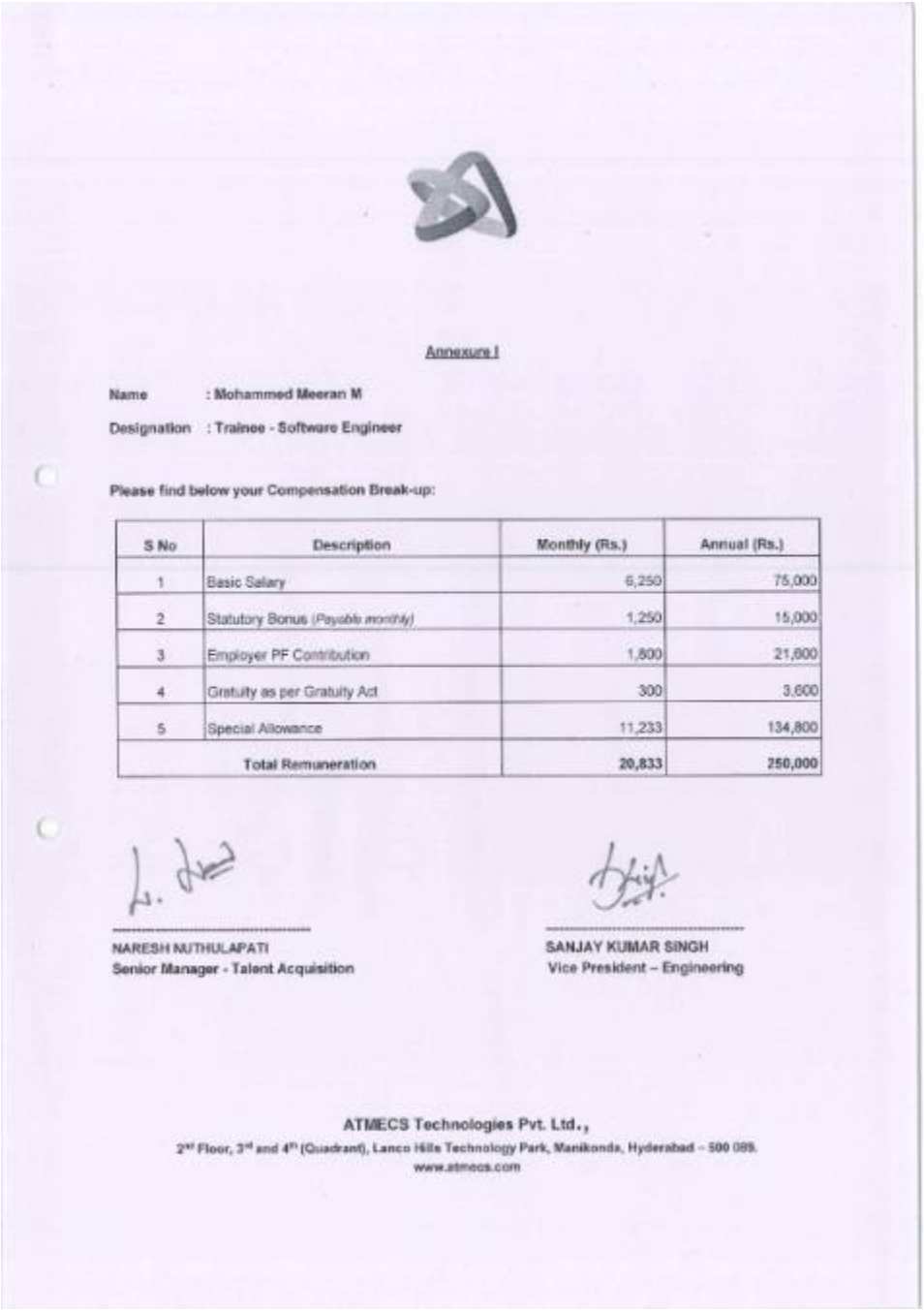

Annexure I

Name : Mohammed Meeran M

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	20,833	250,000

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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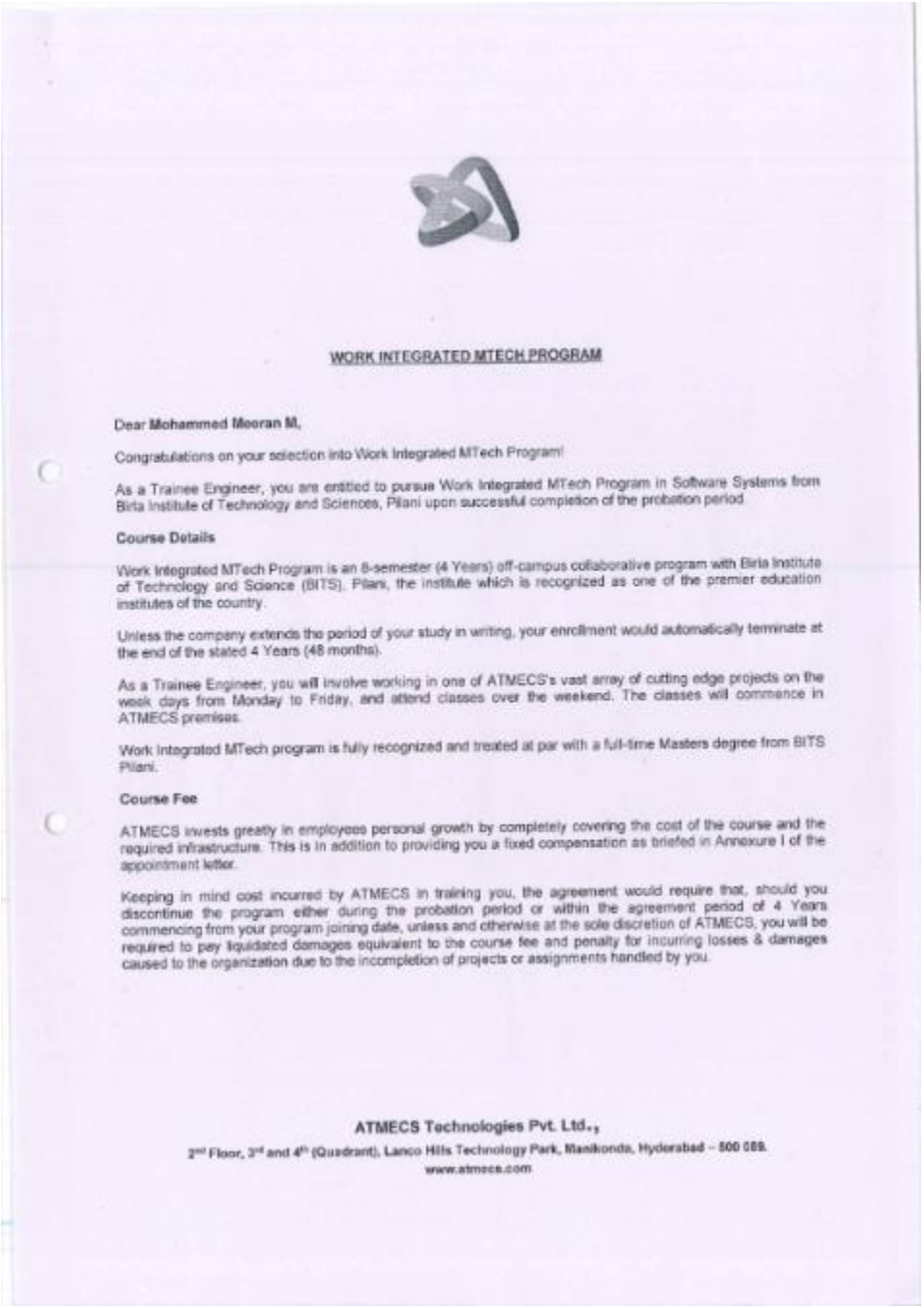

WORK INTEGRATED MTECH PROGRAM

Dear **Mohammed Meeran M,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

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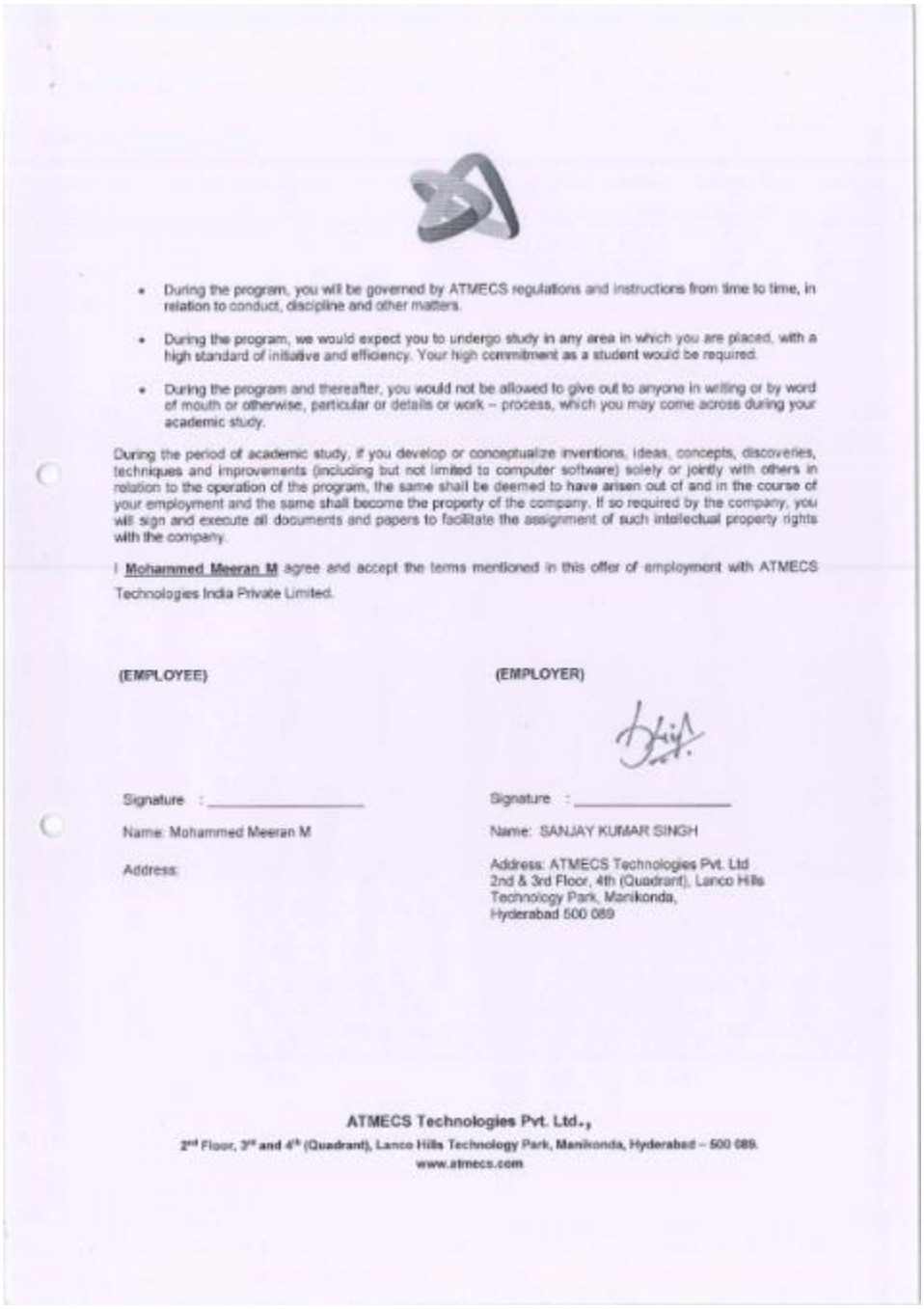

- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I **Mohammed Meeran M** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : _____

Name: Mohammed Meeran M

Address:

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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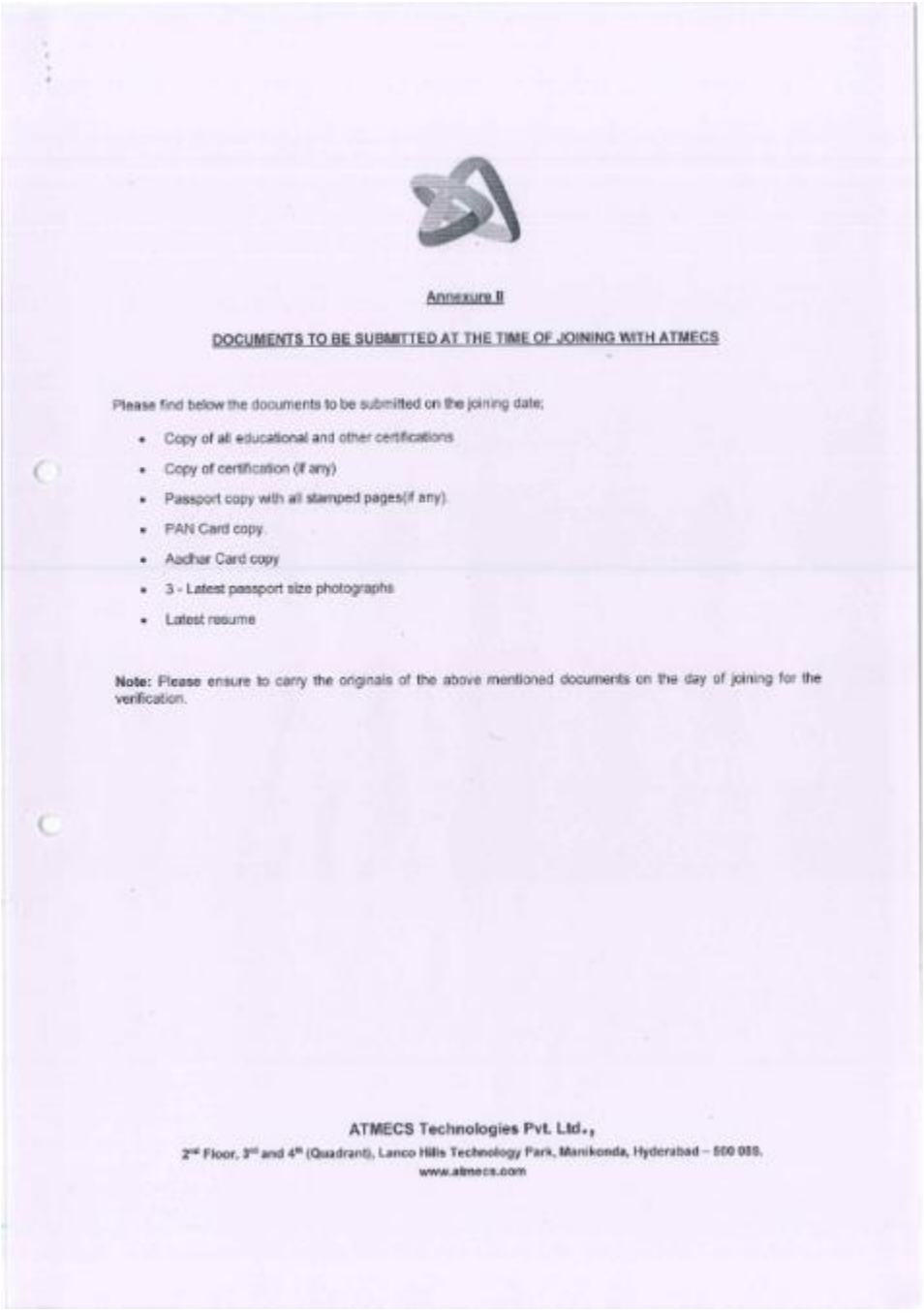

Annexure II

DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING WITH ATMECS

Please find below the documents to be submitted on the joining date;

- Copy of all educational and other certifications
- Copy of certification (if any)
- Passport copy with all stamped pages(if any)
- PAN Card copy
- Aadhar Card copy
- 3 - Latest passport size photographs
- Latest resume

Note: Please ensure to carry the originals of the above mentioned documents on the day of joining for the verification.

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2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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KANMANI MURALIDHARAN – ATMECS TECHNOLOGIES PVT LTD

AT-029

BCA - 21

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Kanmani Muralidharan,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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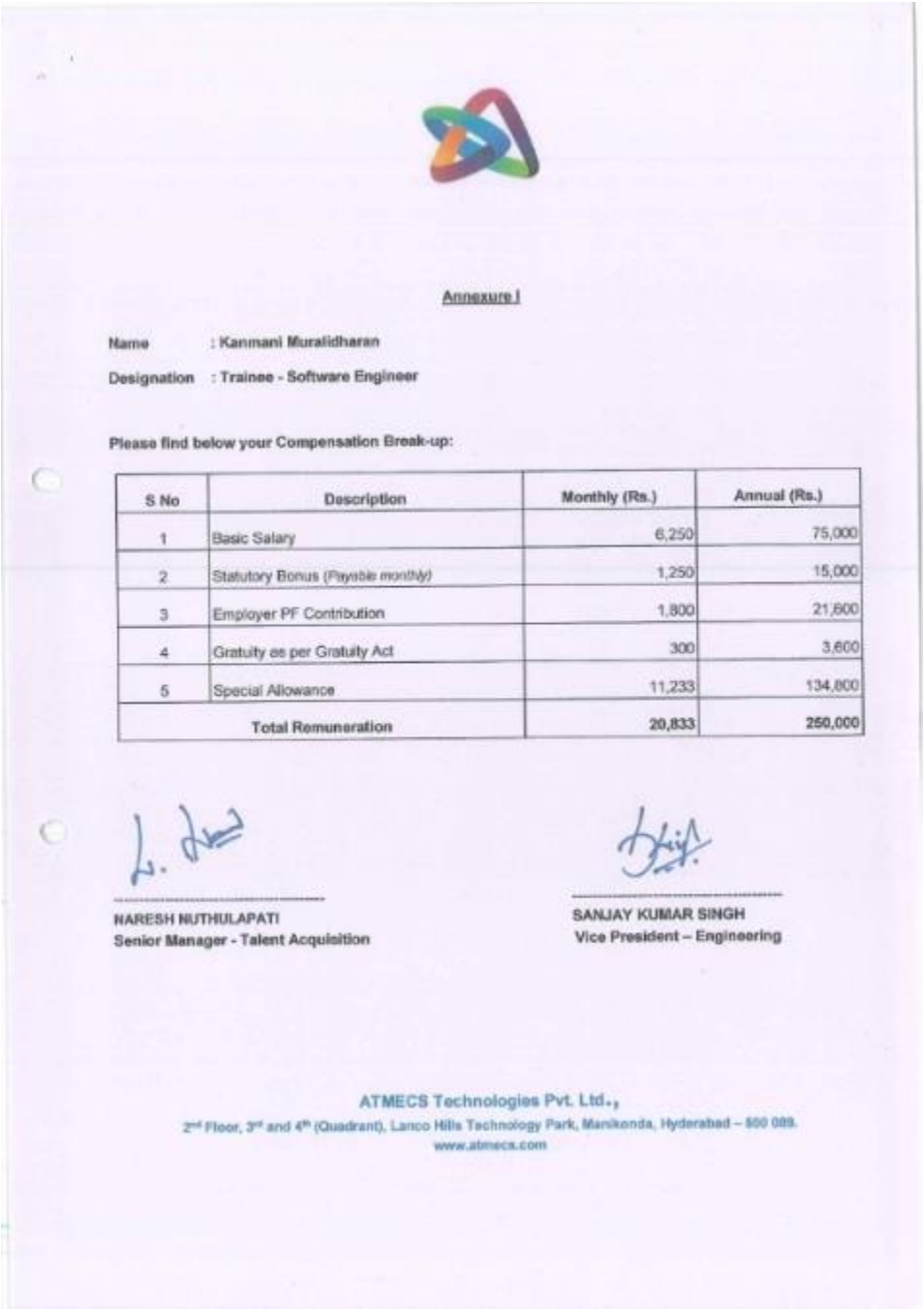

Annexure I

Name : Kanmani Muralidharan

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
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www.atmecs.com

KARTHIKA D – ATMECS TECHNOLOGIES PVT LTD

A1 - 50

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Karthikad,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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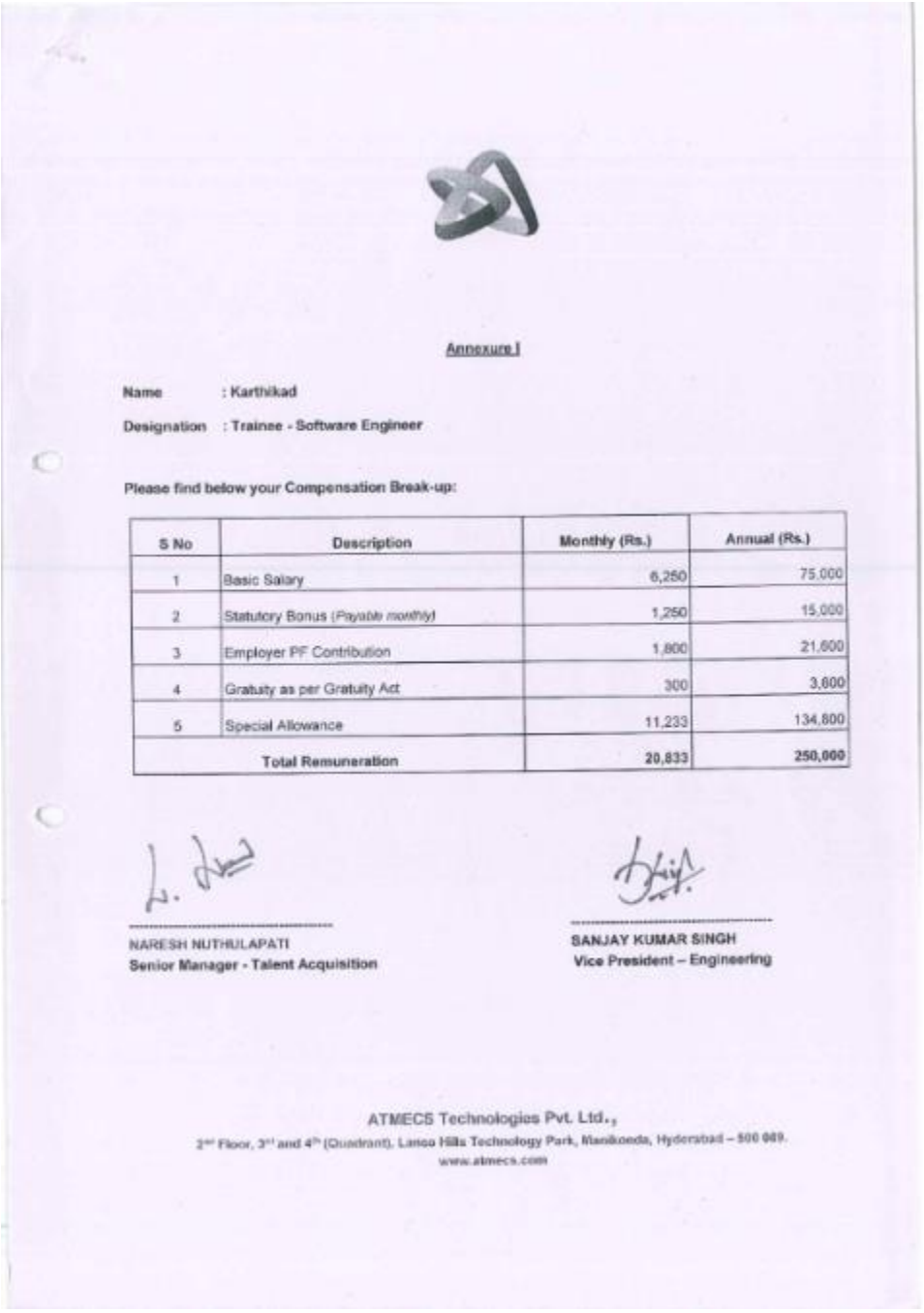
www.atmecs.com



Annexure I

Name : Karthikad

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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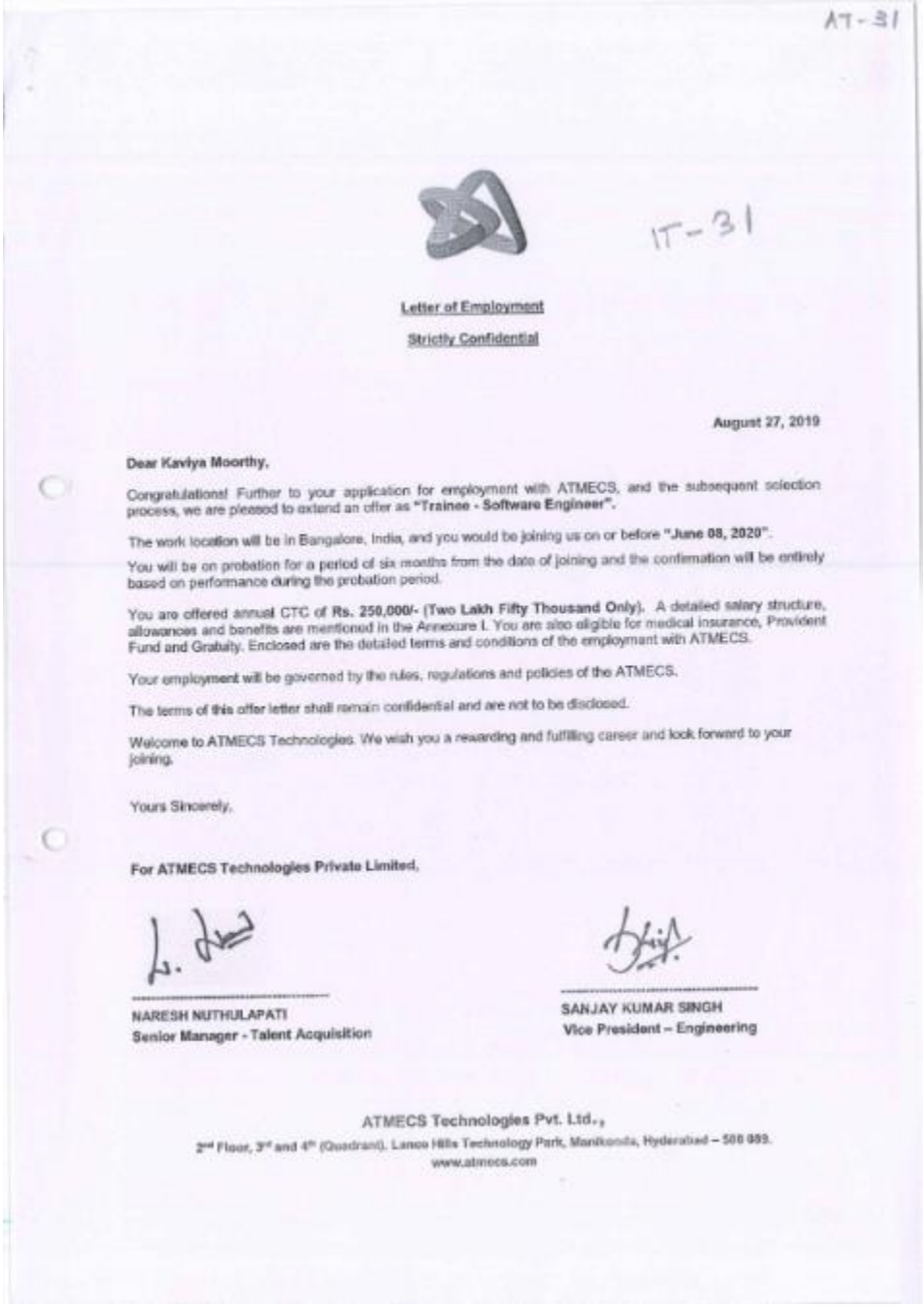
KAVIYA MOORTHY – ATMECS TECHNOLOGIES PVT LTD



AT-31

IT-31

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Kaviya Moorthy,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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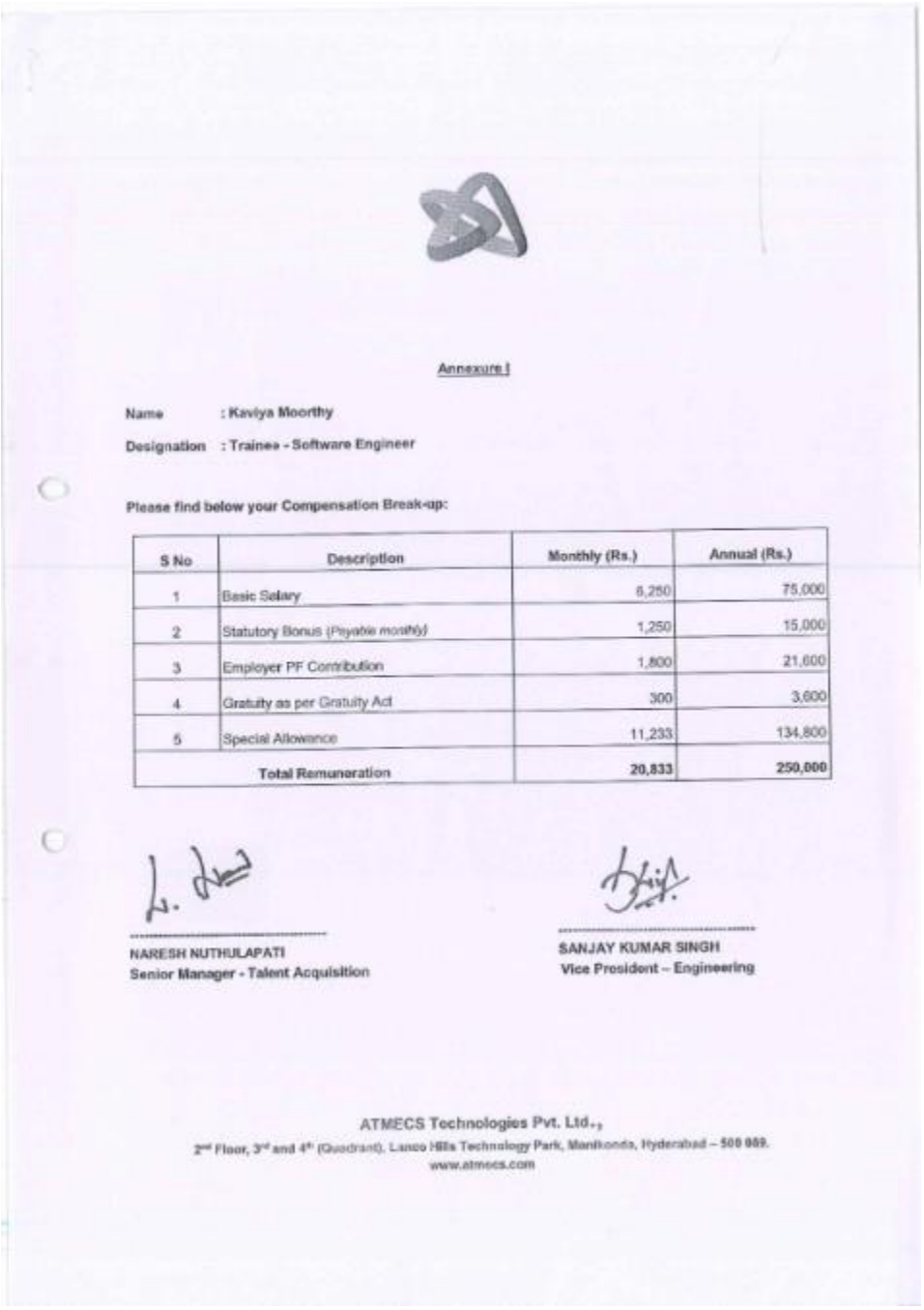

Annexure I

Name : Kaviya Moorthy

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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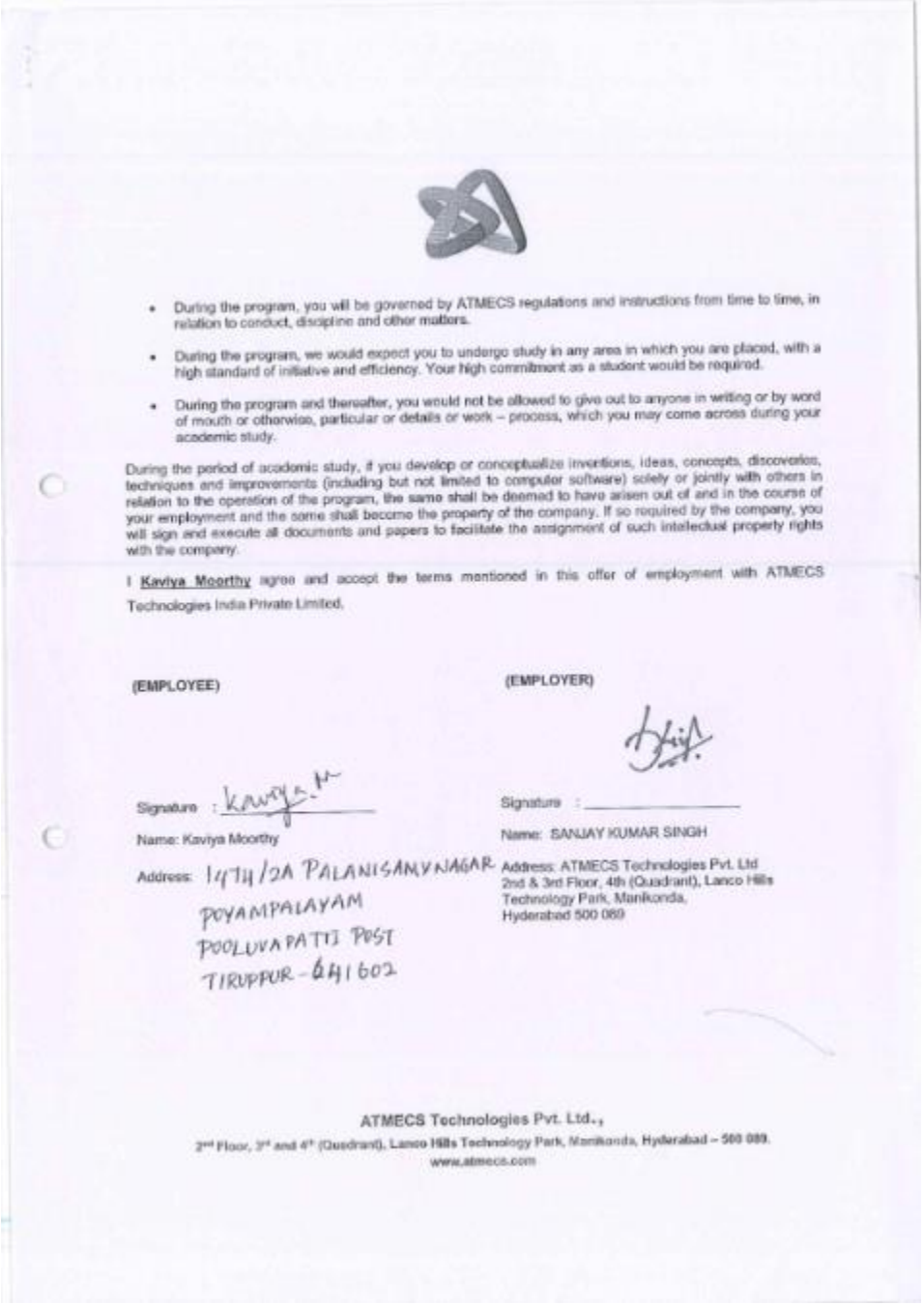

- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I **Kaviya Moorthy** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : Kaviya.M

Name: Kaviya Moorthy

Address: 1/734/2A PALANISAMY NAGAR
POYAMPALAYAM
POOLUVAPATTI POST
TIRUPPUR - 641 602

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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MADHUMITHA V – ATMECS TECHNOLOGIES PVT LTD

AT-32

not in list

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Madhumitha V,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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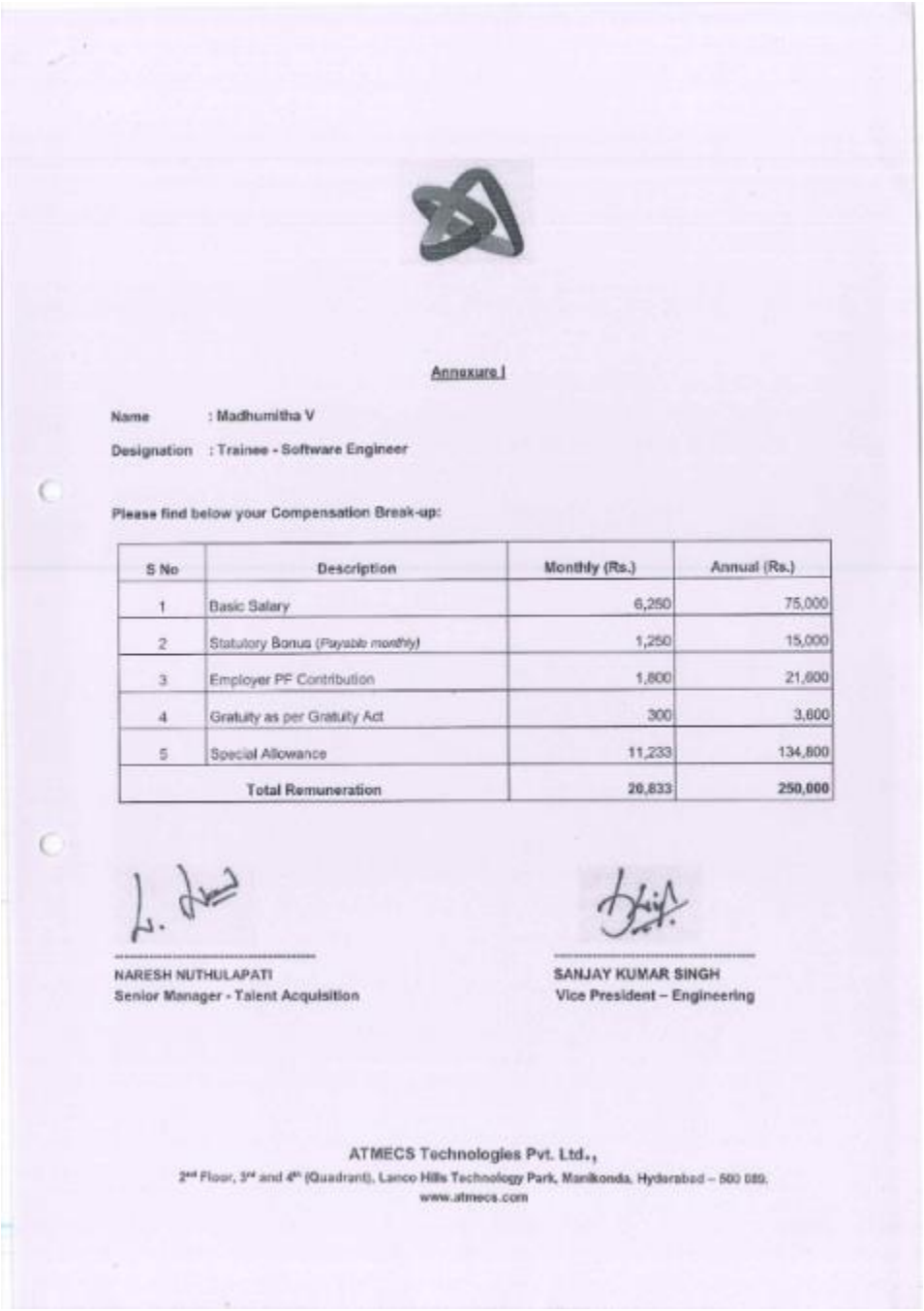

Annexure I

Name : Madhumitha V

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
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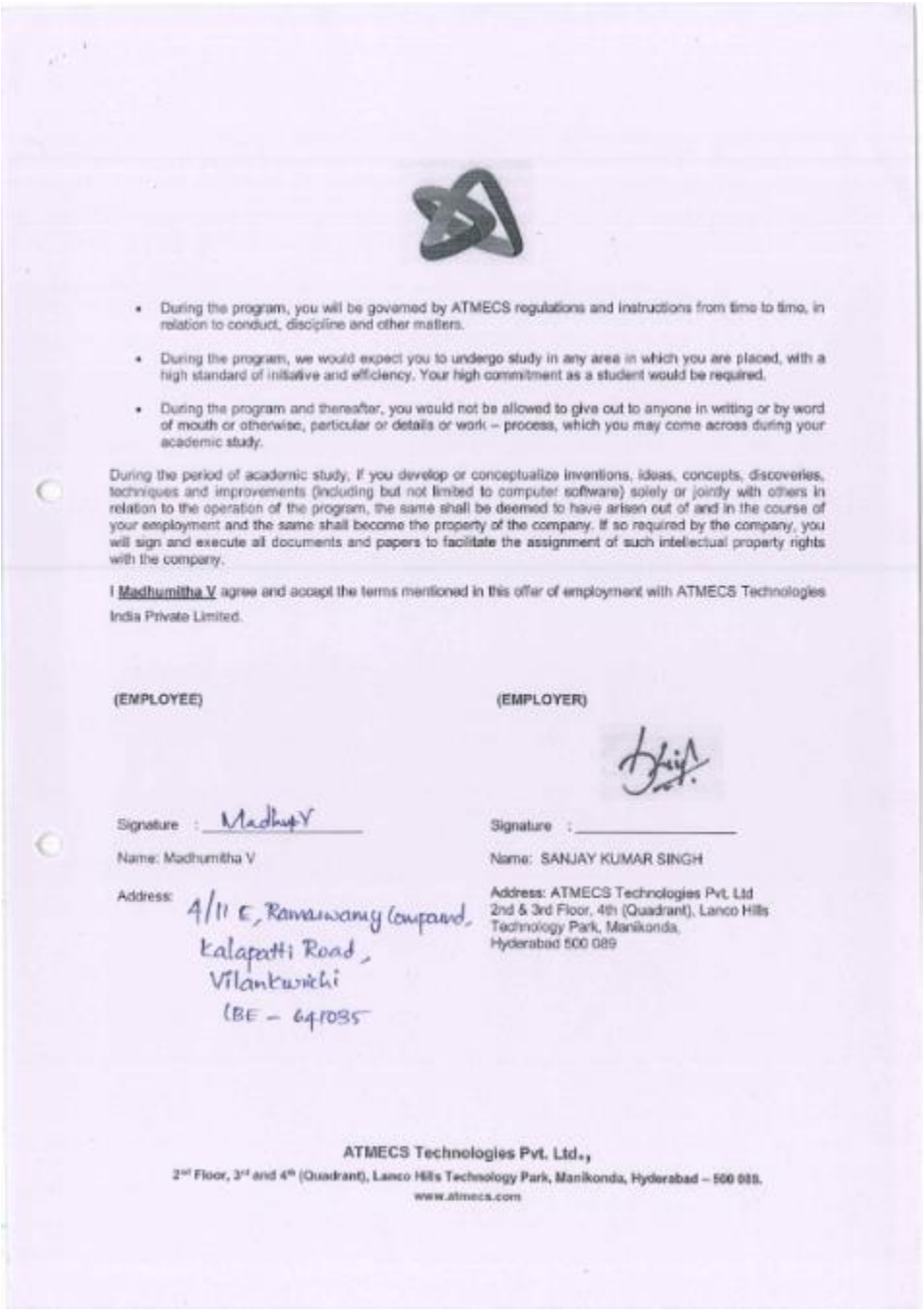

- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

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I Madhumitha V agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : Madhu V

Name: Madhumitha V

Address: 4/11 E, Ramaswamy Compound, Kalapatti Road, Vilankurichi (BE – 641035

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

SIDHARTHA V – ATMECS TECHNOLOGIES PVT LTD

AT - 33

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Siddhartha V I,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

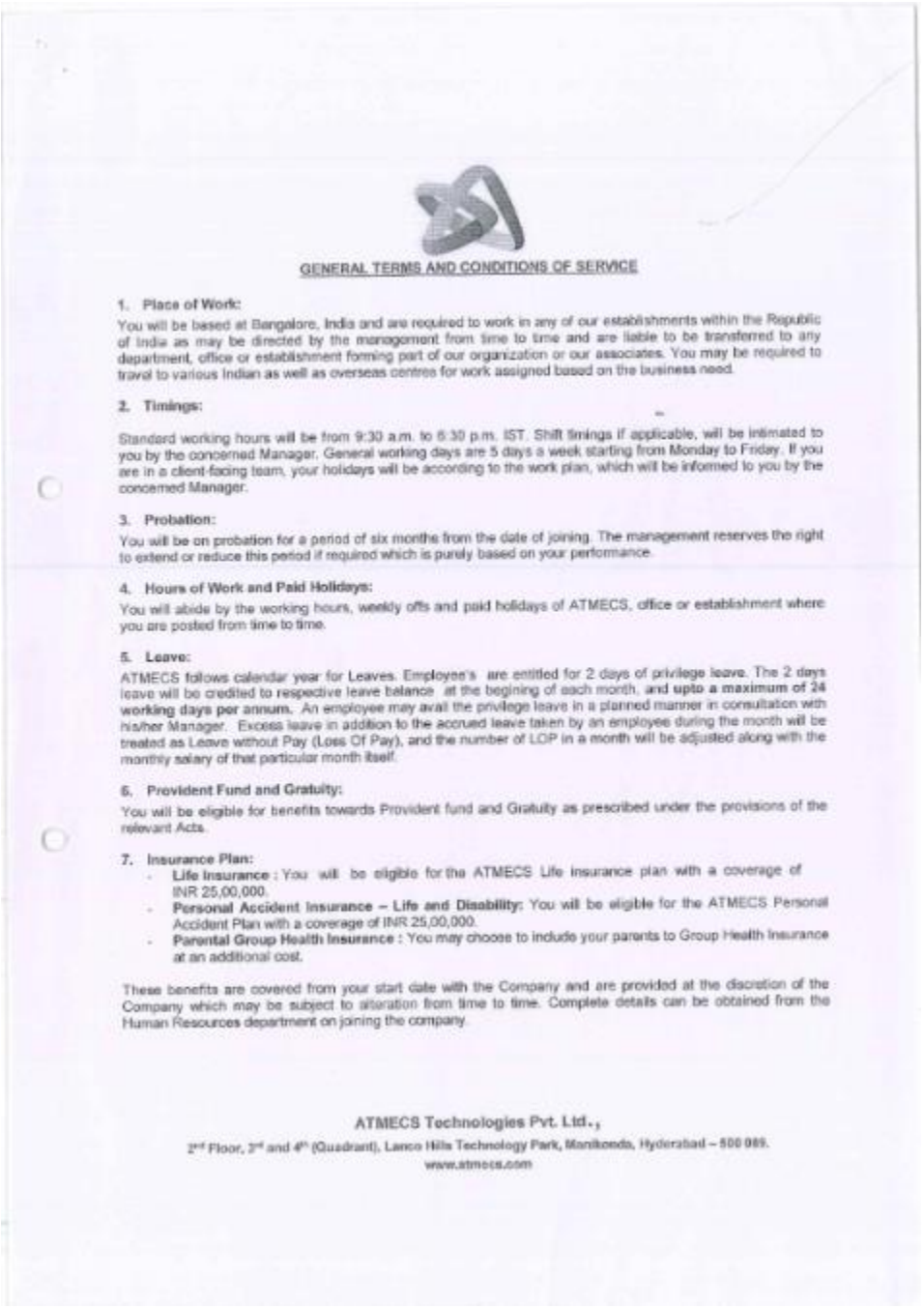
Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**

You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**

You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**

ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, **and upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

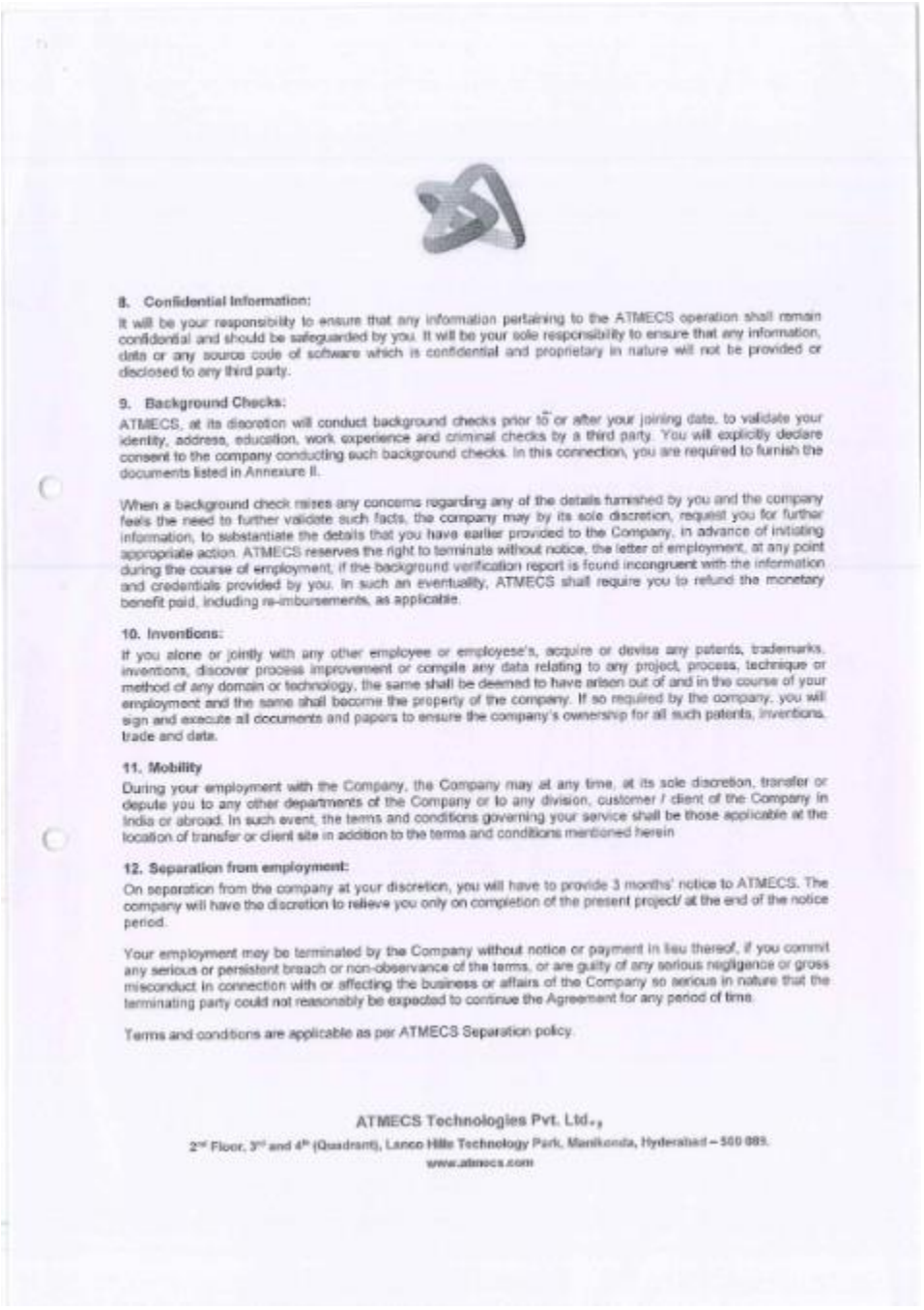
6. **Provident Fund and Gratuity:**

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employee's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein.

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

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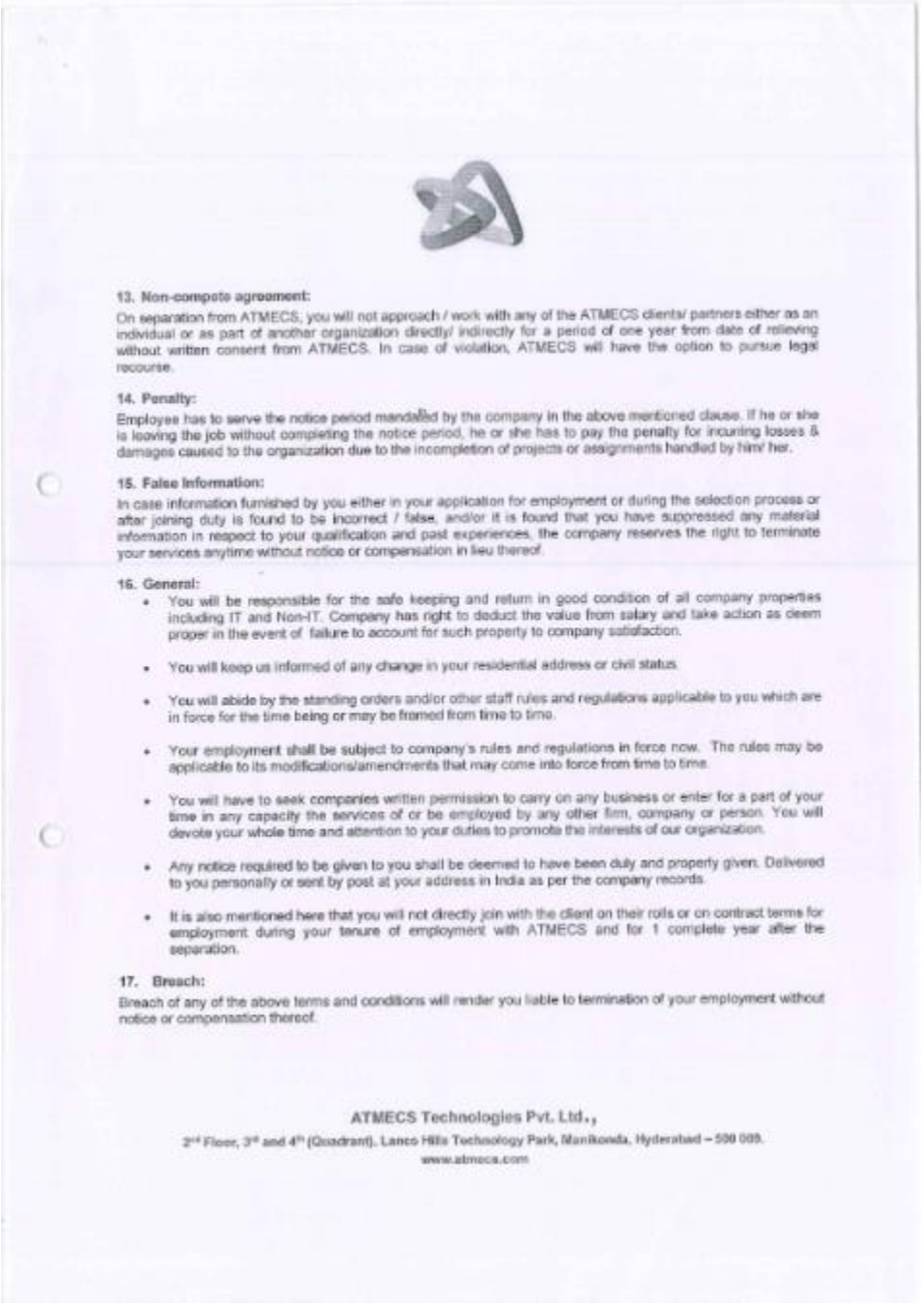

13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

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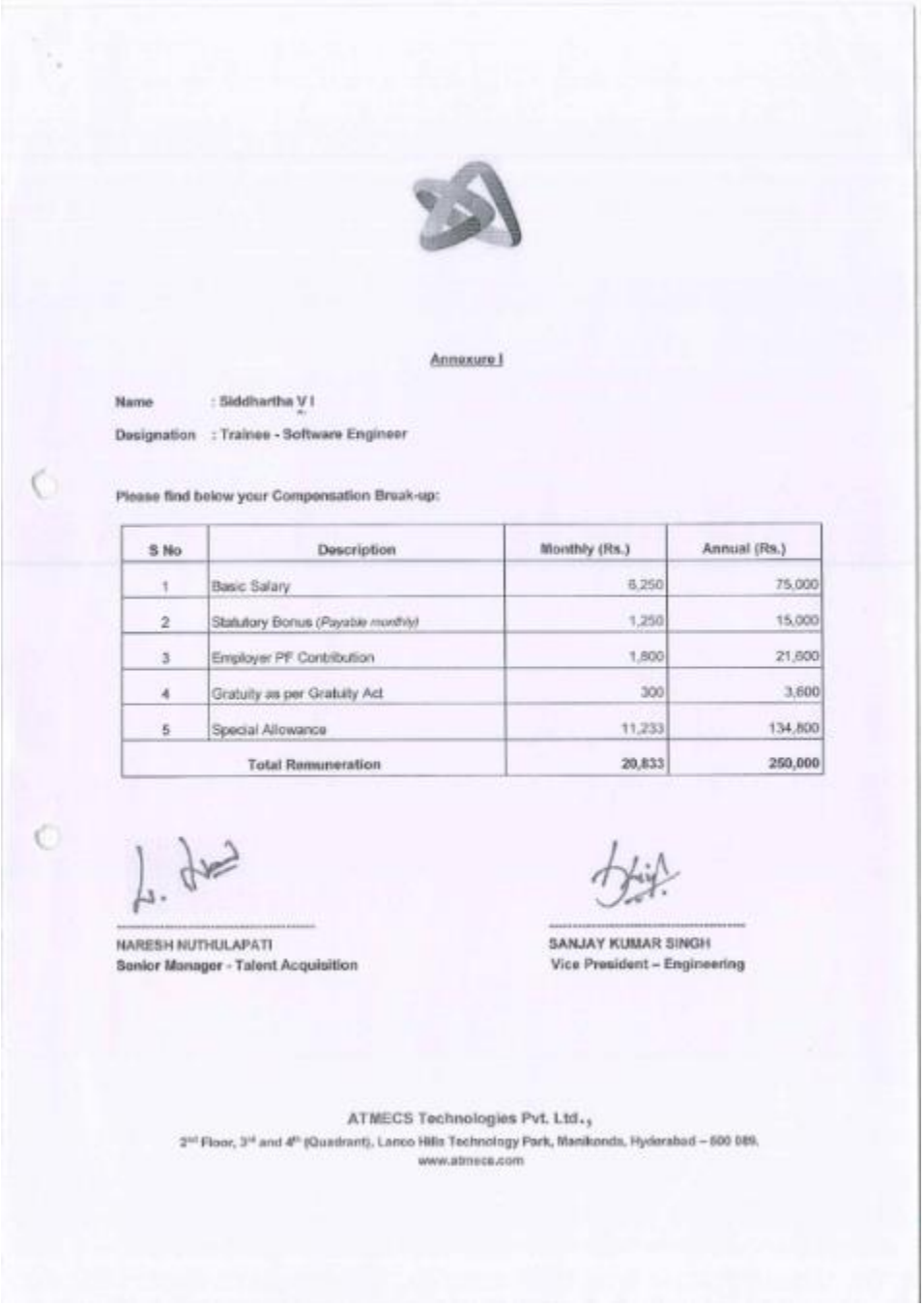

Annexure I

Name : Siddhartha V I

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

PREETHIKA P – ATMECS TECHNOLOGIES PVT LTD

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Preethika P,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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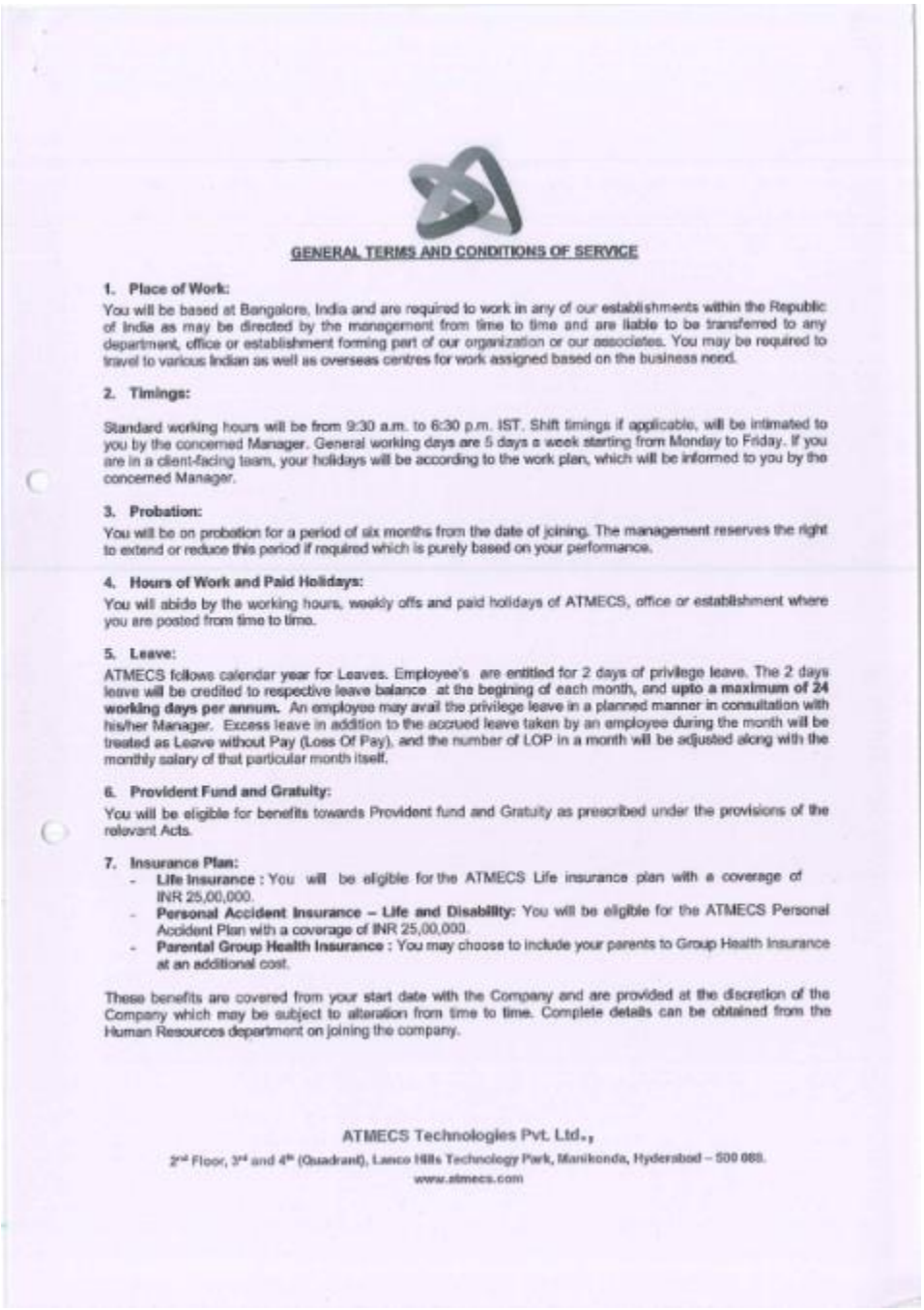

GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**
You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**
You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**
You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**
ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and **upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. **Provident Fund and Gratuity:**
You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

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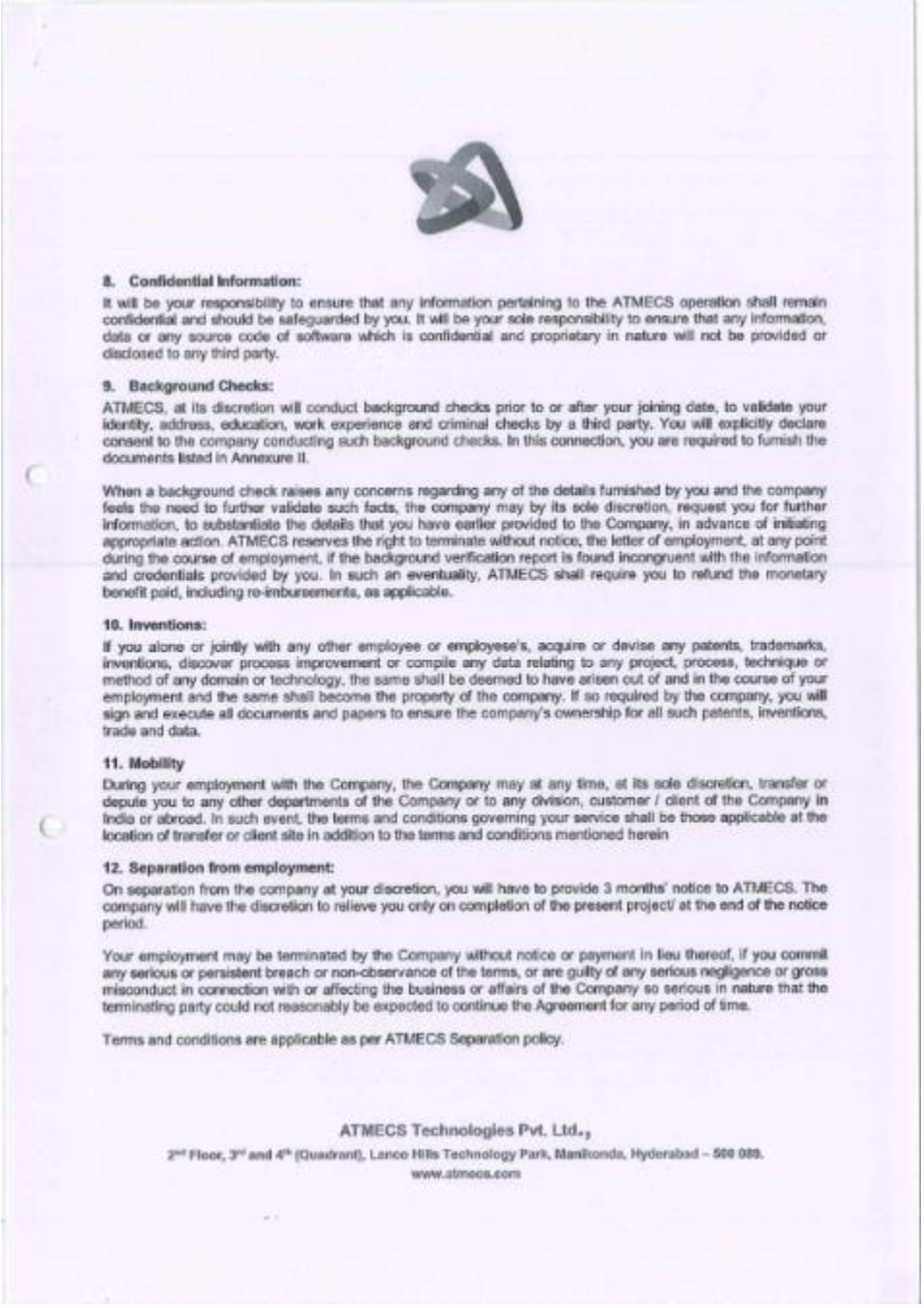

8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employese's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

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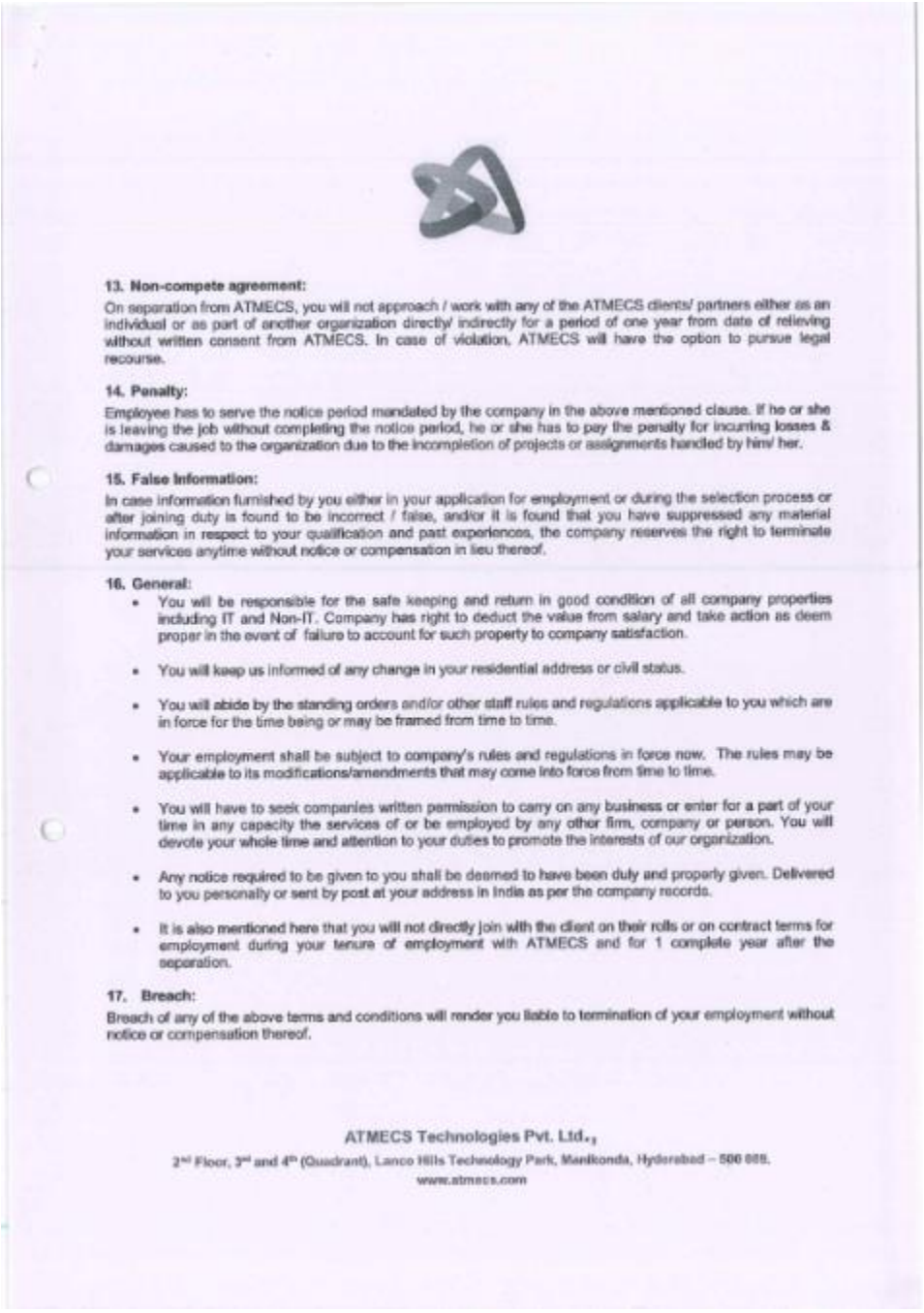

13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

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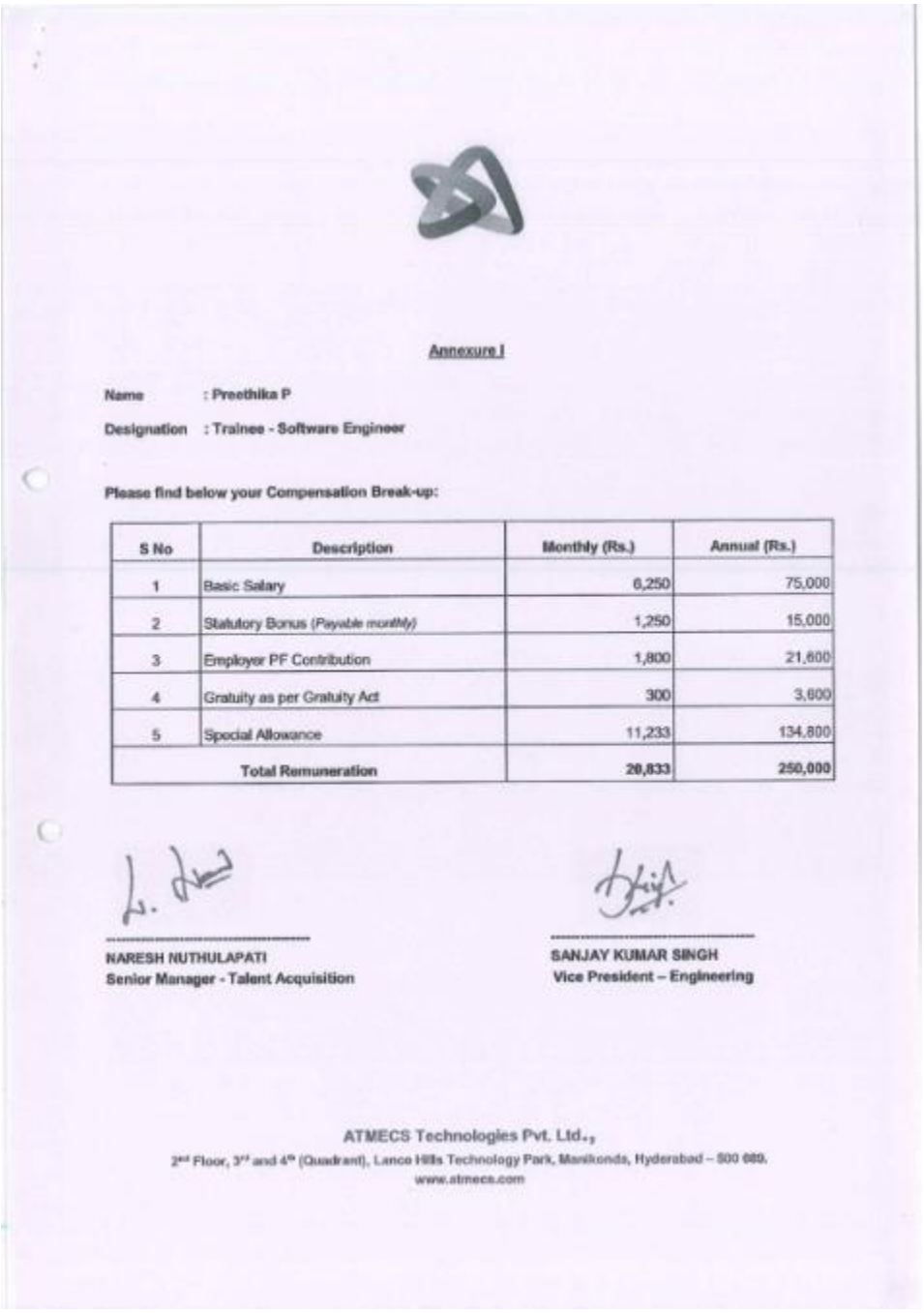

Annexure I

Name : **Preethika P**

Designation : **Trainee - Software Engineer**

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
Total Remuneration		**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

DIVYA BHARATHI R – ATMECS TECHNOLOGIES PVT LTD

AT - 3

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Divya Bharathi R,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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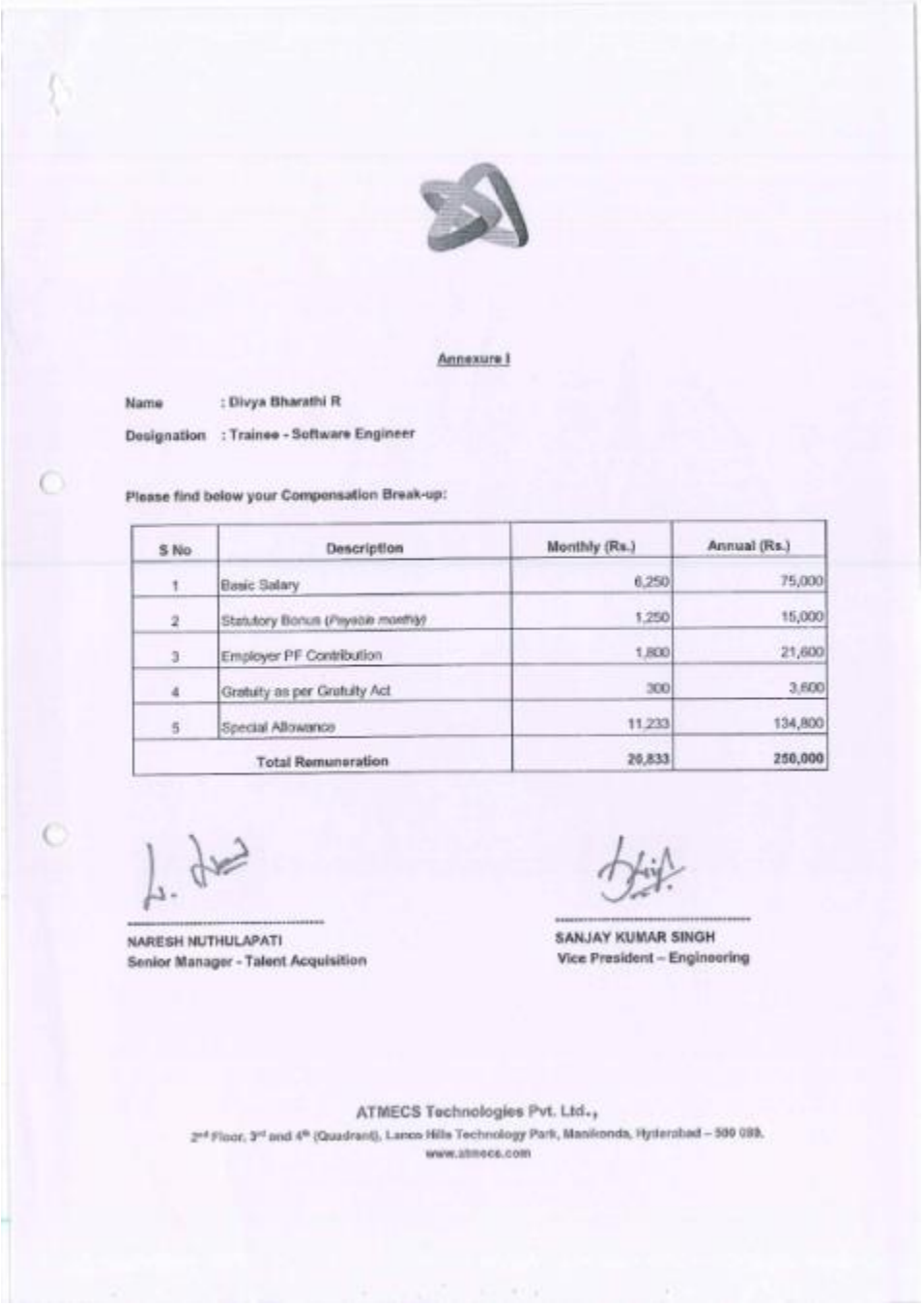

Annexure I

Name : Divya Bharathi R

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

GOWRISHANKAR S – ATMECS TECHNOLOGIES PVT LTD

AT - 4

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Gowrishankar S,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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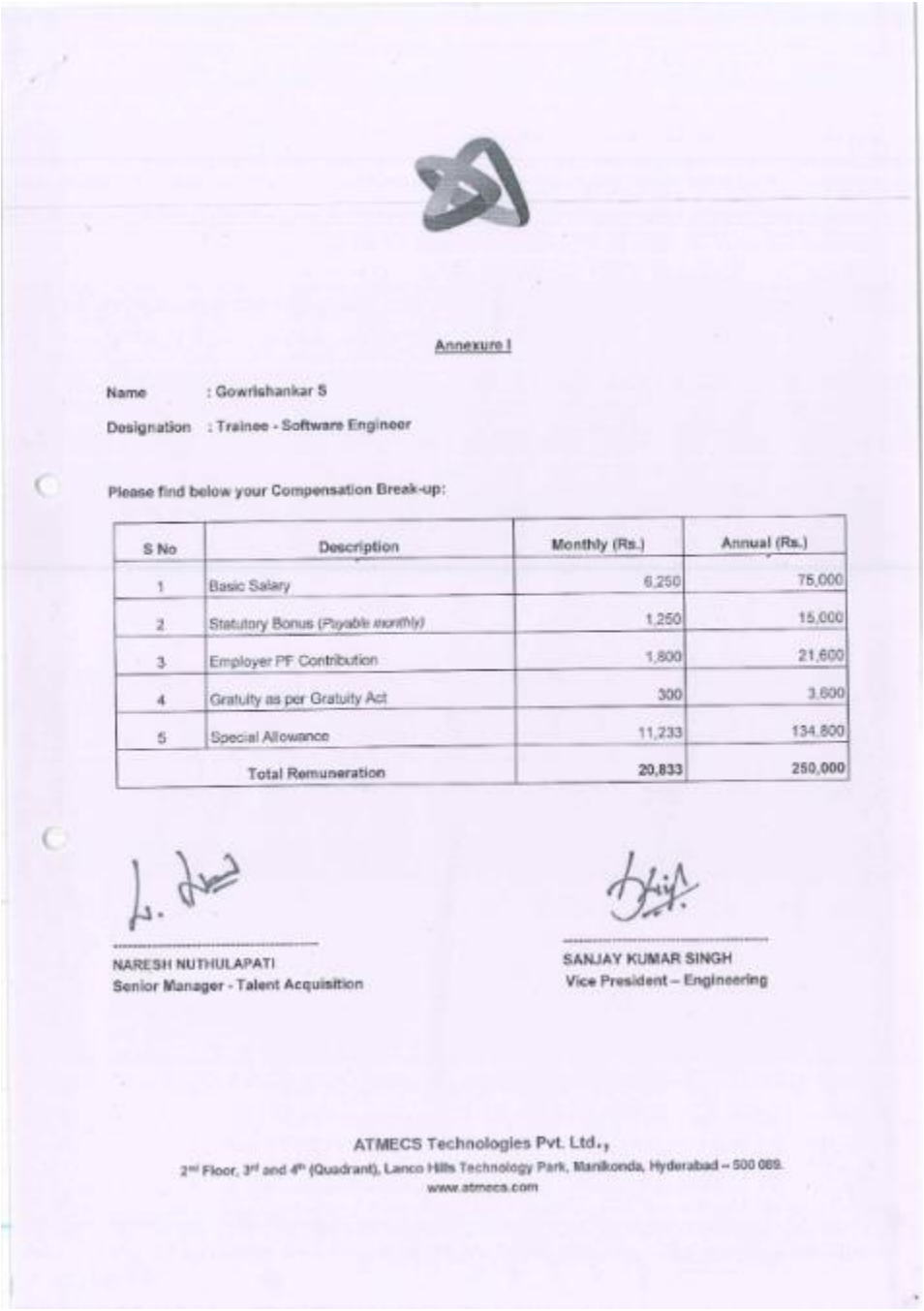


Annexure I

Name : Gowrishankar S

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	20,833	250,000

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I Gowrishankar S agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature :

Name: Gowrishankar S

Address: [illegible]

(EMPLOYER)

Signature :

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

INDHUMATHI A – ATMECS TECHNOLOGIES PVT LTD

AT -3

Letter of Employment

Strictly Confidential

August 27, 2019

Dear A Indhumathi,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

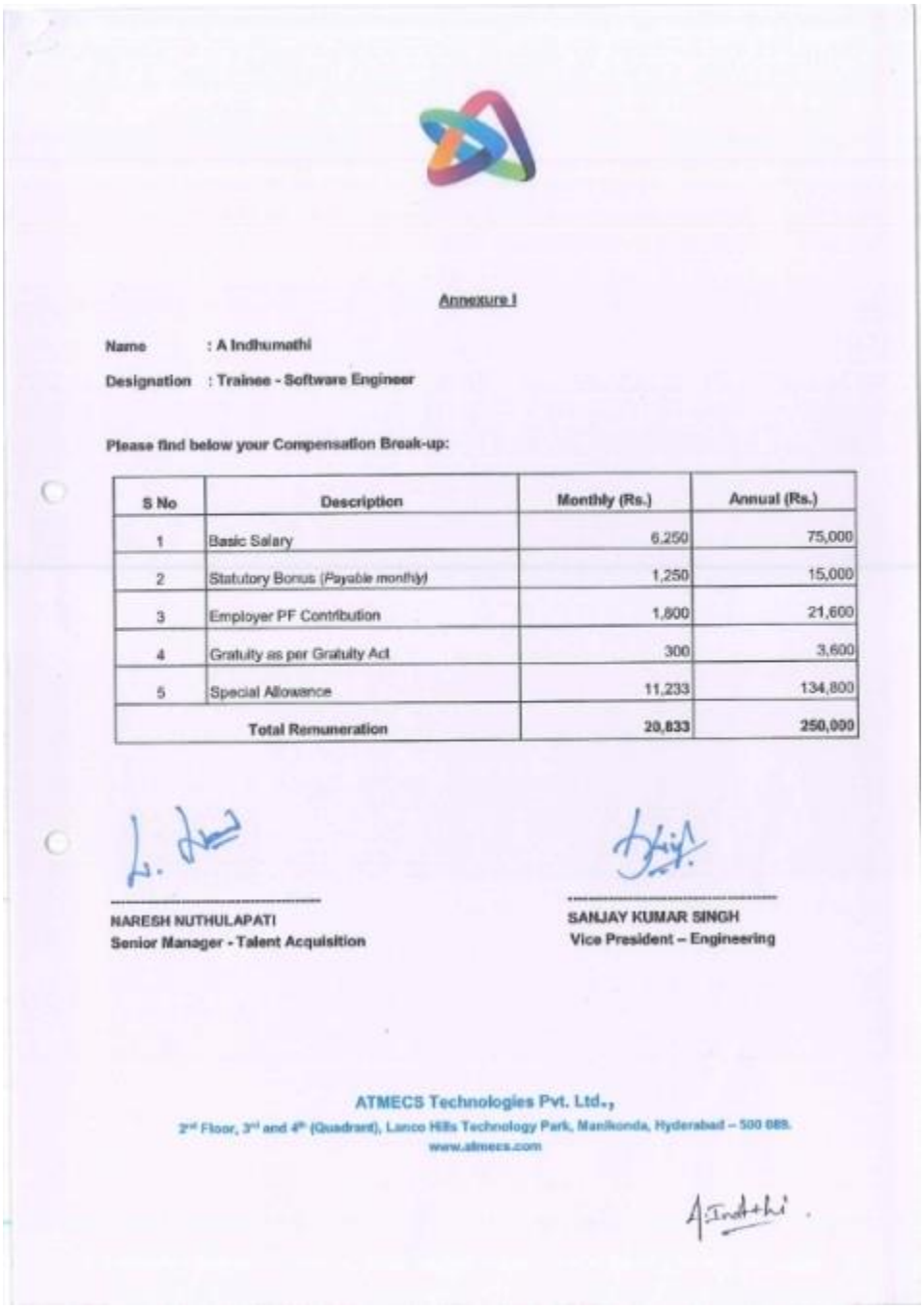
Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



Annexure I

Name : A Indhumathi

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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www.atmecs.com

A. Indhumathi

GOWRI D – ATMECS TECHNOLOGIES PVT LTD

Letter of Employment

Strictly Confidential

August 27, 2019

Dear D Gowri,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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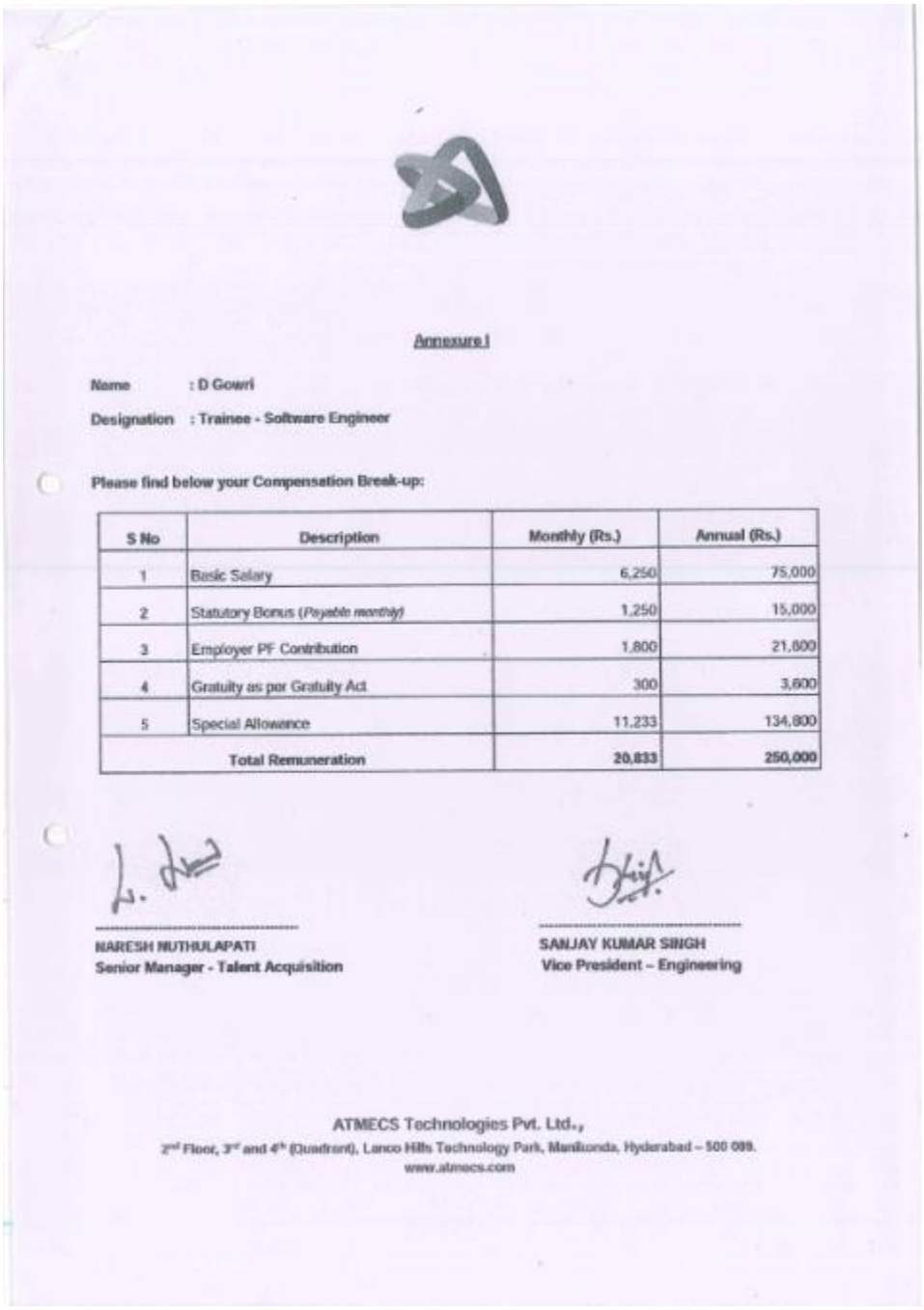

Annexure I

Name : D Gowri

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
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5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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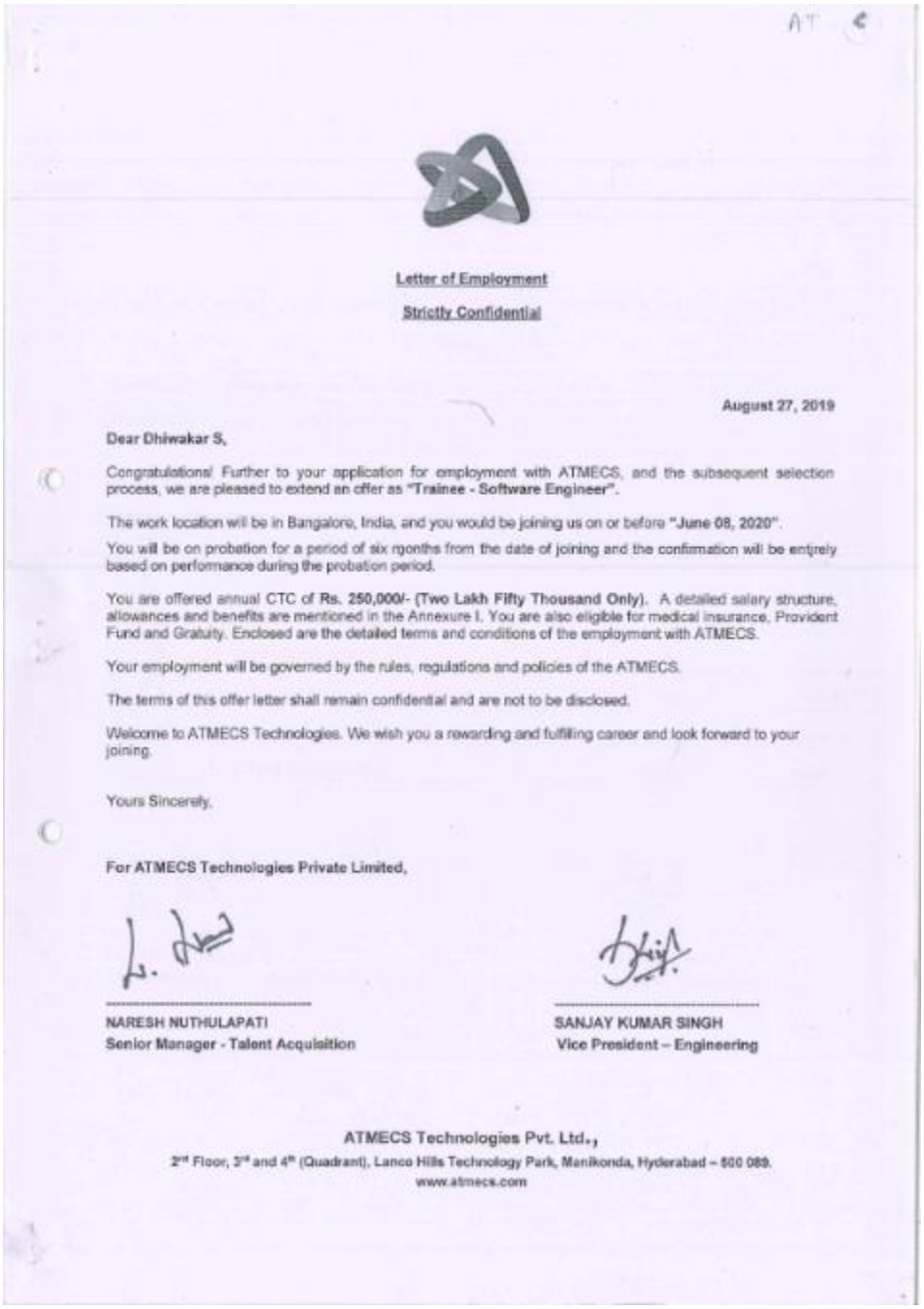
www.atmecs.com

DHIWAKAR S – ATMECS TECHNOLOGIES PVT LTD



Letter of Employment

Strictly Confidential

August 27, 2019

Dear Dhiwakar S,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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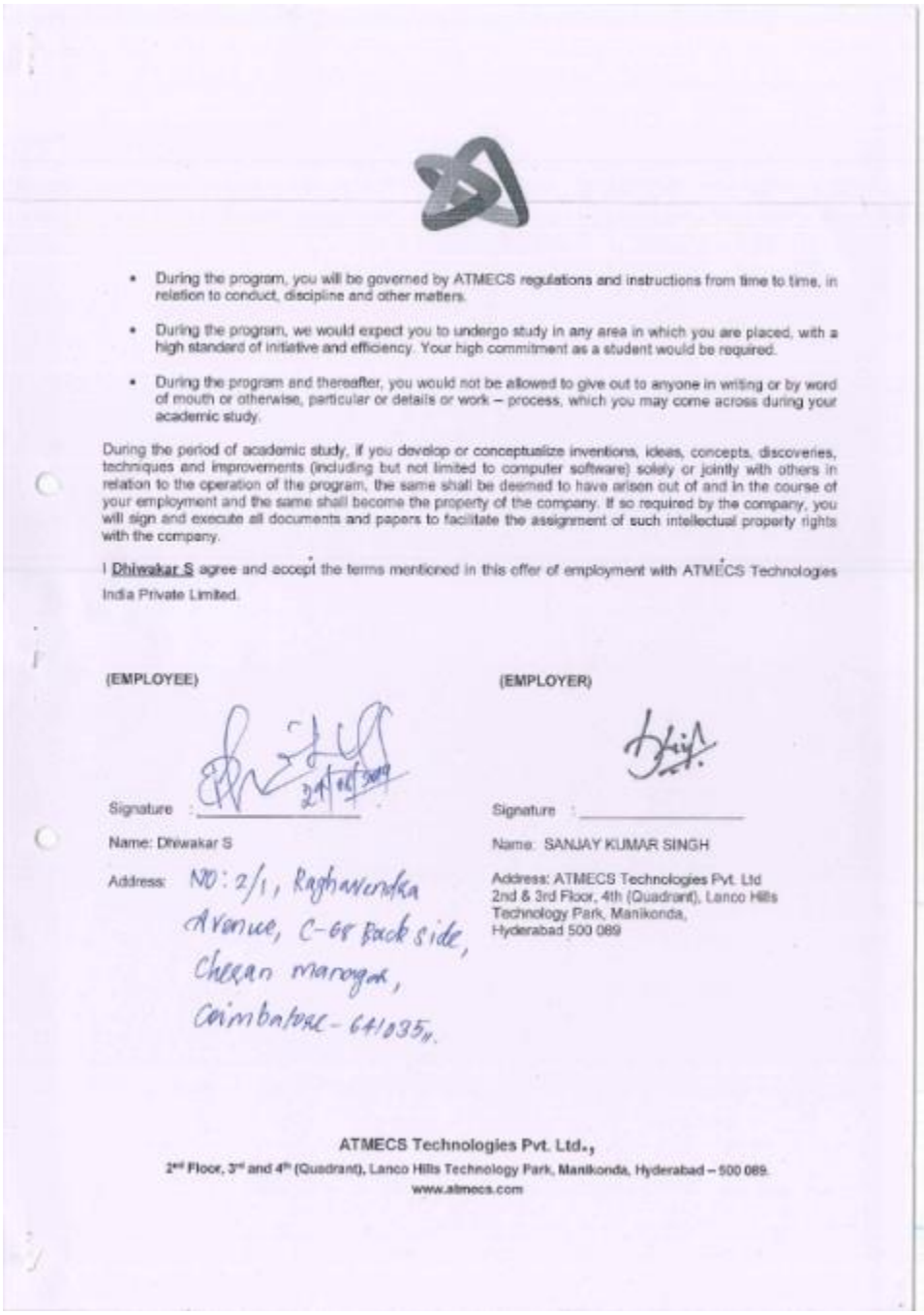

- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I Dhiwakar S agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : 24/06/2009

Name: Dhiwakar S

Address: NO: 2/1, Raghavendra Avenue, C-68 Back side, Cheran maroger, Coimbatore - 641035.

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

GAYATHRI DEVI MOHAN – ATMECS TECHNOLOGIES PVT LTD

AT-9

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Gayathiri Devi Mohan,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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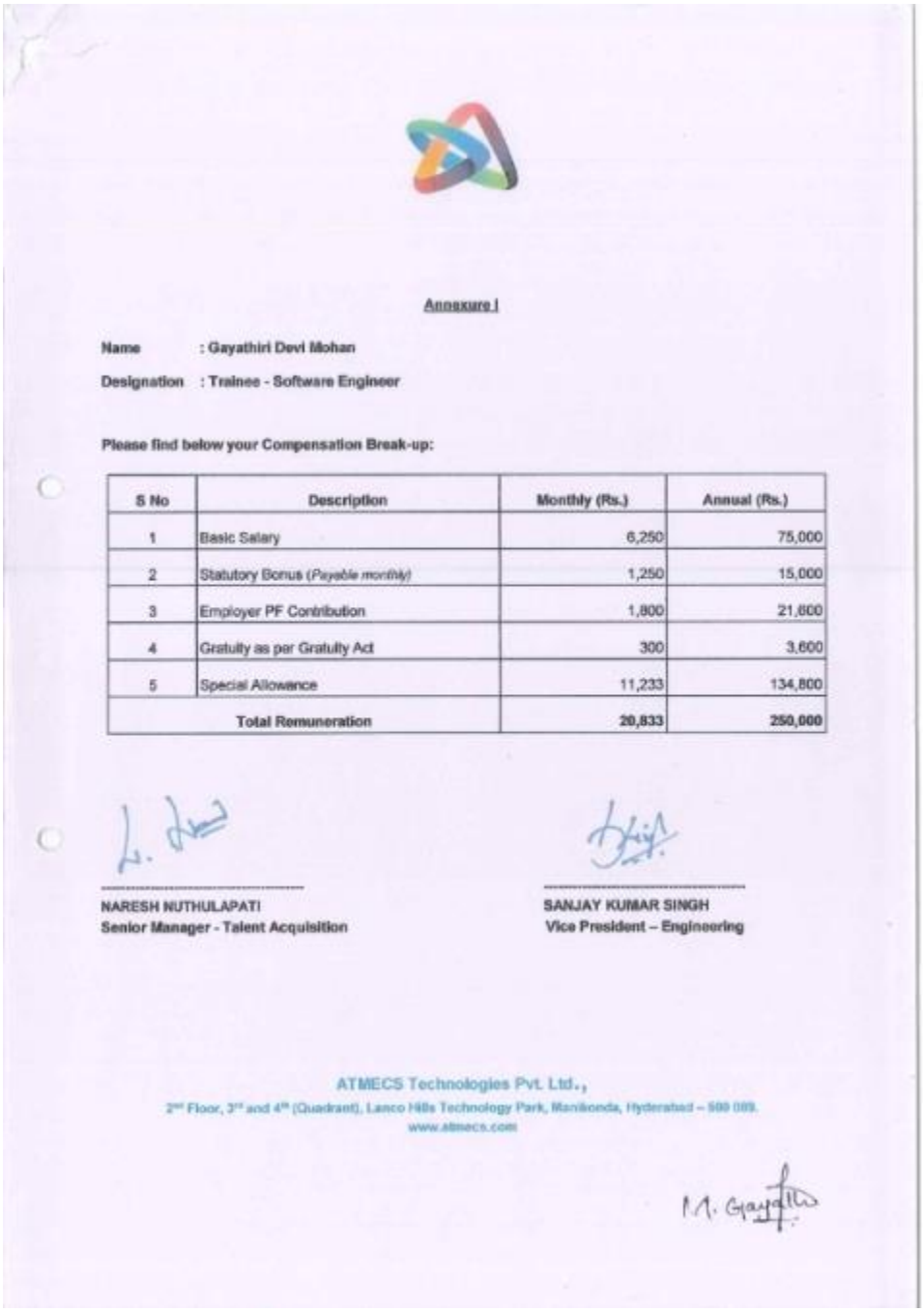

Annexure I

Name : Gayathiri Devi Mohan

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (*Payable monthly*)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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www.atmecs.com

DEEPIKA V – ATMECS TECHNOLOGIES PVT LTD

AT 10

Letter of Employment

Strictly Confidential

August 27, 2019

Dear V Deepika,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

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The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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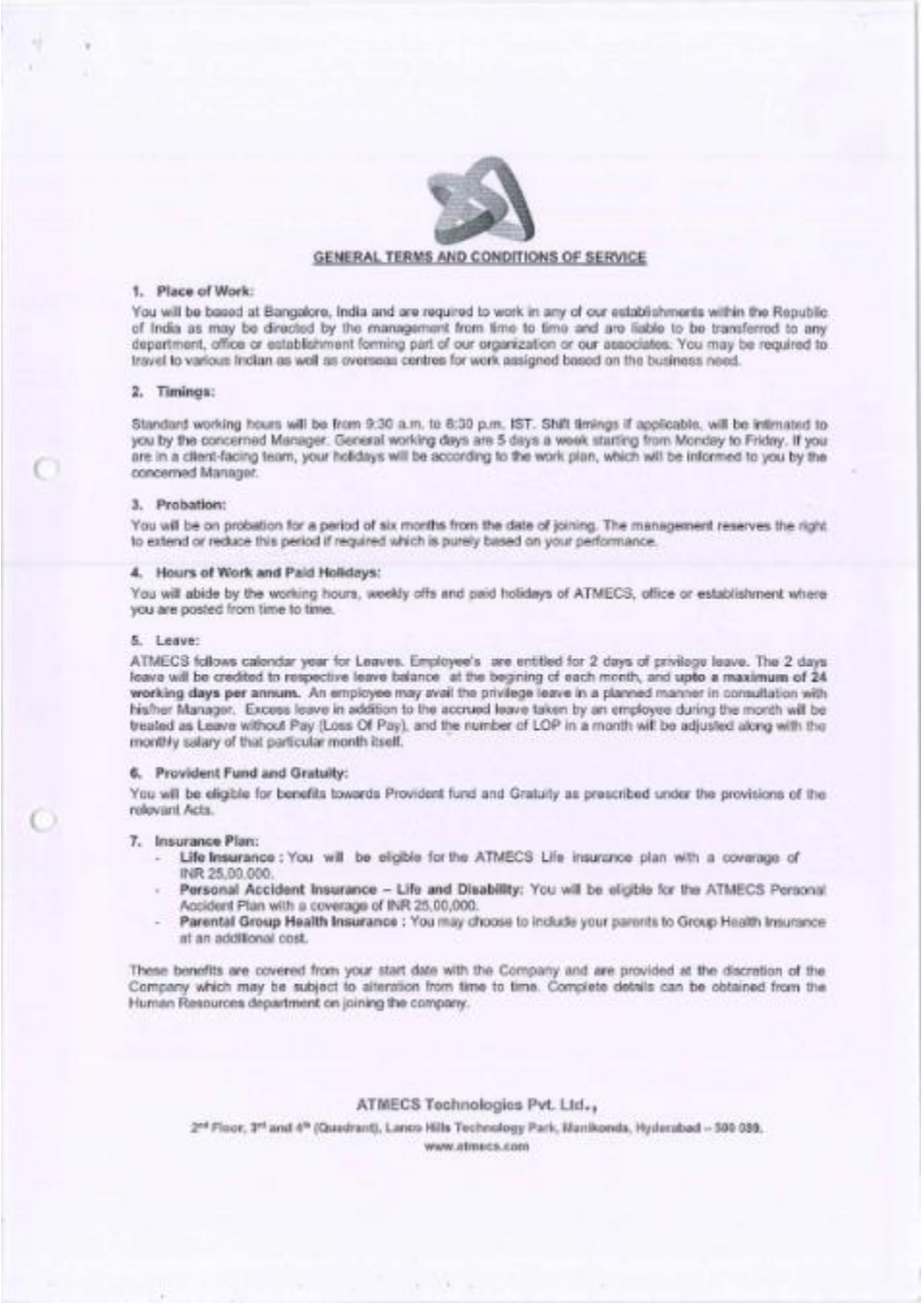

GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**
You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**
You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**
You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**
ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and **upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. **Provident Fund and Gratuity:**
You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

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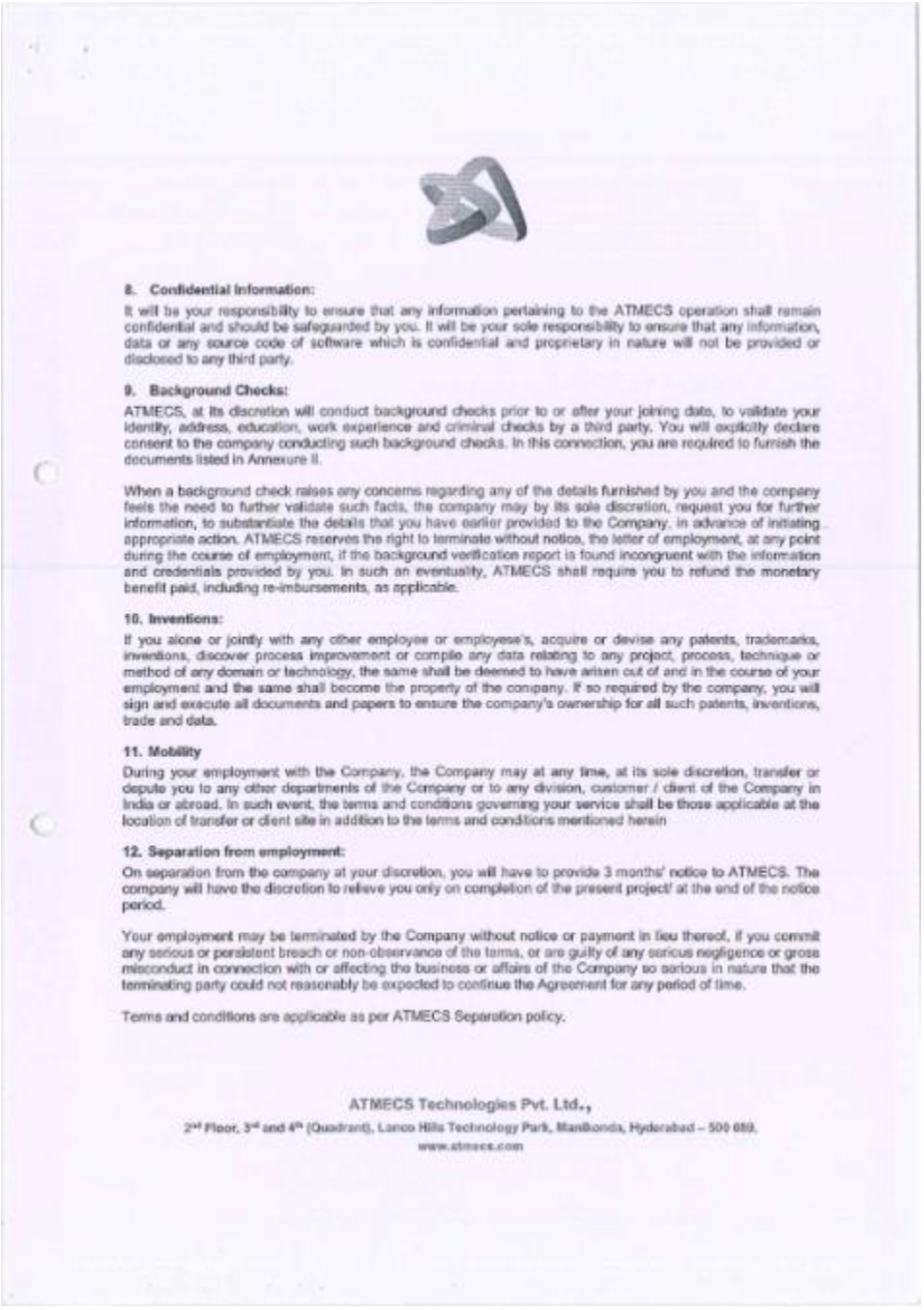

8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employee's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

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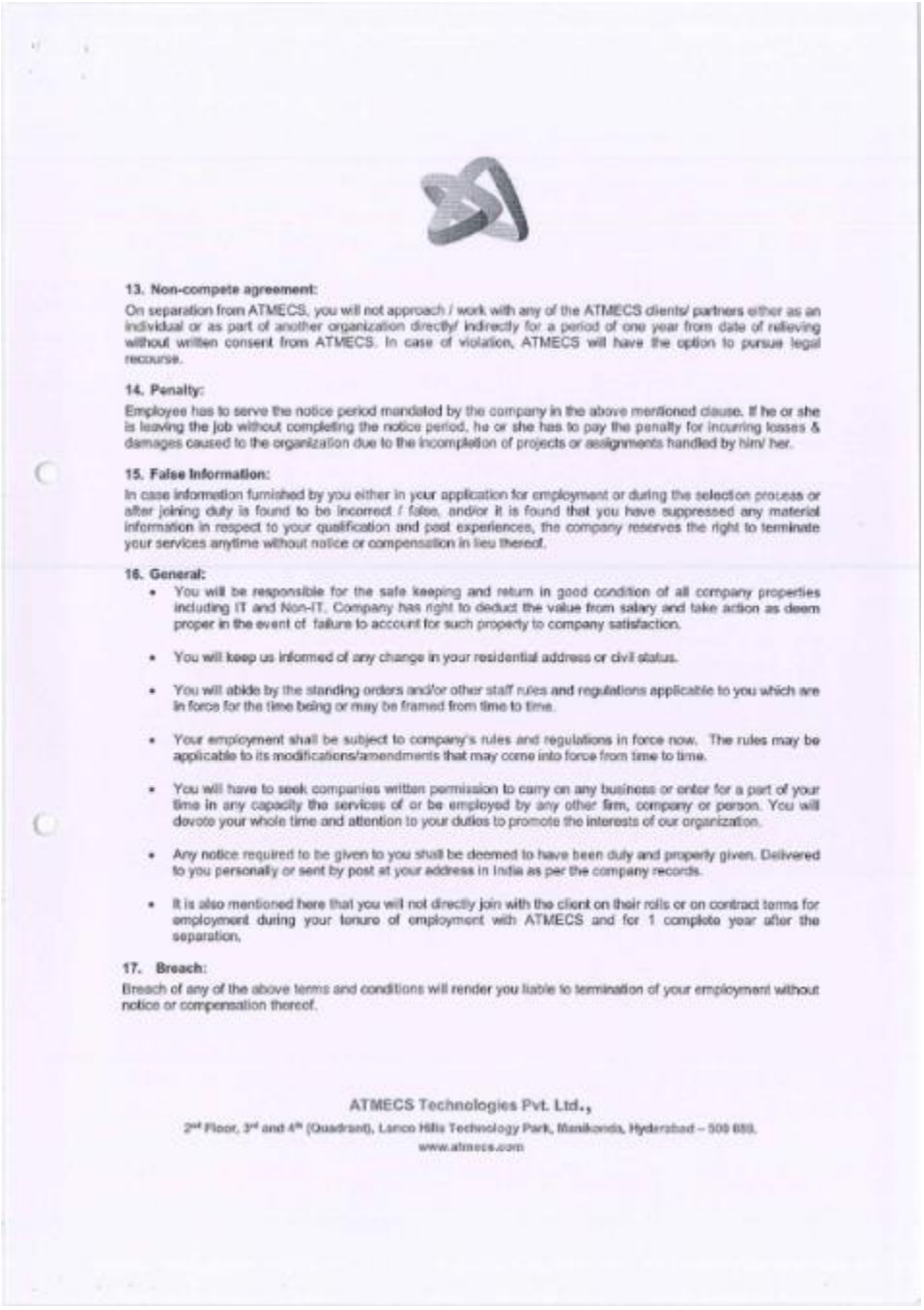

13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given, Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

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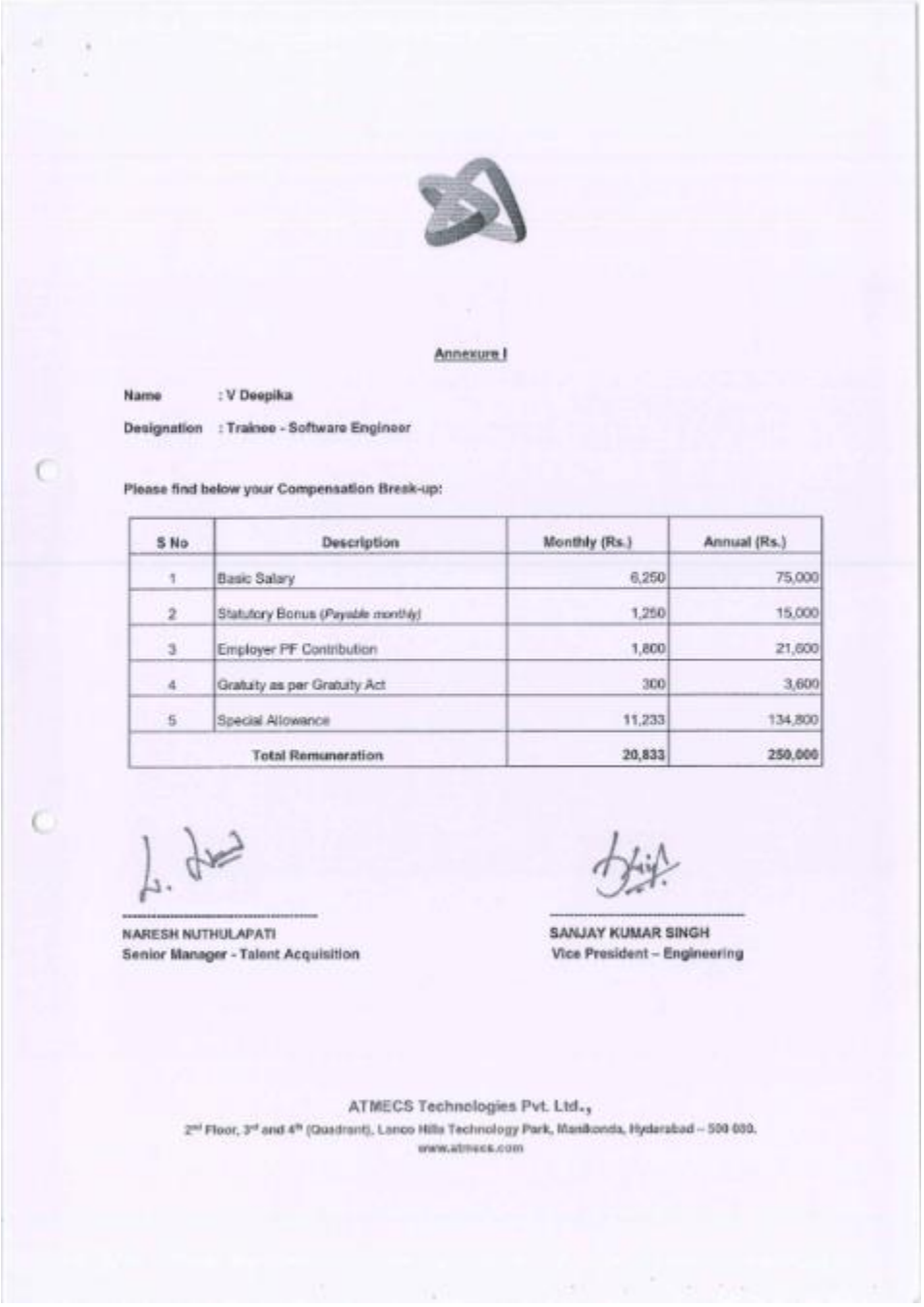

Annexure I

Name : V Deepika

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (*Payable monthly*)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

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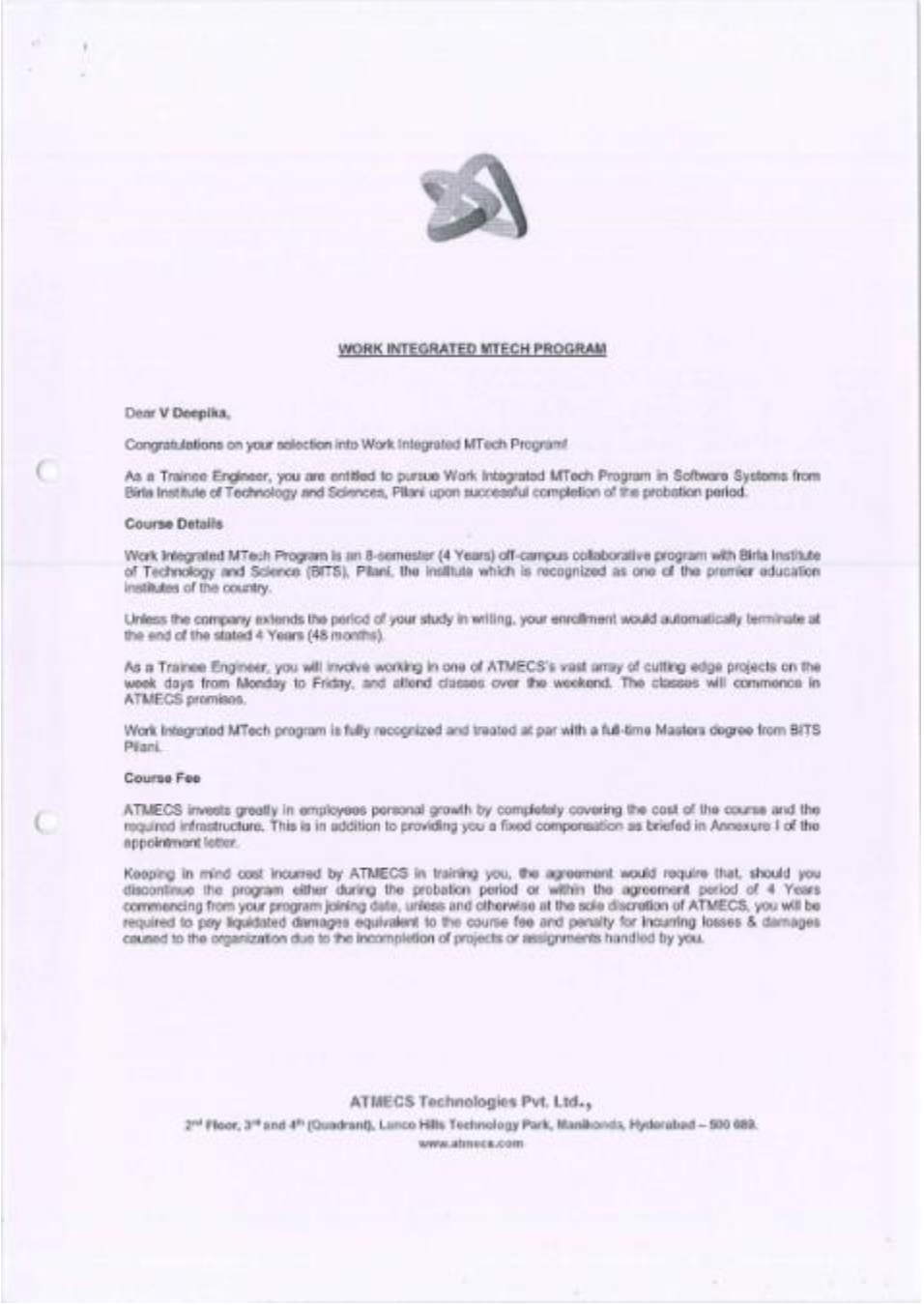

WORK INTEGRATED MTECH PROGRAM

Dear **V Deepika,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

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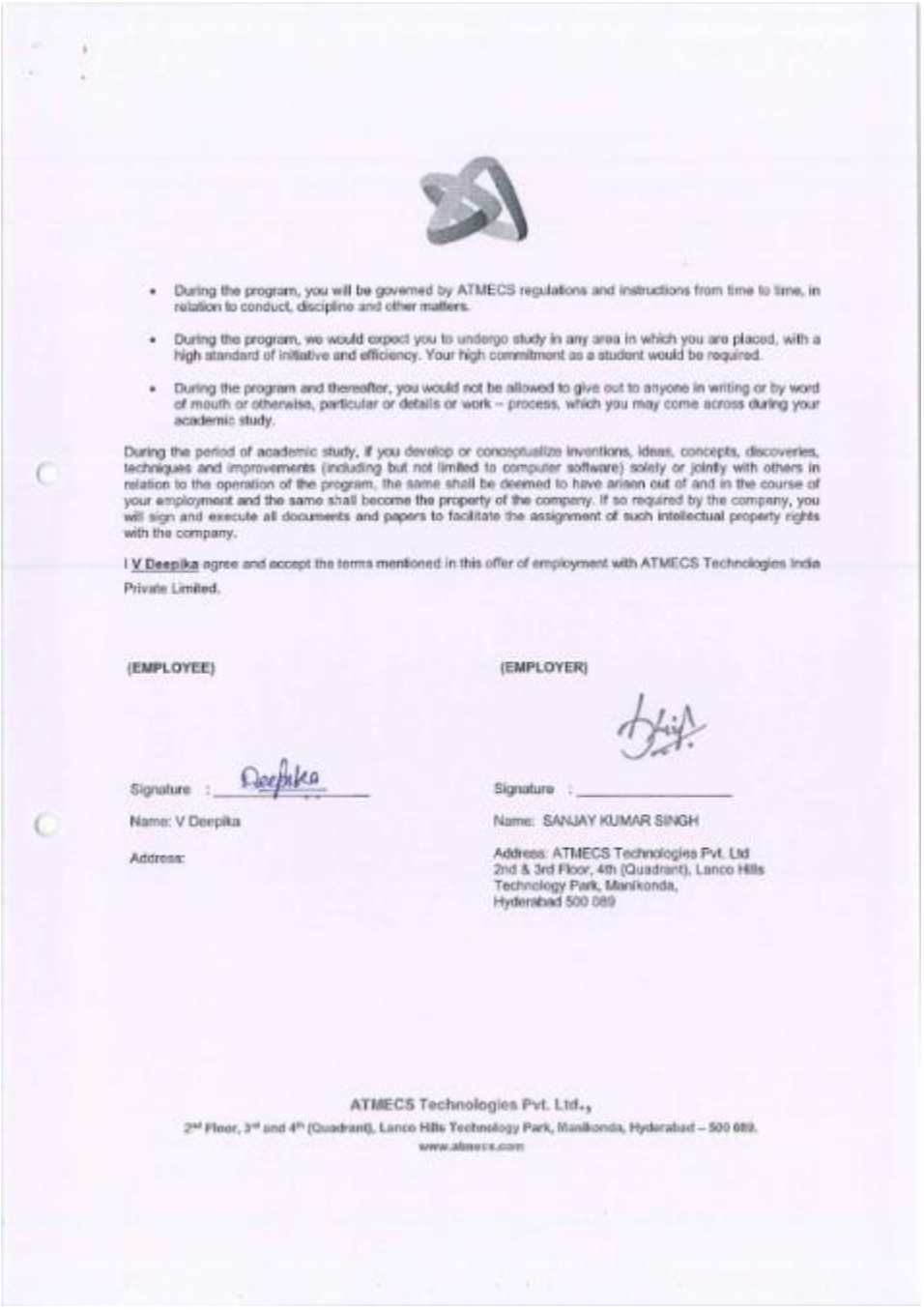

- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I V Deepika agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : Deepika

Name: V Deepika

Address:

(EMPLOYER)

Signature :

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
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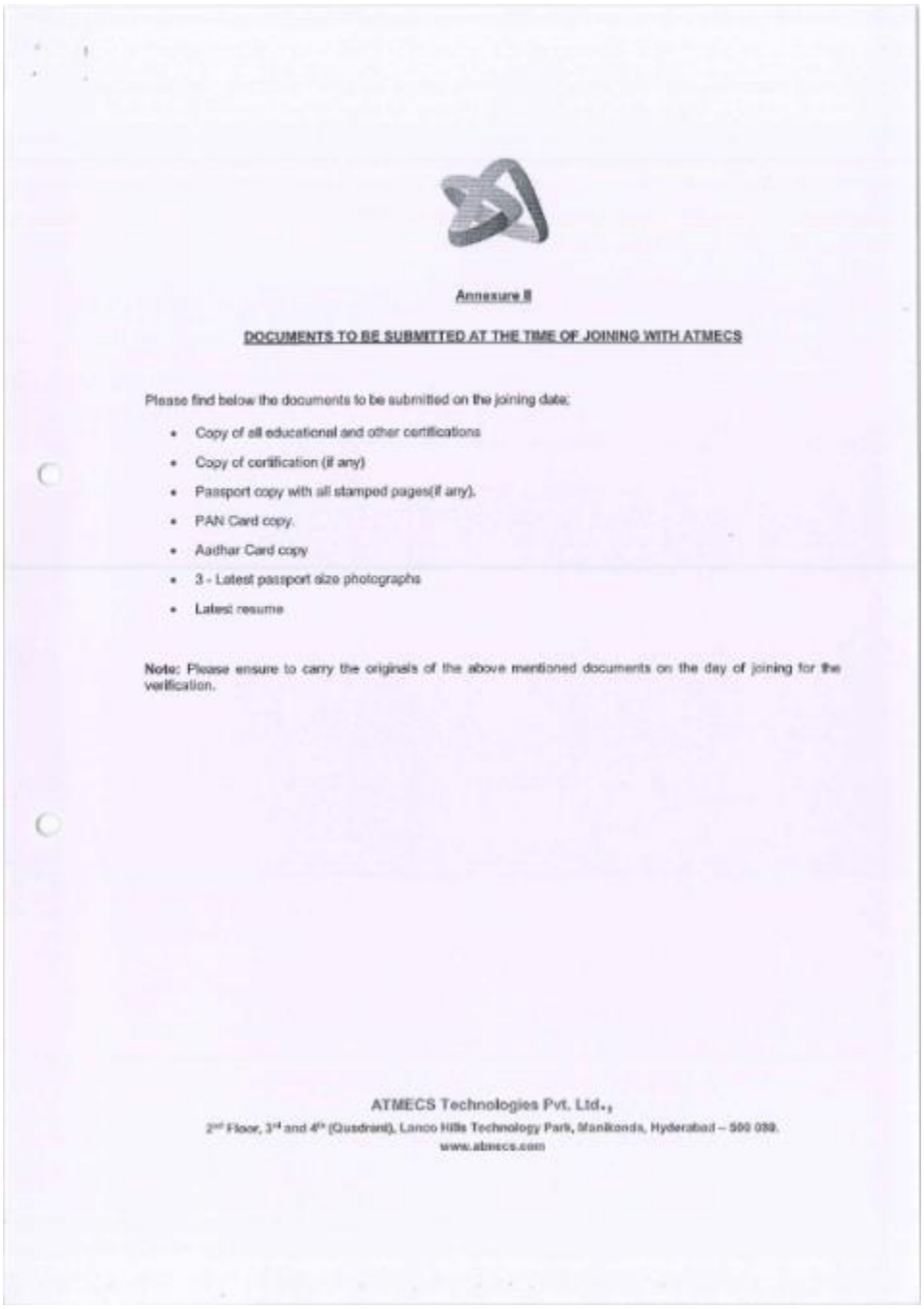


Annexure II

DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING WITH ATMECS

Please find below the documents to be submitted on the joining date;

- Copy of all educational and other certifications
- Copy of certification (if any)
- Passport copy with all stamped pages(if any).
- PAN Card copy.
- Aadhar Card copy
- 3 - Latest passport size photographs
- Latest resume

Note: Please ensure to carry the originals of the above mentioned documents on the day of joining for the verification.

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

KOUSIKA BALAKRISHNAN – ATMECS TECHNOLOGIES PVT LTD

A7 11

not in list

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Kousika Balakrishnan,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only)**. A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

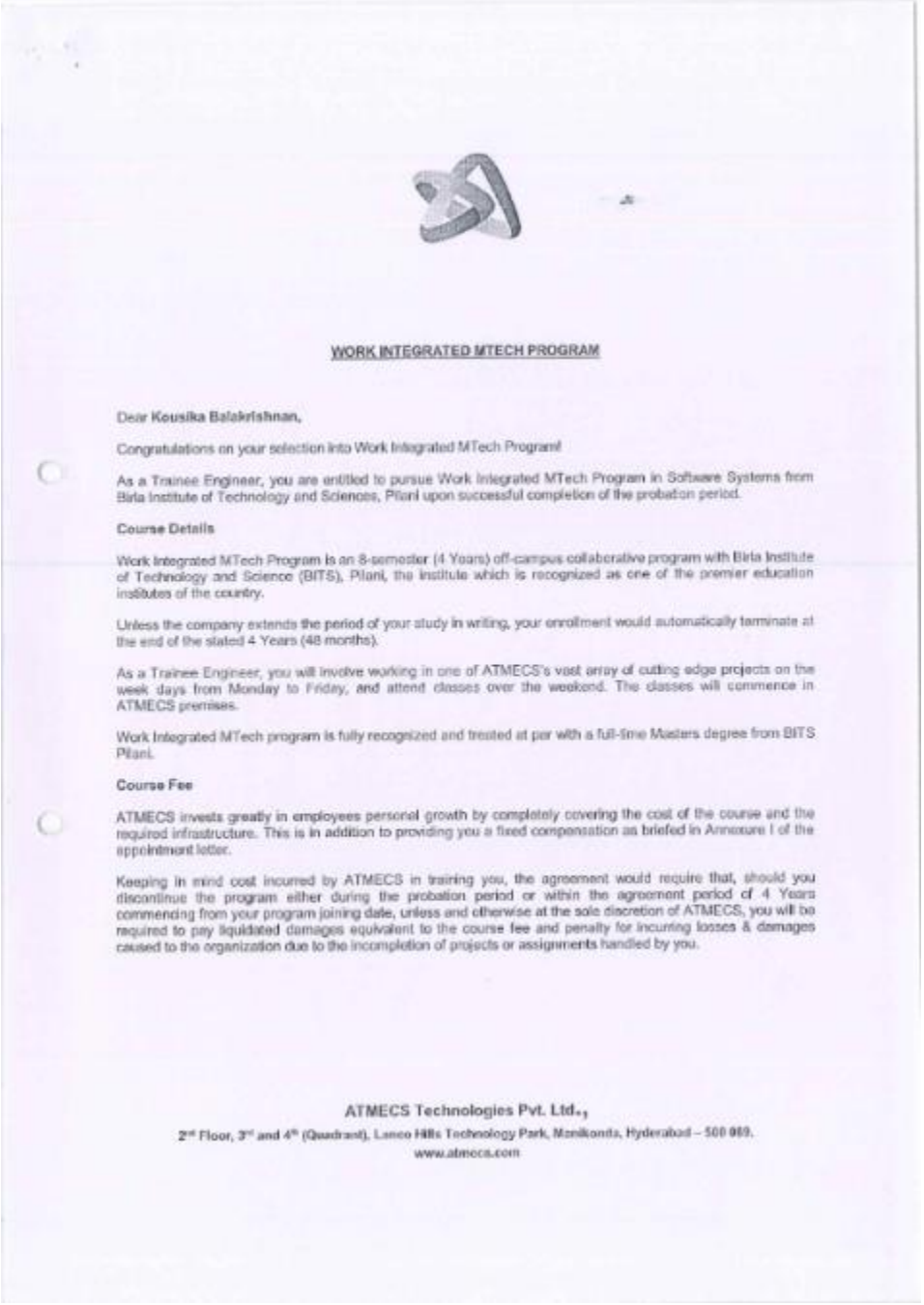
Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



WORK INTEGRATED MTECH PROGRAM

Dear **Kousika Balakrishnan,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

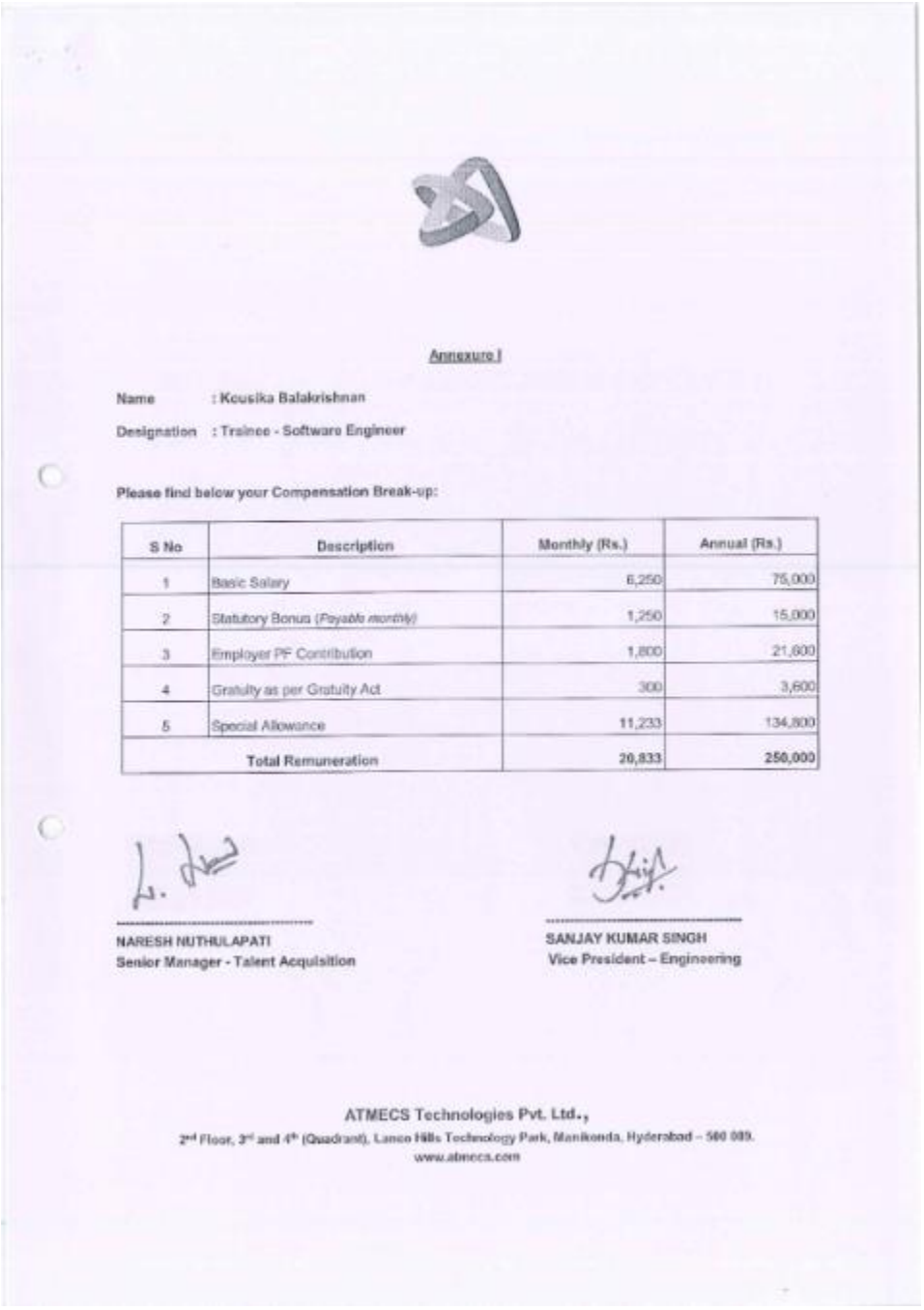
Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



Annexure I

Name : Kousika Balakrishnan

Designation : Trainee - Software Engineer

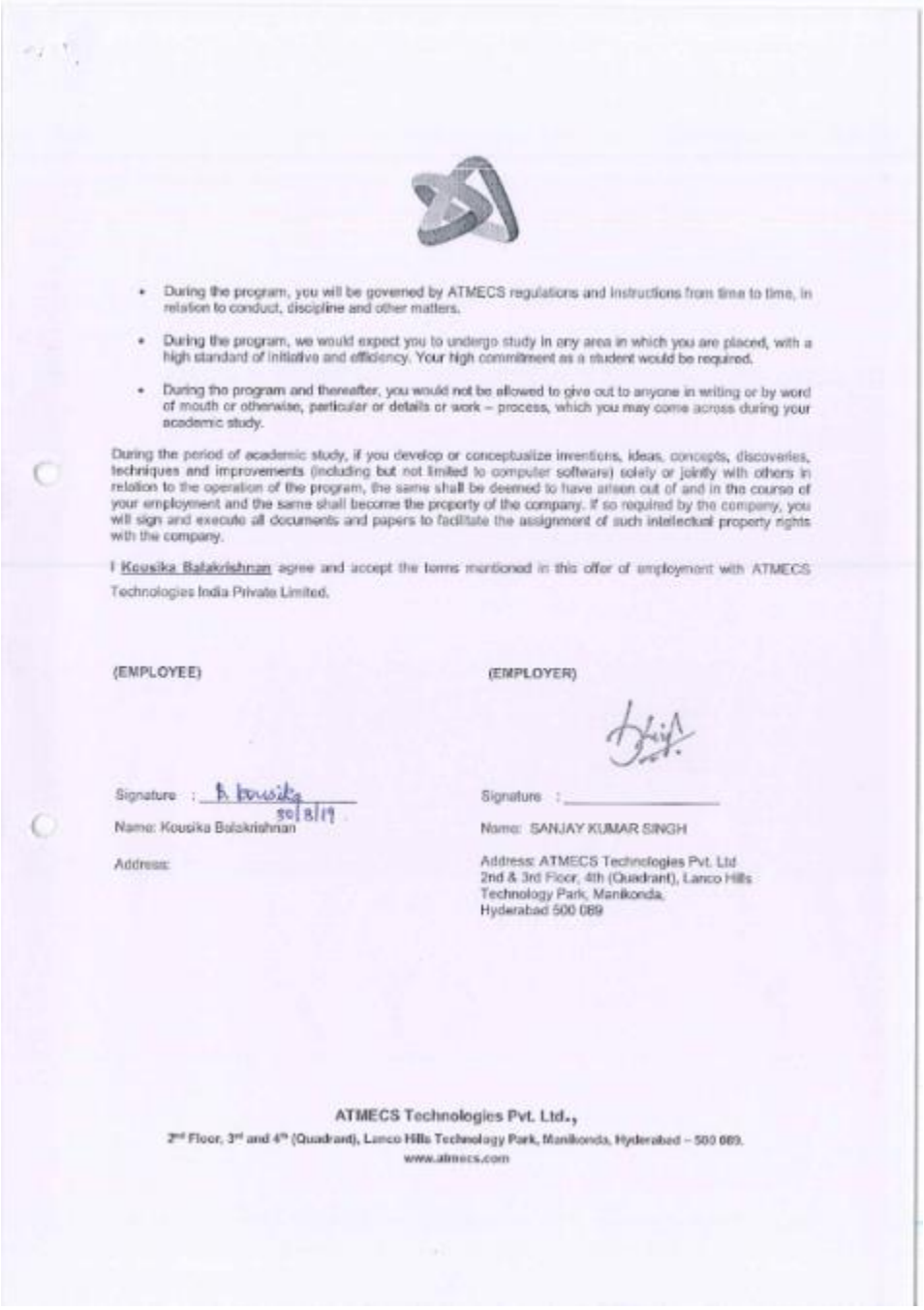
Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com



- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I Kousika Balakrishnan agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : K. kousika
20/8/19
Name: Kousika Balakrishnan

Address:

(EMPLOYER)

Signature :

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

MOUNIKA N – ATMECS TECHNOLOGIES PVT LTD

A1 12.

Letter of Employment

Strictly Confidential

August 27, 2019

Dear Mounica N,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 08, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 260,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

Annexure I

Name : Mounica N

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (Payable monthly)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

ATMECS Technologies Pvt. Ltd.,
2nd Floor, 3rd and 4th (Quadrant), Lanco Hills Technology Park, Manikonda, Hyderabad – 500 089.
www.atmecs.com

KAVIN SAM – BDR PHARMACEUTICALS INTER. PVT LTD

BDR PHARMACEUTICALS INTERNATIONAL PVT. LTD.

Ref. BDRPIPL-APP/Baroda **Dated: 28th June 2021**

Mr. Kavin Sam
62, Nadu Palayam AD Colony
Veerappam Palayam, Arachalur,
Erode, Tamilnadu-638101

Dear **Mr. Kavin,**

This has reference to your application and subsequent interview you had with us. We are pleased to offer you the position of **"Officer-Micro"** in the **Microbiology Department** of our organization based at **Vill – Vasanti, Tal – Halol, Dist. Panchmahal.** The detailed appointment letter will be issued to you as soon as you join the duties & on receiving the following documents:-

1. Copies of testimonials
2. Service Certificates of all company
3. 6 Copies of passport size photograph
4. Date of Birth proof
5. Copy of Resignation & relieving letter of all company
6. Last 3 months salary slip
7. Copy of photo ID
8. Copy of PAN Card

We would like you to join us as soon as possible and report for work at our factory at the following address:

BDR Pharmaceuticals International Pvt. Ltd.
Survey No-51/1/2,51/2,52/2/1,52/2,54/2
AT-Vanseti Village Po-Tajpura, Halol
Vadodara, Gujarat.

This offer letter will remain valid for a period of **10 days** from the date of issue for your acceptance. Your appointment with organization will be subject to your being medically fit. We welcome you to BDR family & look forward for a long and fruitful association. Please contact our **HR Department** at the factory on your reporting **(Ms. Pooja Shinde Mo. # 8511816498, and Mr. Vishmit Patel Mo. # 7227982360)**

Warm Regards,

FOR **BDR Pharmaceuticals International Pvt. Ltd.**

Vijay Shitole
Vice President-HR & Admin.
PS.Please carry this offer letter at the time of reporting.

Administrative Office : "Engineering Centre", 6th Floor, 9, Matthew Road, Opera House, Mumbai - 400004, INDIA.
Tel : +91 22 4056 0560 • Fax : +91 22 4056 0555 • Email : bdrpharma@vsnl.net • www.bdrpharma.com
Registered Office : 407/408, Sharda Chembers, New Marine Lines, Mumbai - 400020, INDIA.
Works/Plant: BDR Pharmaceuticals International Pvt. Ltd, Survey No. 51/1/1, 51/1/2, 51/2, 52/1, 52/2/1, 52/2/2, 52/2/2(P), 52/4, 52/5, 53/1, 53/2, 53/3, 54/1, 54/2. Post Tajpura, Village vanseti, Taluka Halol, District Panchmahal, Gujarat - 389350.
Tel. : 02676 - 230220
CIN No.: U24230MH2002PTC137329

PANEER SELVAM – BYJU'S

BYJU'S

Offer Letter

Name:Paneer Selvam
Date:Wednesday, October 6, 2021

Dear Mr. **Paneer Selvam** ,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

The **first 2 weeks of this training will be classroom training** at the Joining Location itself. It will then be followed by **4 weeks of "On-the-Job Training (OJT)"**, to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

1. Employment Details:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Joining Location:	Byjus Coimbatore - 2nd floor, Senthil Towers, 1078, East Wing, Avinashi Road, P.N Palayam, Coimbatore-641018, Tamil Nadu
OJT Training Location:	Byjus - Coimbatore
Role Location:	Coimbatore

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, October 12, 2021** .Your work location after conversion to the role of Business Development Associate would be **Coimbatore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

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

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this

Page 1 of 4

Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

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

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

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

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

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

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

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

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

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

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

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in

future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

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

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

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

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

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

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

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

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

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

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

Yours sincerely,

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resource **Signature:**

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

Page 4 of 4

PRADEEP KUMAR N A – BYJUS

BYJU'S

OFFER LETTER

Mr. Pradeep kumar N a Date: Wednesday, February 17, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Associate - Pre Sales on following terms and conditions:

Offer Details:

Designation:	Associate - Pre Sales
Department:	Business Development (51000000)
Sub Department:	Sales
Employment Type:	Regular
Date of Joining:	Tuesday, February 23, 2021
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	375000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes

Page 1 of 4

4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Tuesday, February 23, 2021,** failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

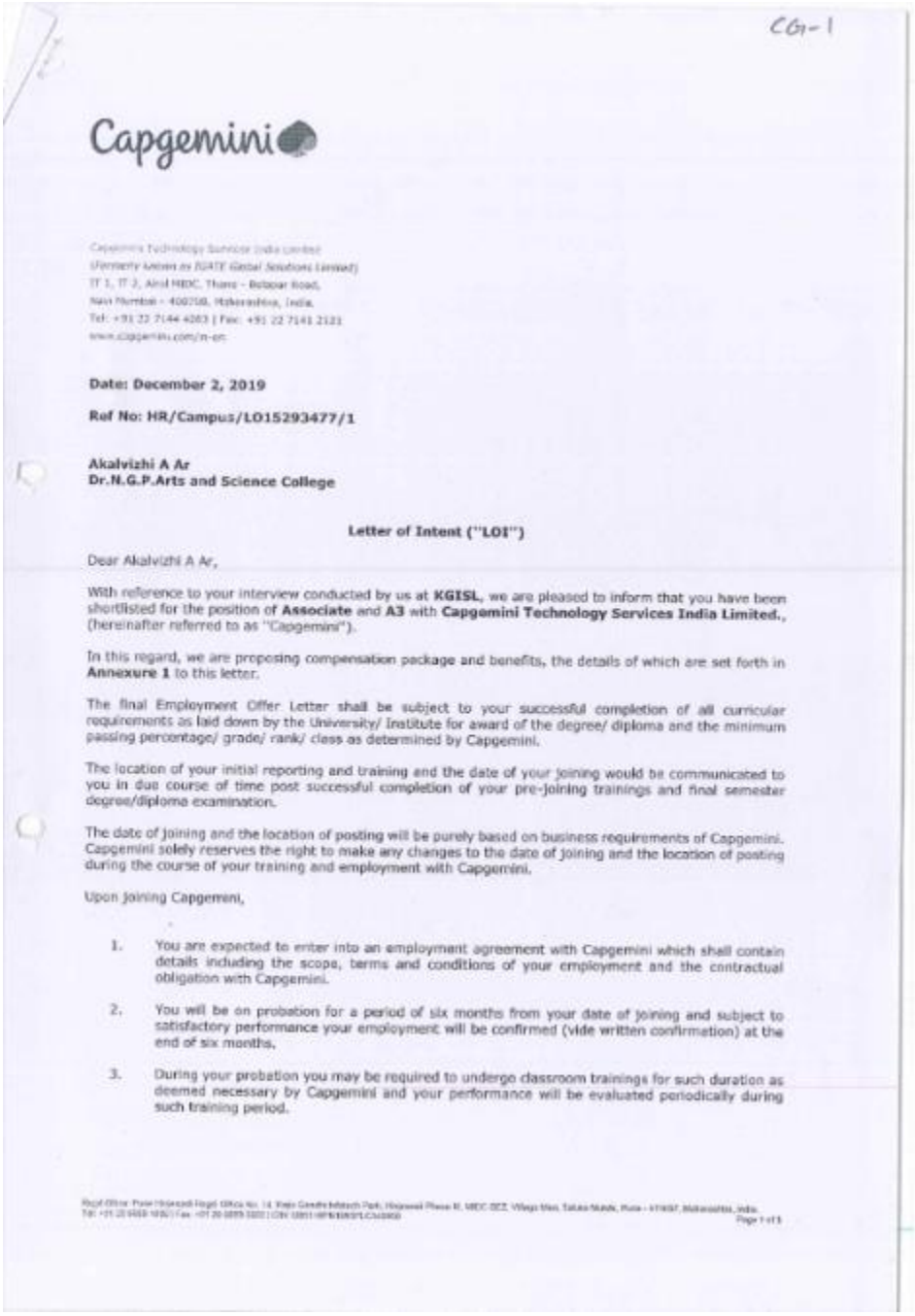
Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card

9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

AKALVIZHI A –CAPGEMINI



CG-1

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4063 | Fax: +91 22 7143 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293477/1

Akalvizhi A Ar
Dr.N.G.P.Arts and Science College

Letter of Intent ("LOI")

Dear Akalvizhi A Ar,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon joining Capgemini,

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Page 1 of 3

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Akalvizhi A Ar

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature:

Candidate Name: Akalvizhi A Ar

Date: 07-18-2019

VISHNU PRIYA R –CAPGEMINI

GG-2.

Capgemini

[redacted]

Date: December 2, 2019

Ref No: HR/Campus/LO15293535/1

Vishnu Priya R
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Vishnu Priya R,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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[redacted]

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Vishnu Priya R

Associate and A3

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For & On Behalf of Capgemini

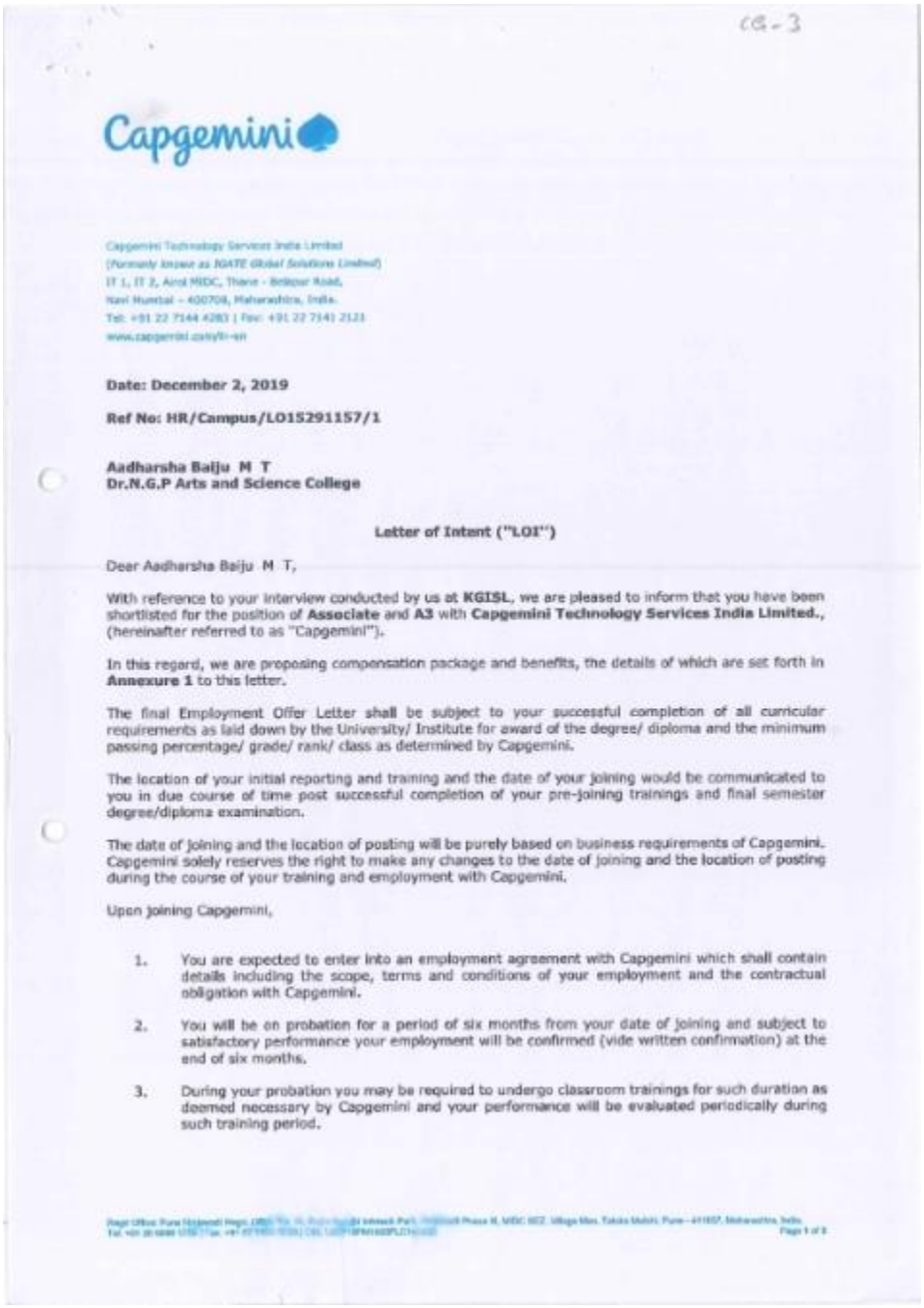
Puneet Kumra
Head - Fresher Hiring

Signature: R Vishnu Priya

Candidate Name: Vishnu Priya R

Date: 07-12-2019

AADHARSHA BAIJU –CAPGEMINI



CG-3

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2123
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15291157/1

Aadharsha Baiju M T
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Aadharsha Baiju M T,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Aadharsha Baiju N T

Associate and A3

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For & On Behalf of Capgemini

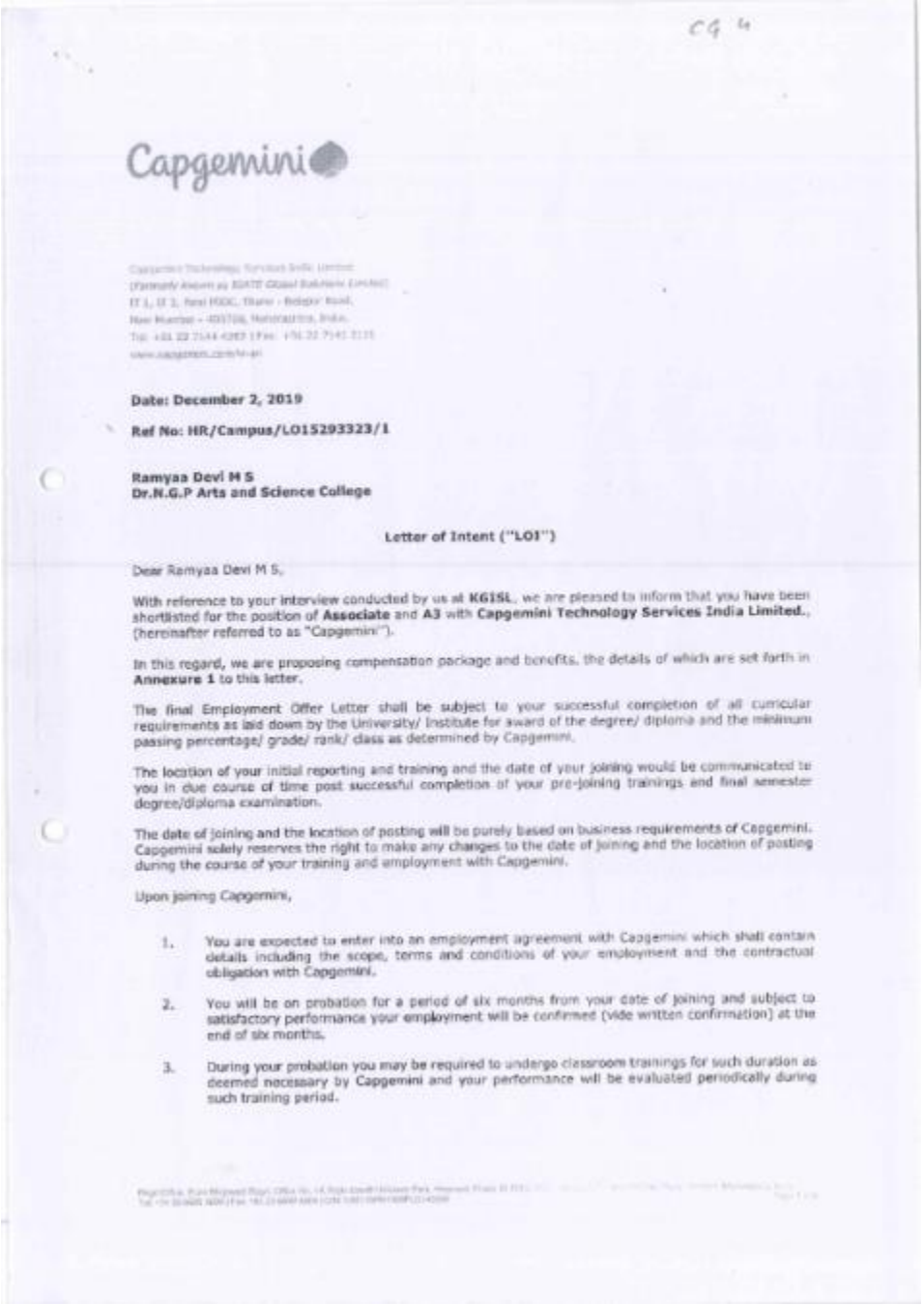
Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Aadharsha Baiju N T

Date: 5/12/2019

RAMYA DEVI M S –CAPGEMINI



Capgemini

Date: December 2, 2019

Ref No: HR/Campus/LO15293323/1

Ramyaa Devi M S
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Ramyaa Devi M S,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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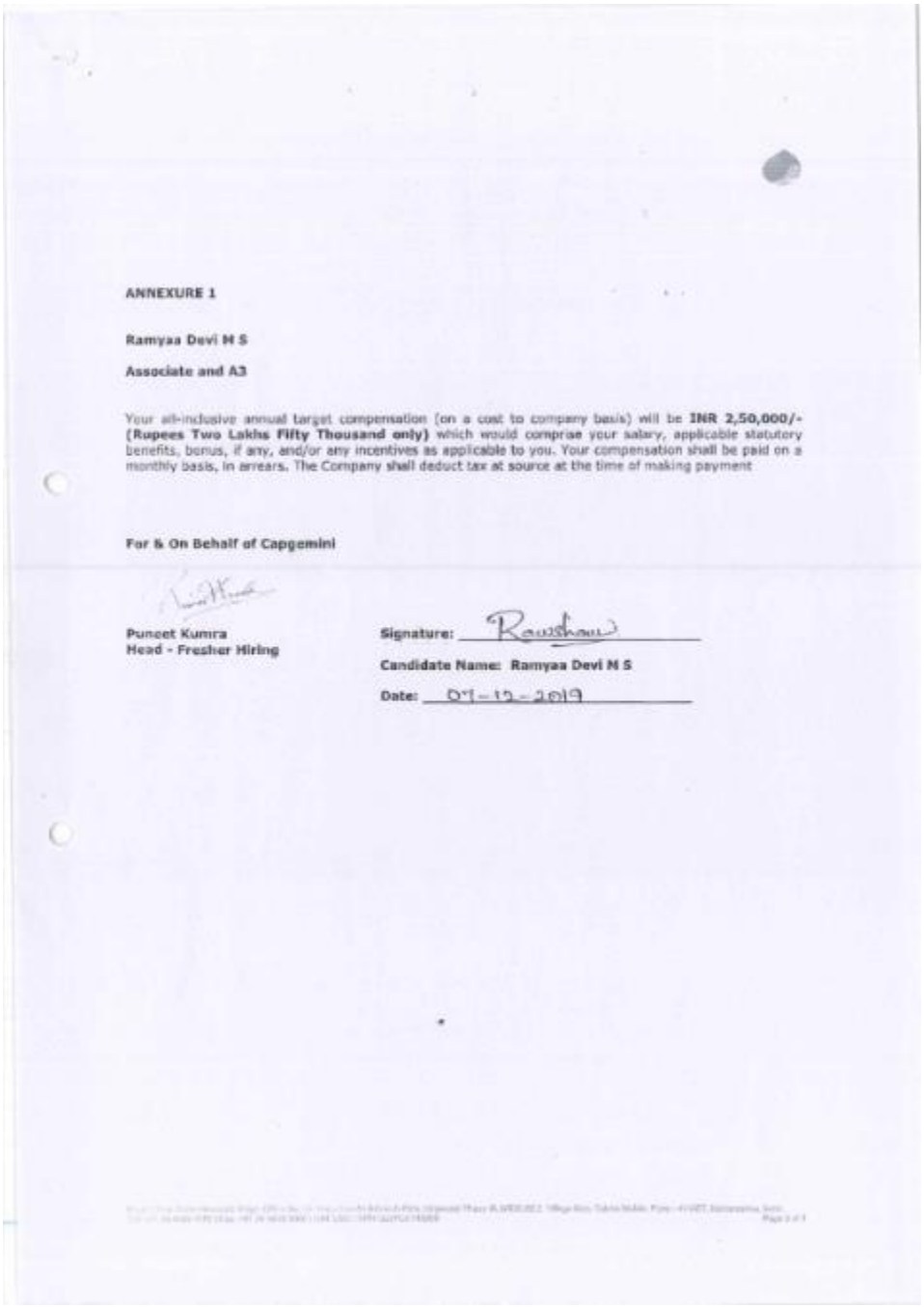
We look forward to hearing from you. Should you have any query, please do not hesitate to contact [redacted]

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Ramyaa Devi M S

Associate and A3

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For & On Behalf of Capgemini

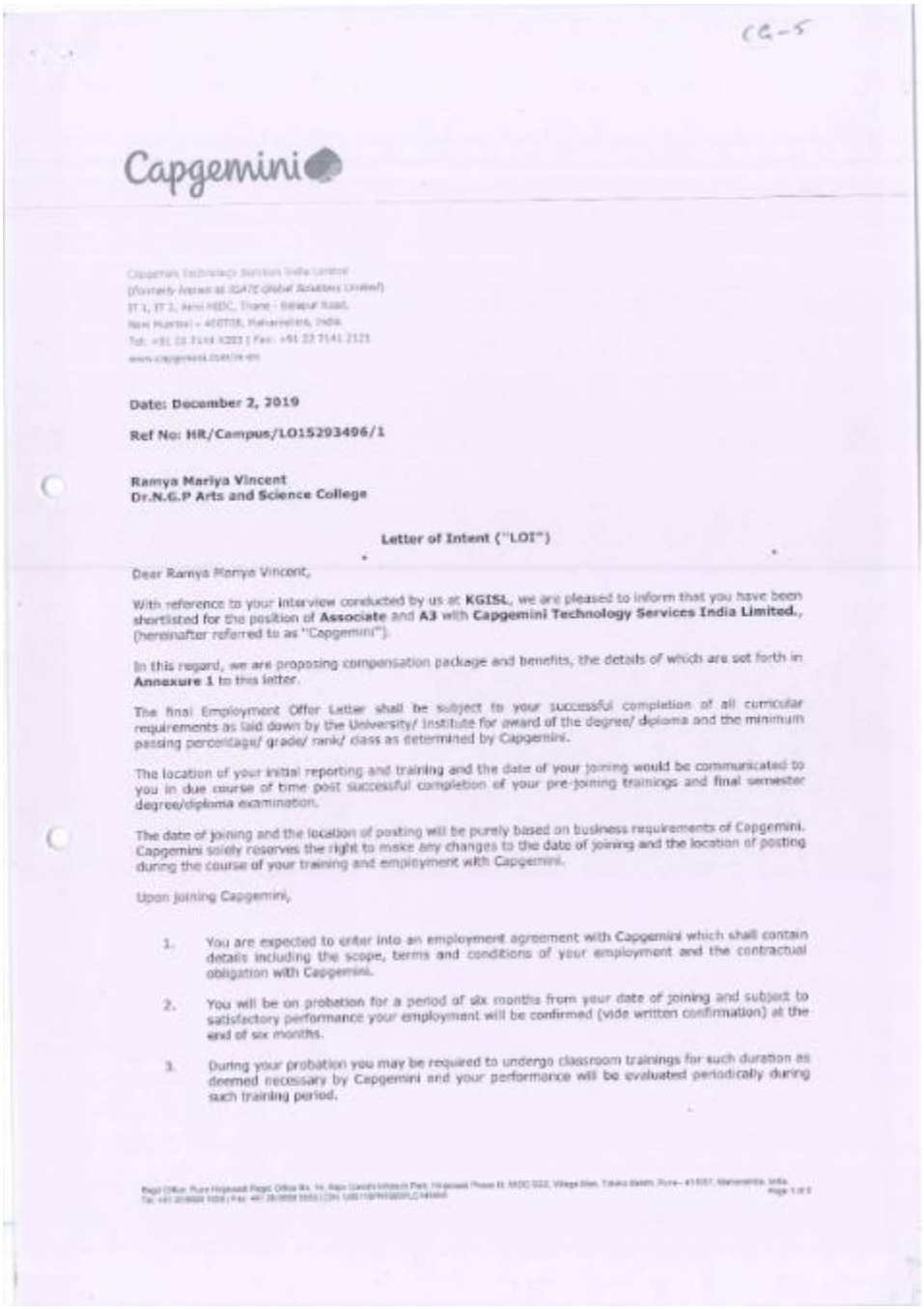
Puneet Kumra
Head - Fresher Hiring

Signature: Ramyaa

Candidate Name: Ramyaa Devi M S

Date: 01-12-2019

RAMYA MARIA VINCENT –CAPGEMINI



CG-5

Capgemini

Capgemini Technology Services India Limited
(Formerly known as iGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293496/1

Ramya Mariya Vincent
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Ramya Mariya Vincent,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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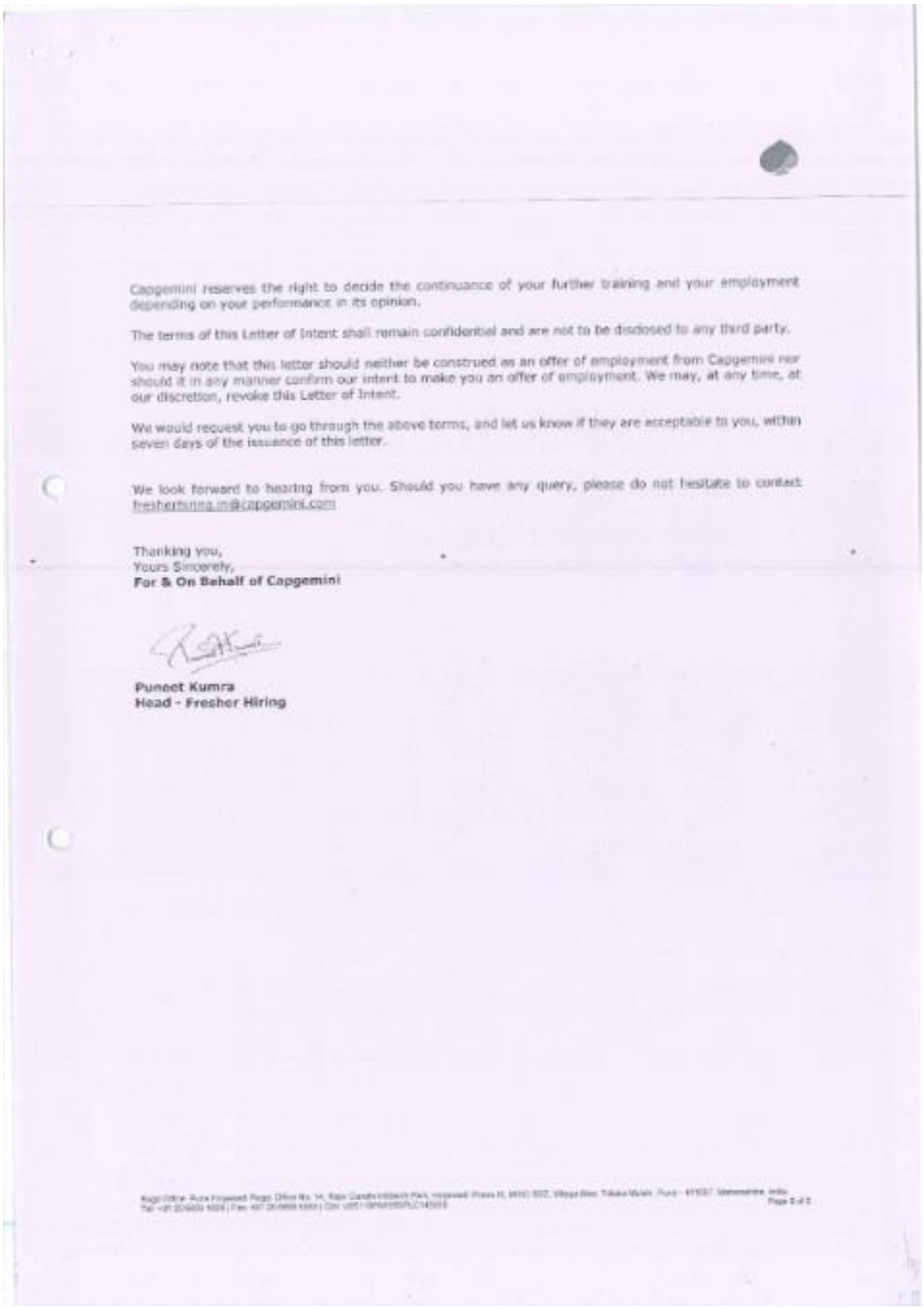
Regd Office: Pune Highgrade Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra, India
Tel: +91 20 6626 1000 | Fax: +91 20 6626 1001 | CIN: U85110PN2001PLC145840



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Thanking you,
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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Ramya Mariya Vincent

Associate and A3

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For & On Behalf of Capgemini

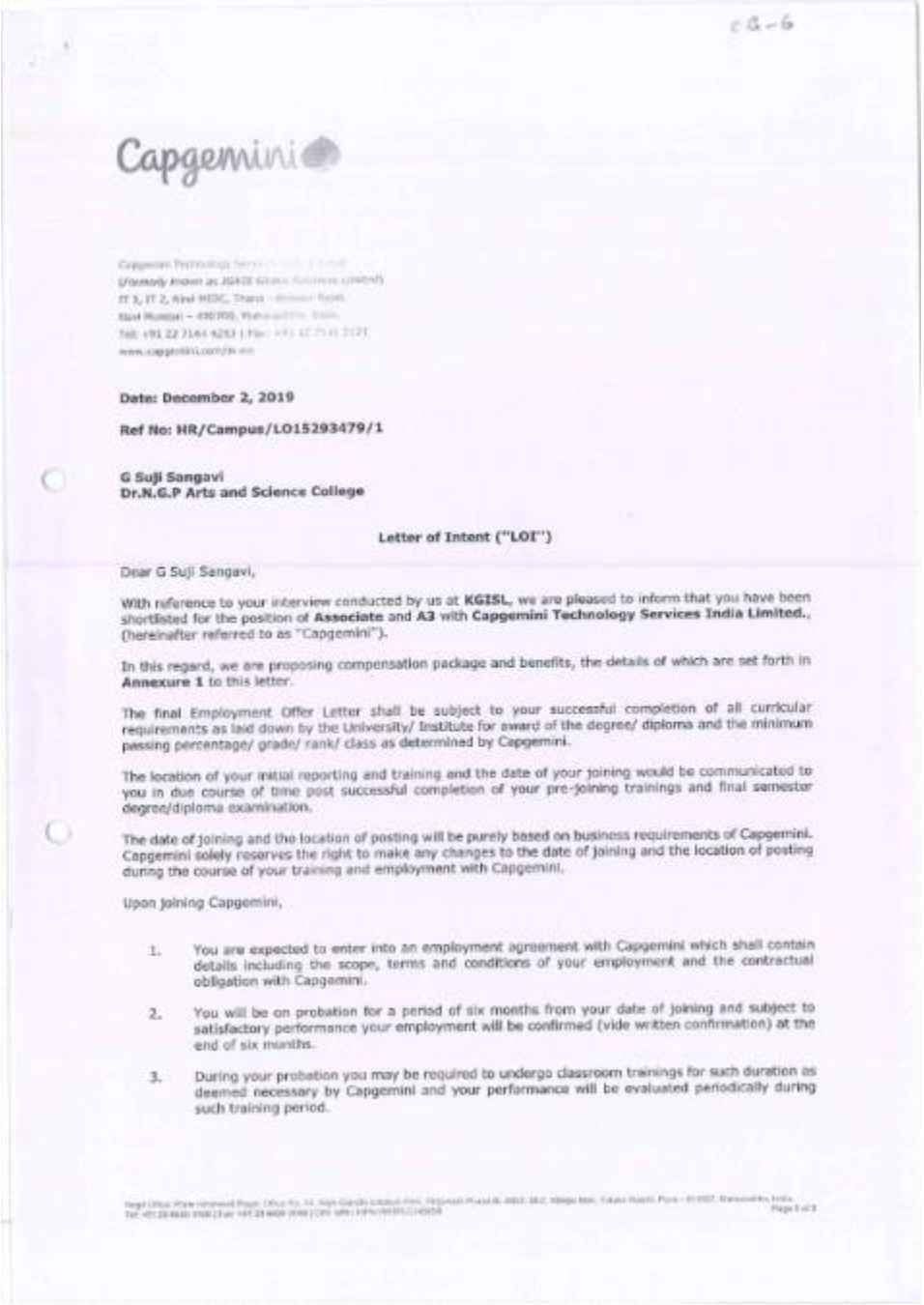
Puneet Kumra
Head - Fresher Hiring

Signature: Ramya Mariya

Candidate Name: Ramya Mariya Vincent

Date: 07.12.19

SUJI SANGAVI G –CAPGEMINI



Capgemini

Date: December 2, 2019

Ref No: HR/Campus/LO15293479/1

G Suji Sangavi
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear G Suji Sangavi,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

G Suji Sangavi

Associate and A3

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: G Suji Sangavi

Candidate Name: G Suji Sangavi

Date: 07-12-2019

SWARNA MALINI R –CAPGEMINI

Capgemini

Date: December 2, 2019

Ref No: HR/Campus/LO15293503/1

R Swarna Malini
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear R Swarna Malini,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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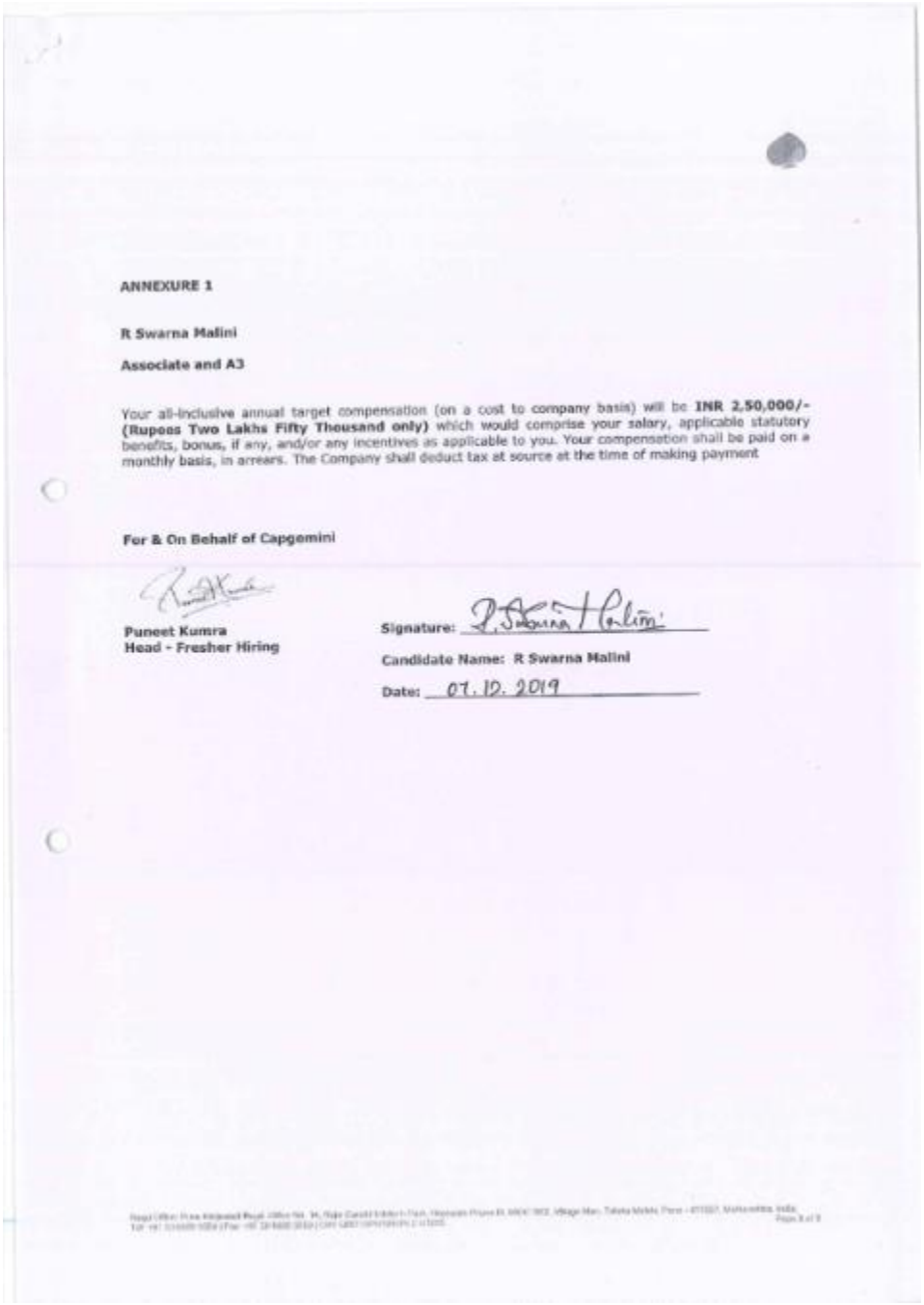

ANNEXURE 1

R Swarna Malini

Associate and A3

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: R. Swarna Malini

Candidate Name: R Swarna Malini

Date: 07.10.2019

VARSHINI R –CAPGEMINI

cc-5

Capgemini

Date: December 2, 2019

Ref No: HR/Campus/LO15293407/1

Varshini R
Dr.N.G.P.Arts and Science College

Letter of Intent ("LOI")

Dear Varshini R,

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Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Varshini R

Associate and A3

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: Varshini. R

Candidate Name: Varshini R

Date: 07-12-2019.

SATHYA PRIYA JEGATHESON –CAPGEMINI

ce-7

Capgemini

Capgemini Technology Services India Limited
(Formerly known as ISOFT Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293348/1

Sathya Priya Jagatheson
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Sathya Priya Jagatheson,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Sathya Priya Jagatheson

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

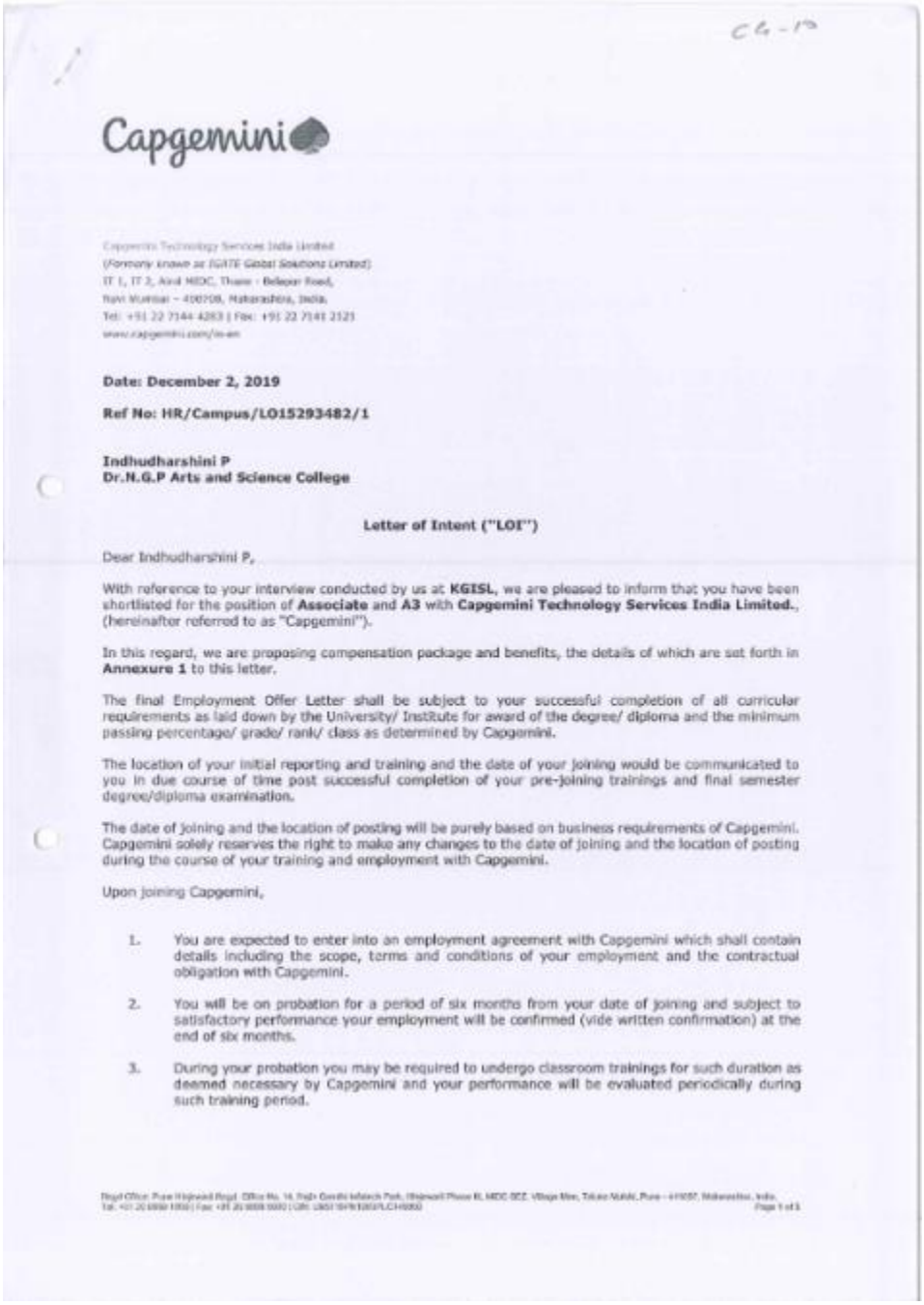
Puneet Kumra
Head - Fresher Hiring

Signature: J. Sathya Priya

Candidate Name: Sathya Priya Jagatheson

Date: 01-12-2019

INDHUDHARSHINI P –CAPGEMINI



C4-1

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293482/1

Indhudharshini P
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Indhudharshini P,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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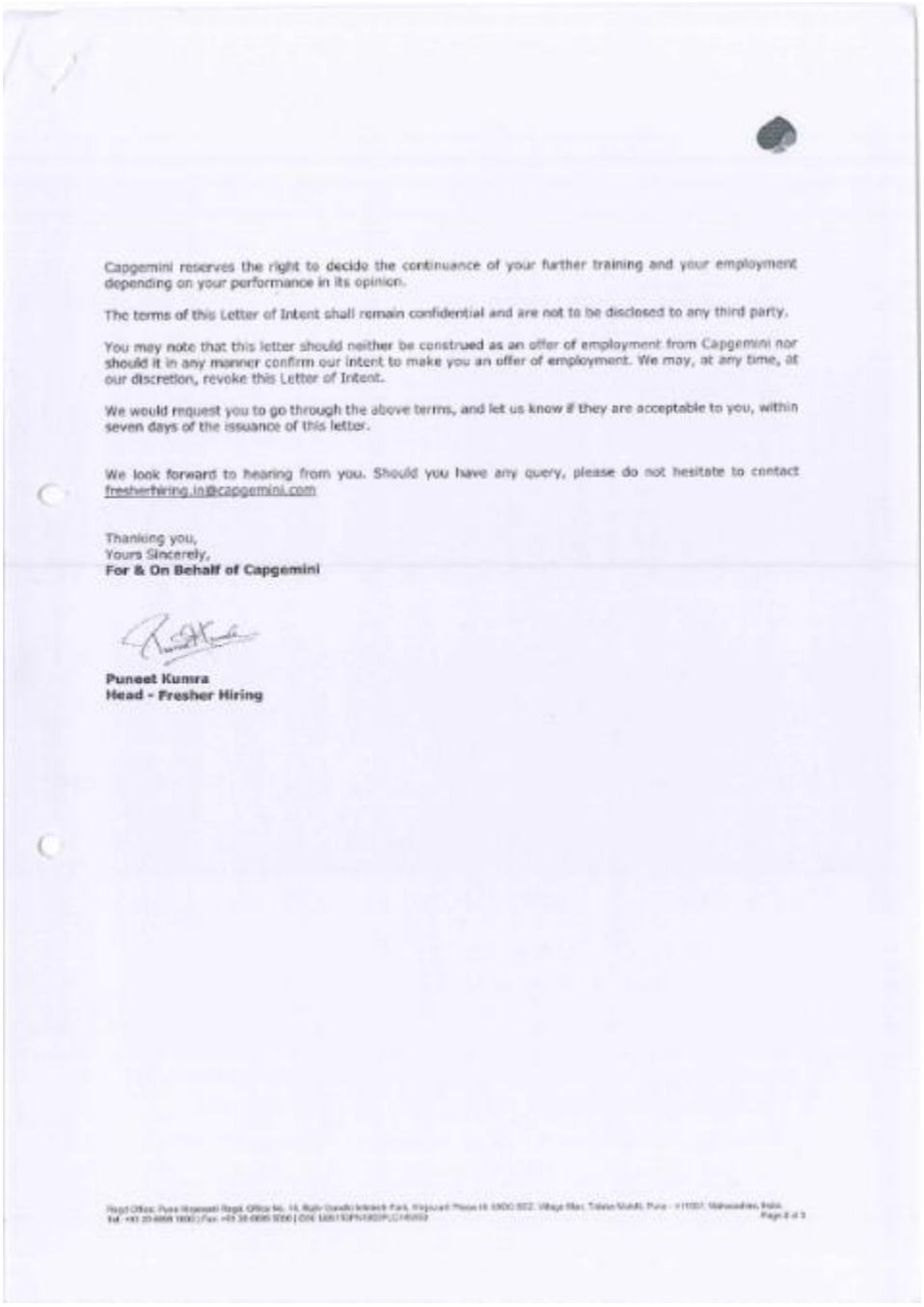
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Regd Office: Pune Highland Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra, India.
Tel: +91 20 6000 1000 | Fax: +91 20 6000 5000 | CIN: U6010 0PN2015PLC154000 Page 1 of 5



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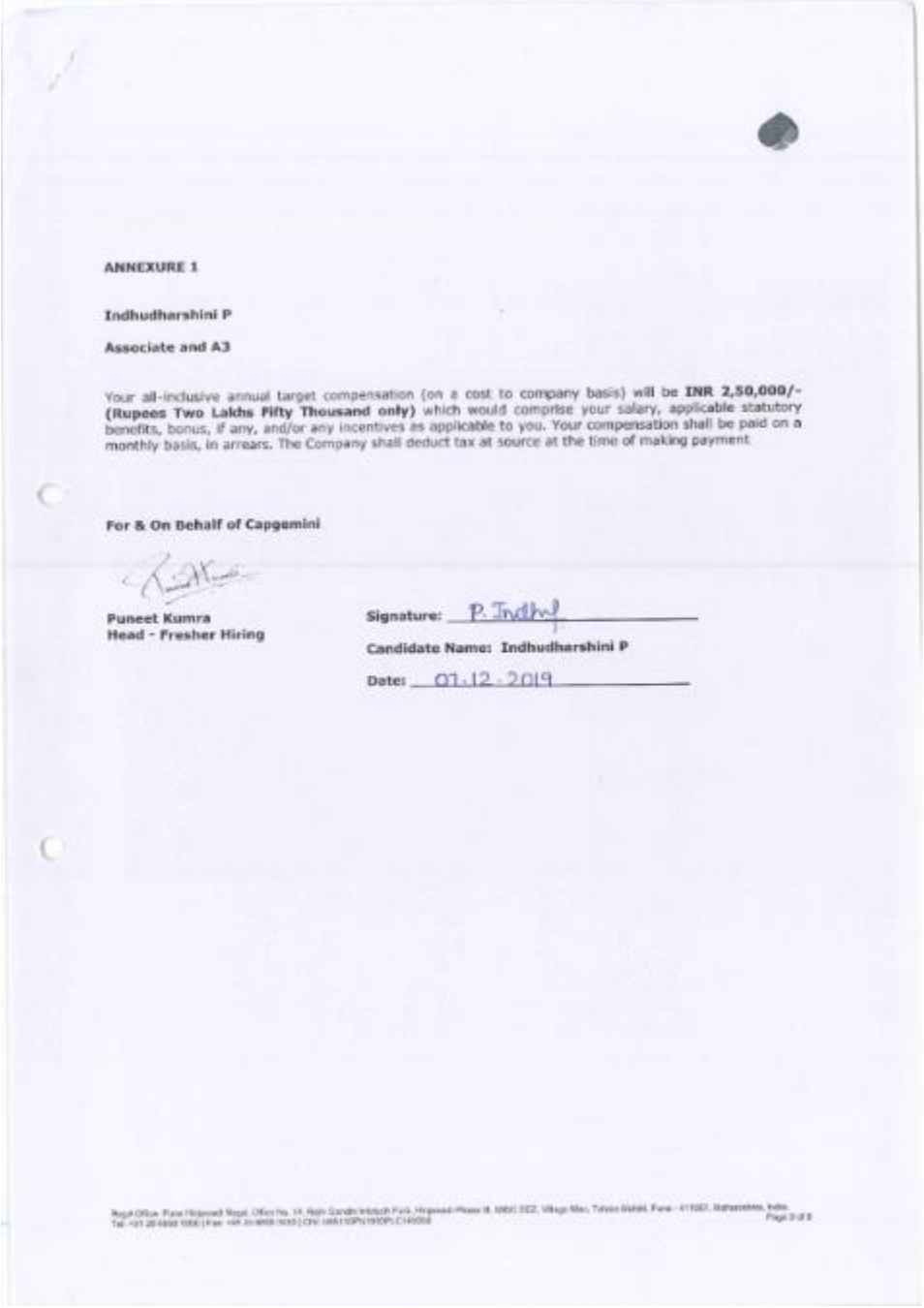
Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Indhudharshini P

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

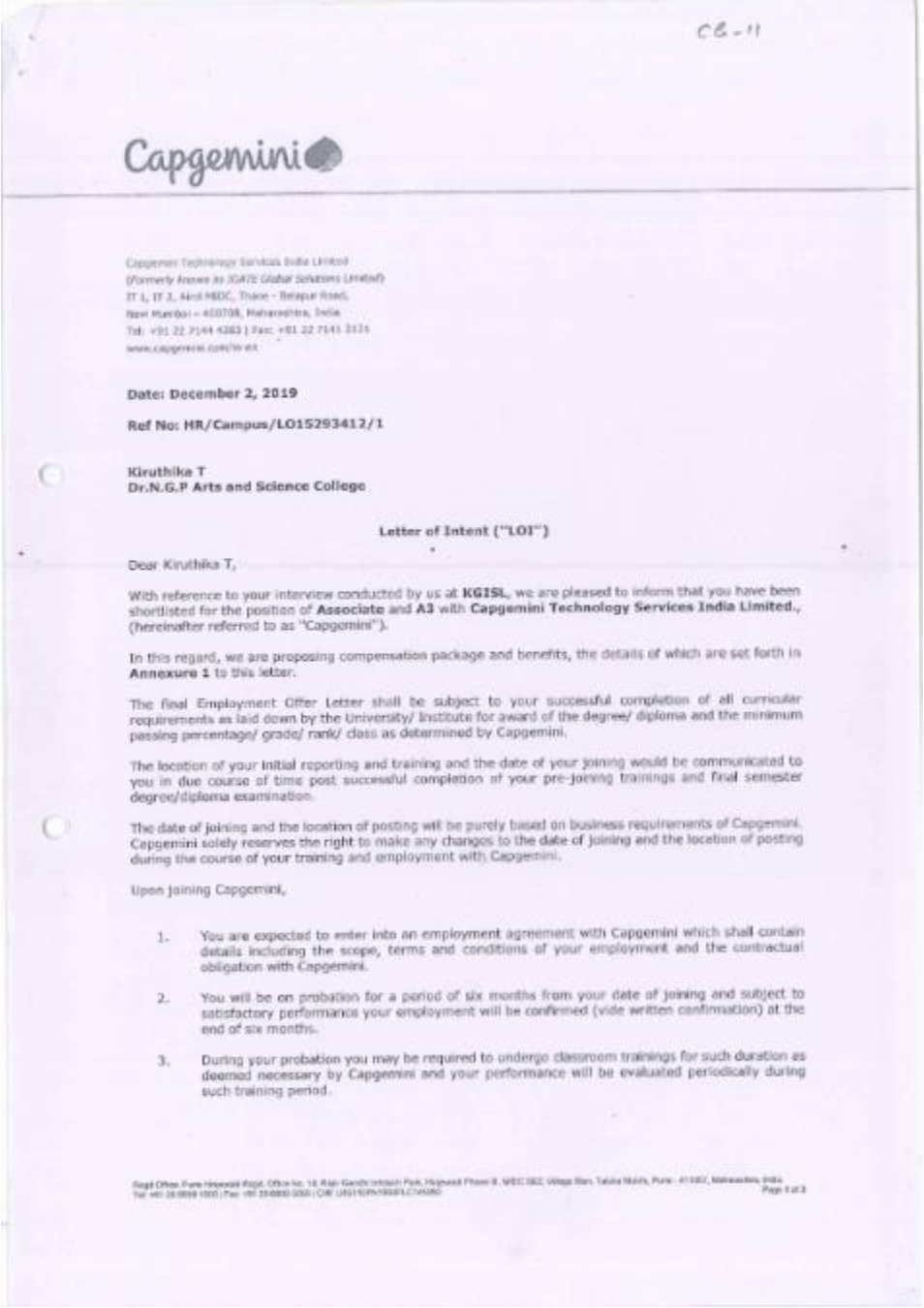
Puneet Kumra
Head - Fresher Hiring

Signature: P. Indhu

Candidate Name: Indhudharshini P

Date: 07.12.2019

KIRUTHIKA T –CAPGEMINI



CG-11

Capgemini

Capgemini Technology Services India Limited
(Formerly known as iGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India
Tel: +91 22 7144 4283 | Fax: +91 22 7141 3131
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293412/1

Kiruthika T
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Kiruthika T,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Regd Office: Pune Highweld Road, Office No. 10, Rajiv Gandhi Infotech Park, Highweld Phase II, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India
Tel: +91 20 6626 1000 | Fax: +91 20 6626 3333 | CIN: U93190PN1993PLC174380
Page 1 of 3

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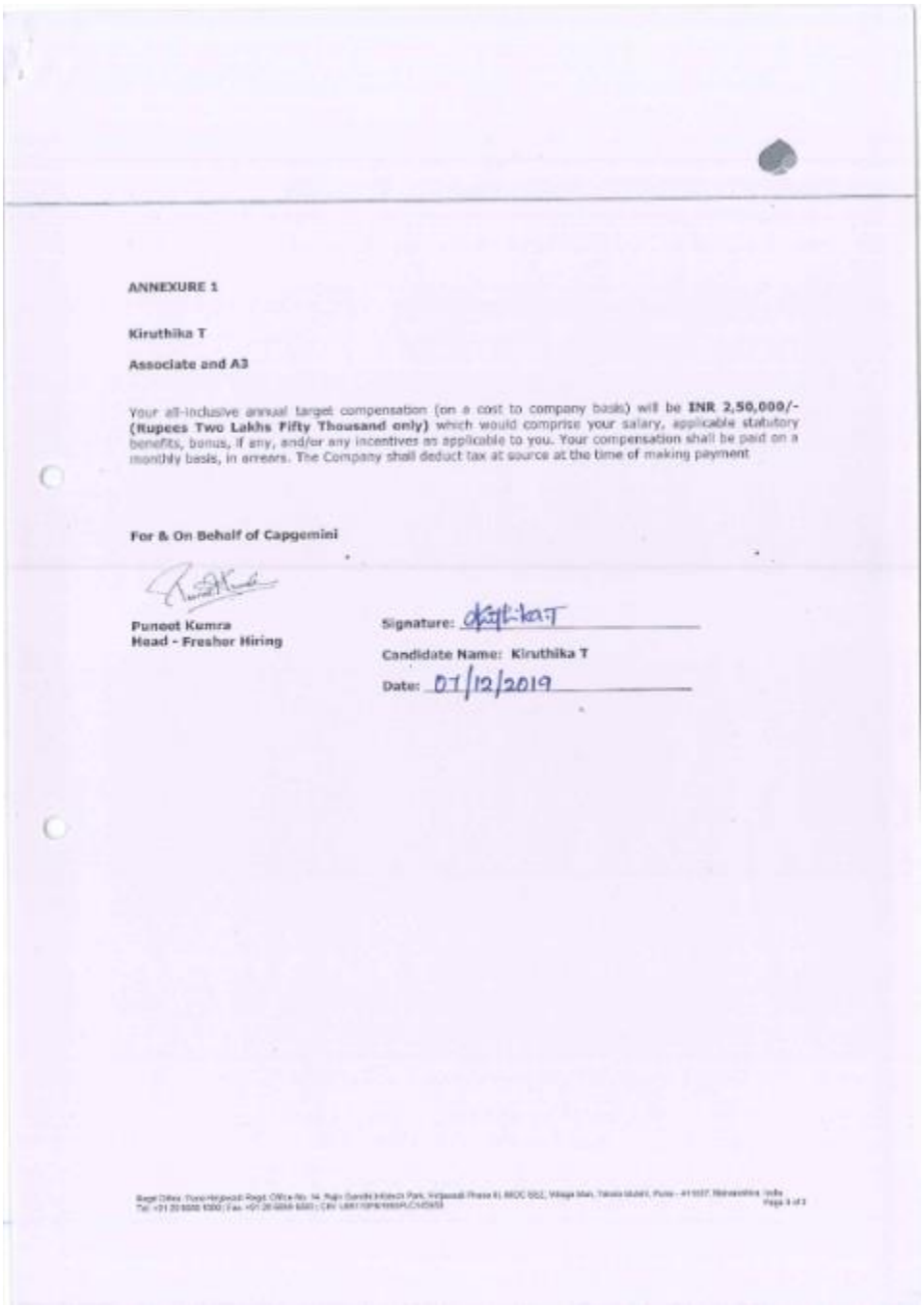
Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Kiruthika T

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: KiruthikaT

Candidate Name: Kiruthika T

Date: 07/12/2019

NANDHINI S –CAPGEMINI

Capgemini

Date: December 2, 2019

Ref No: HR/Campus/LO15293492/1

Nandhini S
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Nandhini S,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Nandhini S

Associate and A3

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: S.Nandhini

Candidate Name: Nandhini S

Date: 07-12-2019

PRAVEENA S – CAPGEMINI

Capegemini-3

Capgemini

Capgemini Technology Services India Limited
(Formerly known as KGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293465/1

Praveena S
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Praveena S,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Praveena S

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: Praveena S.

Candidate Name: Praveena S

Date: 05-12-2019

KAVINKUMAR – CAPGEMINI

C8-14

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293292/1

Kavinkumar
Dr.N.G.P.Arts and Science College

Letter of Intent ("LOI")

Dear Kavinkumar,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Kavinkumar

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: N. Kavinkumar

Candidate Name: Kavinkumar

Date: 3/12/2019

MADHUBALA B – CAPGEMINI

Capgemini

Capgemini Technology Services India Limited
(formerly known as iGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7544 4380 | Fax: +91 22 7543 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293217/1

Madhubala B
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Madhubala B,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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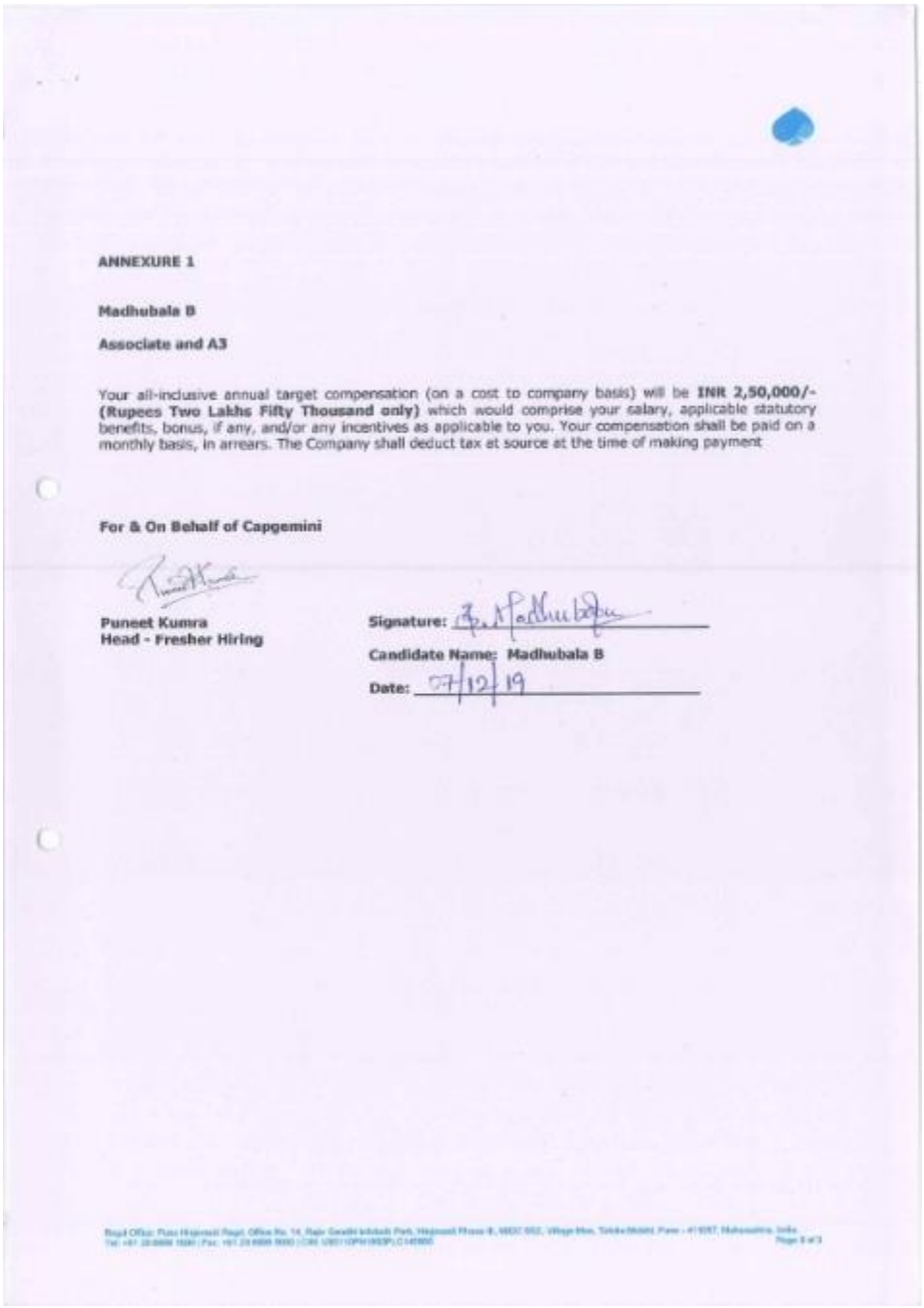
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Madhubala B

Associate and A3

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: B Madhubala

Candidate Name: Madhubala B

Date: 07/12/19

HARI PRASATH – CAPGEMINI

CG - 14

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7161 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293326/1

Hari Prasath
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Hari Prasath,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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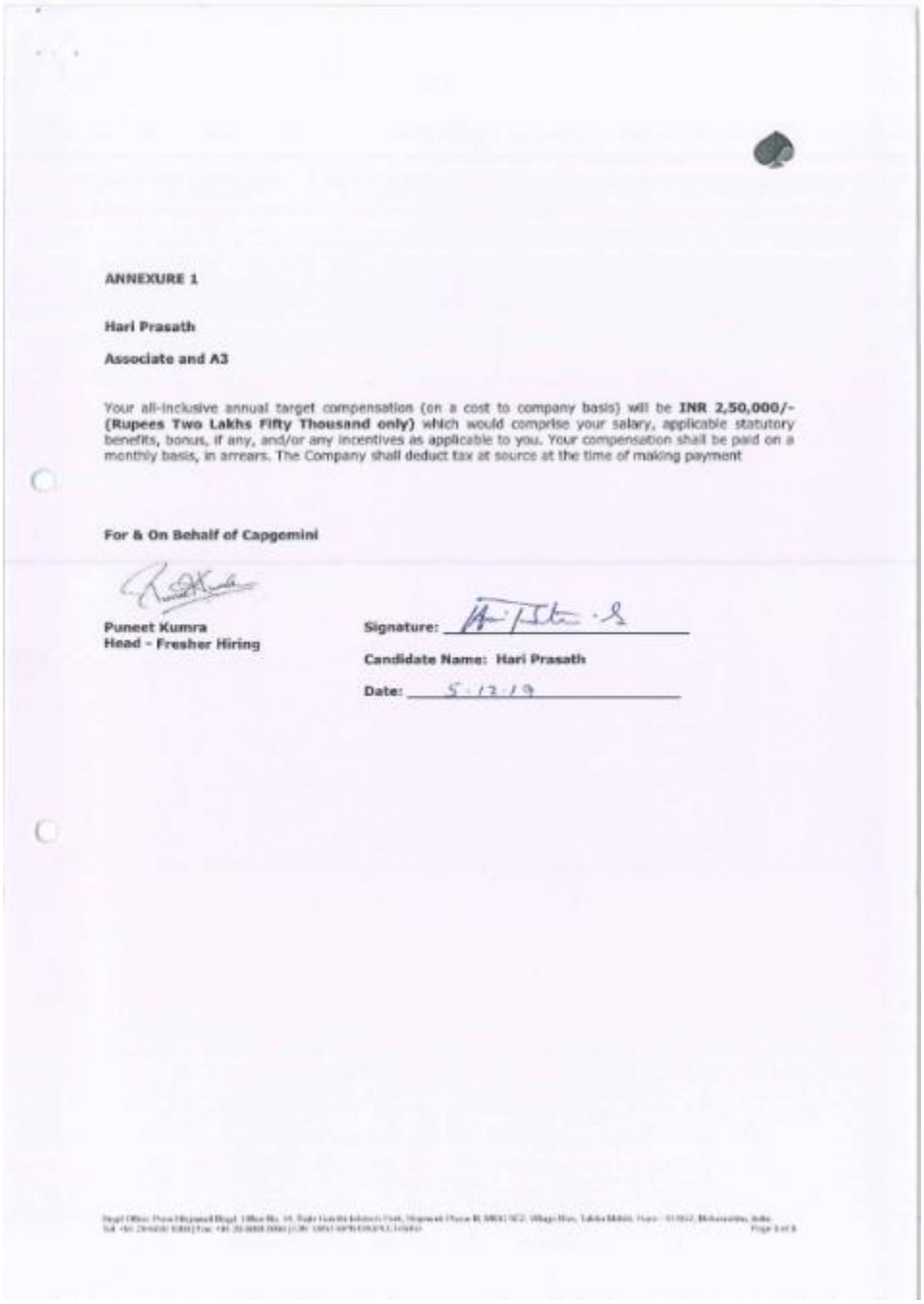
Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Hari Prasath

Associate and A3

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Hari Prasath

Date: 5-12-19

NAVEEN KUMAR P – CAPGEMINI

CA-17

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400705, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293226/1

Naveen Kumar P
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Naveen Kumar P,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Regd Office: Pune Megapark Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC-SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India
Tel: +91 20 6603 1000 | Fax: +91 20 6603 6000 | CIN: U65110MH2001PLC146995 Page 1 of 5

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Naveen Kumar P

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

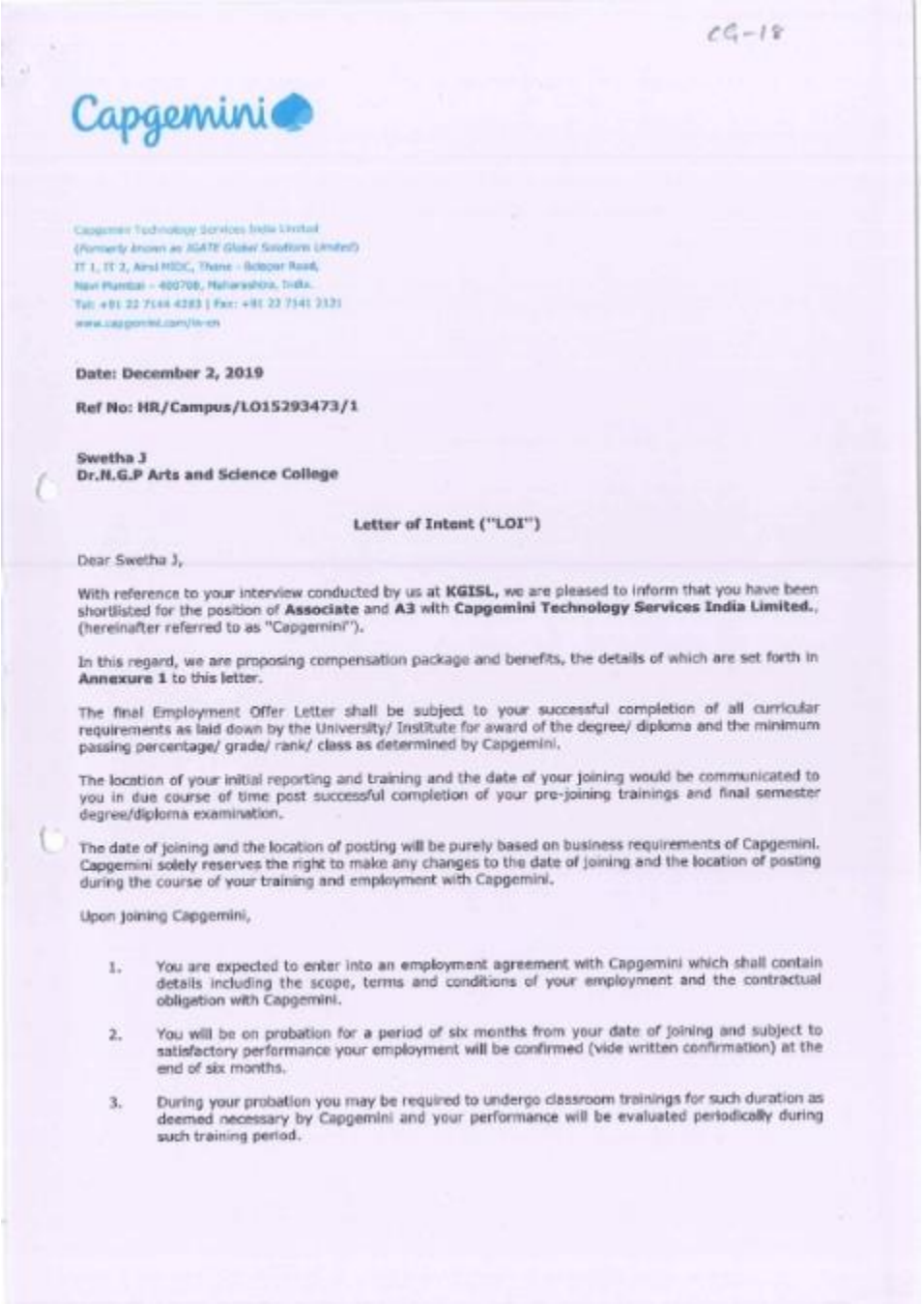
Puneet Kumra
Head - Fresher Hiring

Signature: P Naveen Kumar

Candidate Name: Naveen Kumar P

Date:

SWETHA J – CAPGEMINI



CG-18

Capgemini

Capgemini Technology Services India Limited
(Formerly known as AGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293473/1

Swetha J
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Swetha J,

With reference to your interview conducted by us at **KGISL,** we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

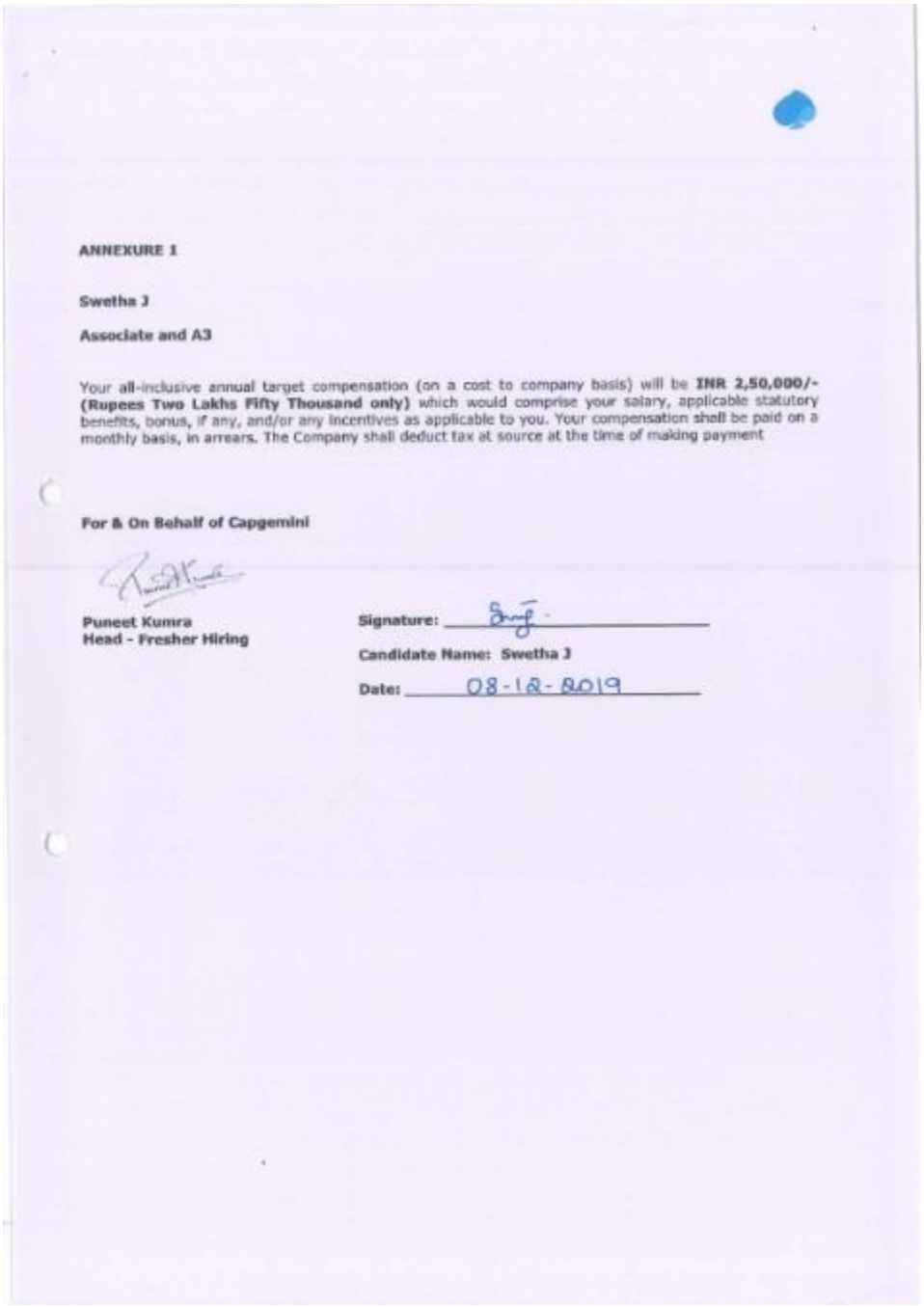
You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Swetha J

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

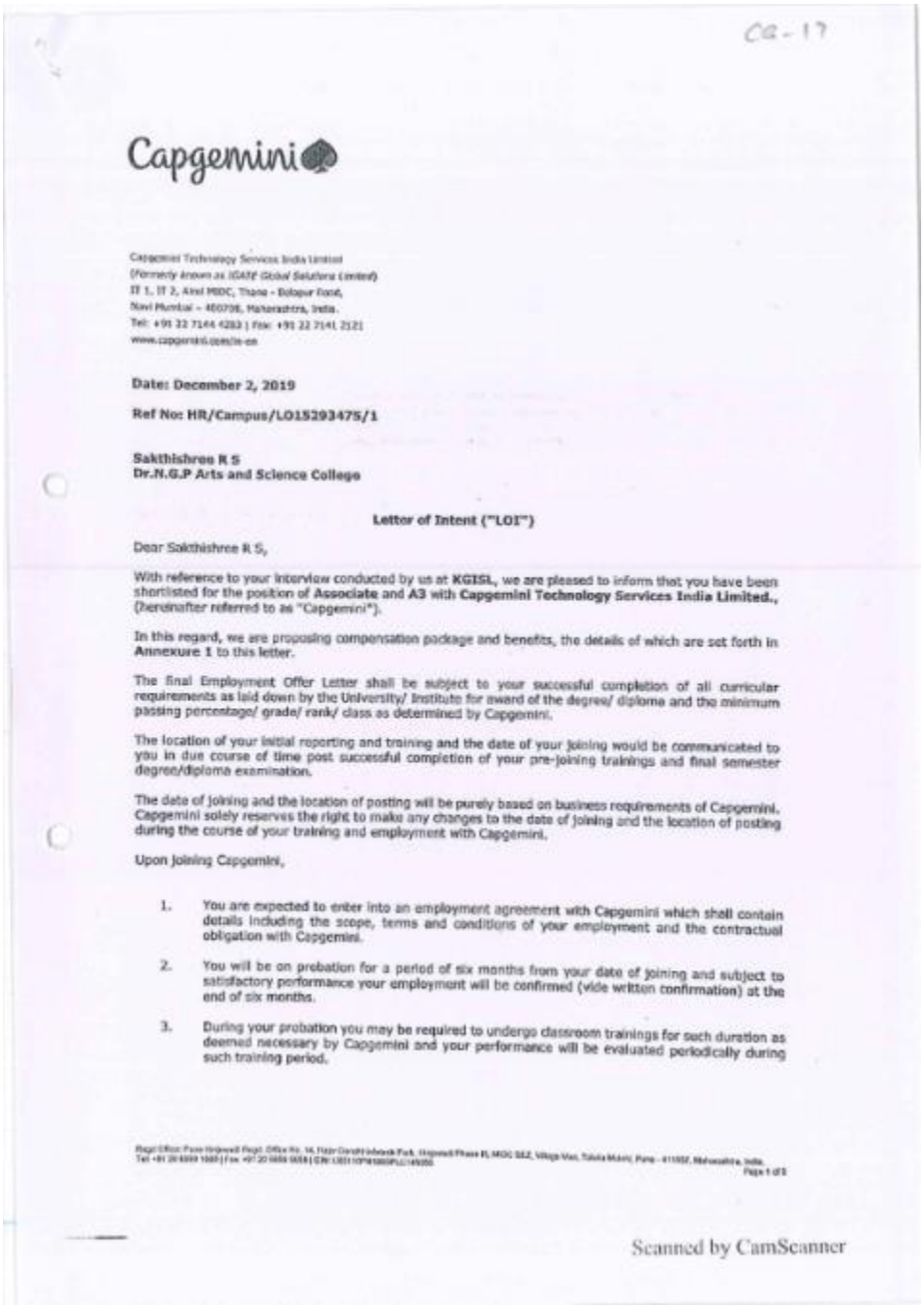
Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Swetha J

Date: 08-12-2019

SAKTHISHREE R S – CAPGEMINI



CG - 17

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293475/1

Sakthishree R S
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Sakthishree R S,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Page 1 of 3

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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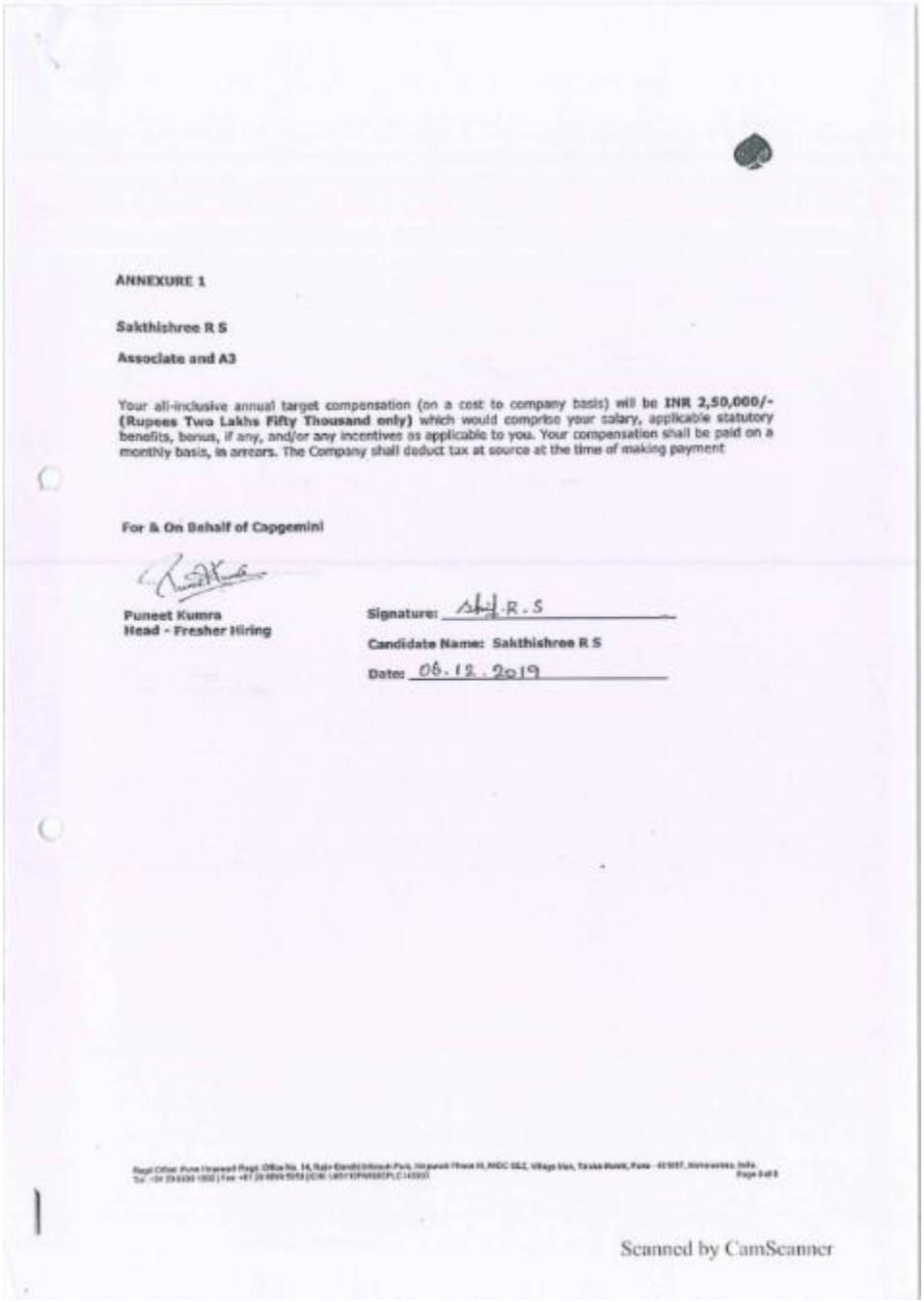

ANNEXURE 1

Sakthishree R S

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: Sh.R.S

Candidate Name: Sakthishree R S

Date: 06.12.2019

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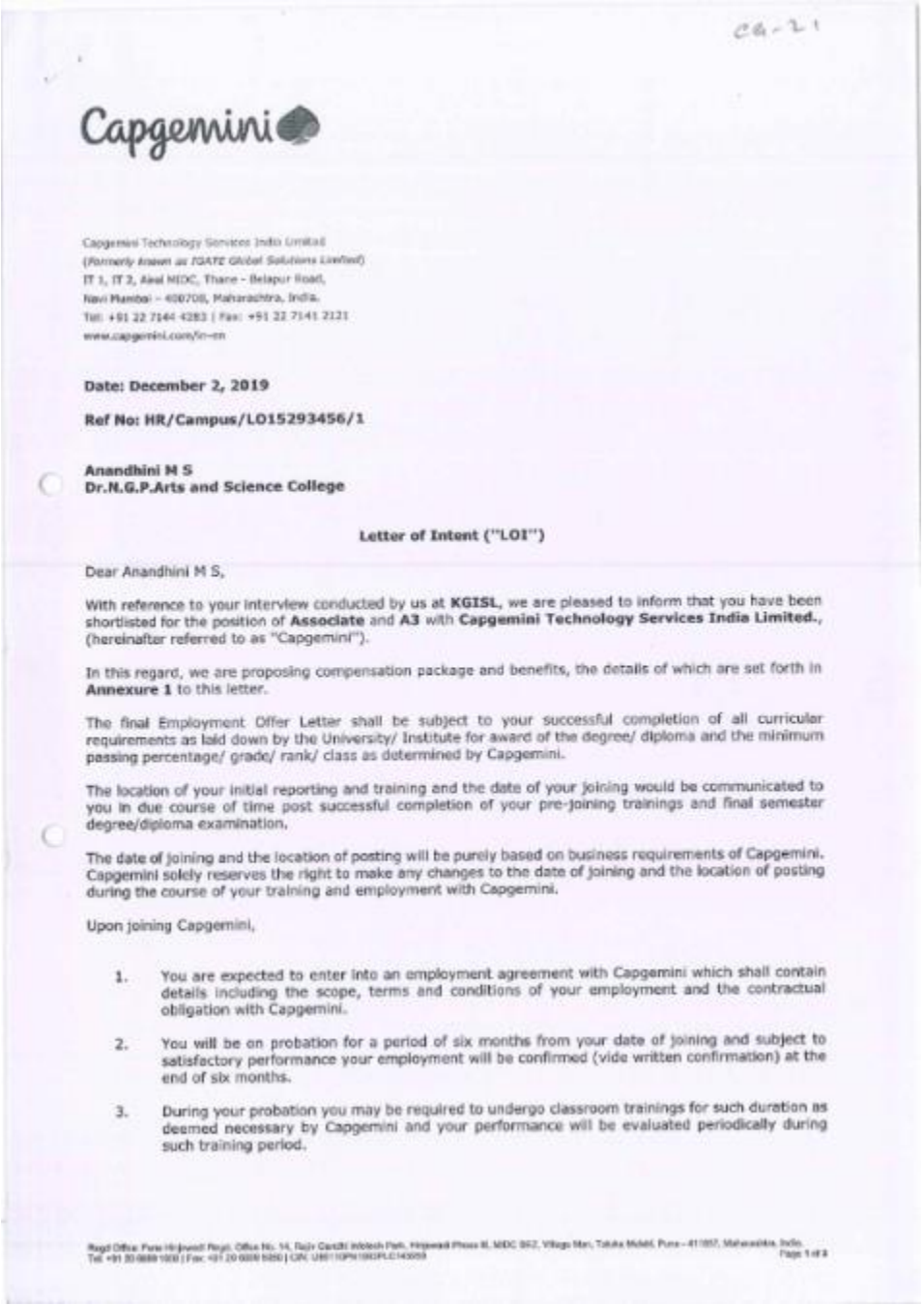
ANANDHINI M S – CAPGEMINI



CA-21

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293456/1

Anandhini M S
Dr.N.G.P.Arts and Science College

Letter of Intent ("LOI")

Dear Anandhini M S,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Anandhini M S

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: Anandhini M S

Candidate Name: Anandhini M S

Date: 01.12.19

SANDEEP S – CAPGEMINI

CS-22

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400705, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293309/1

Sandeep S
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Sandeep S,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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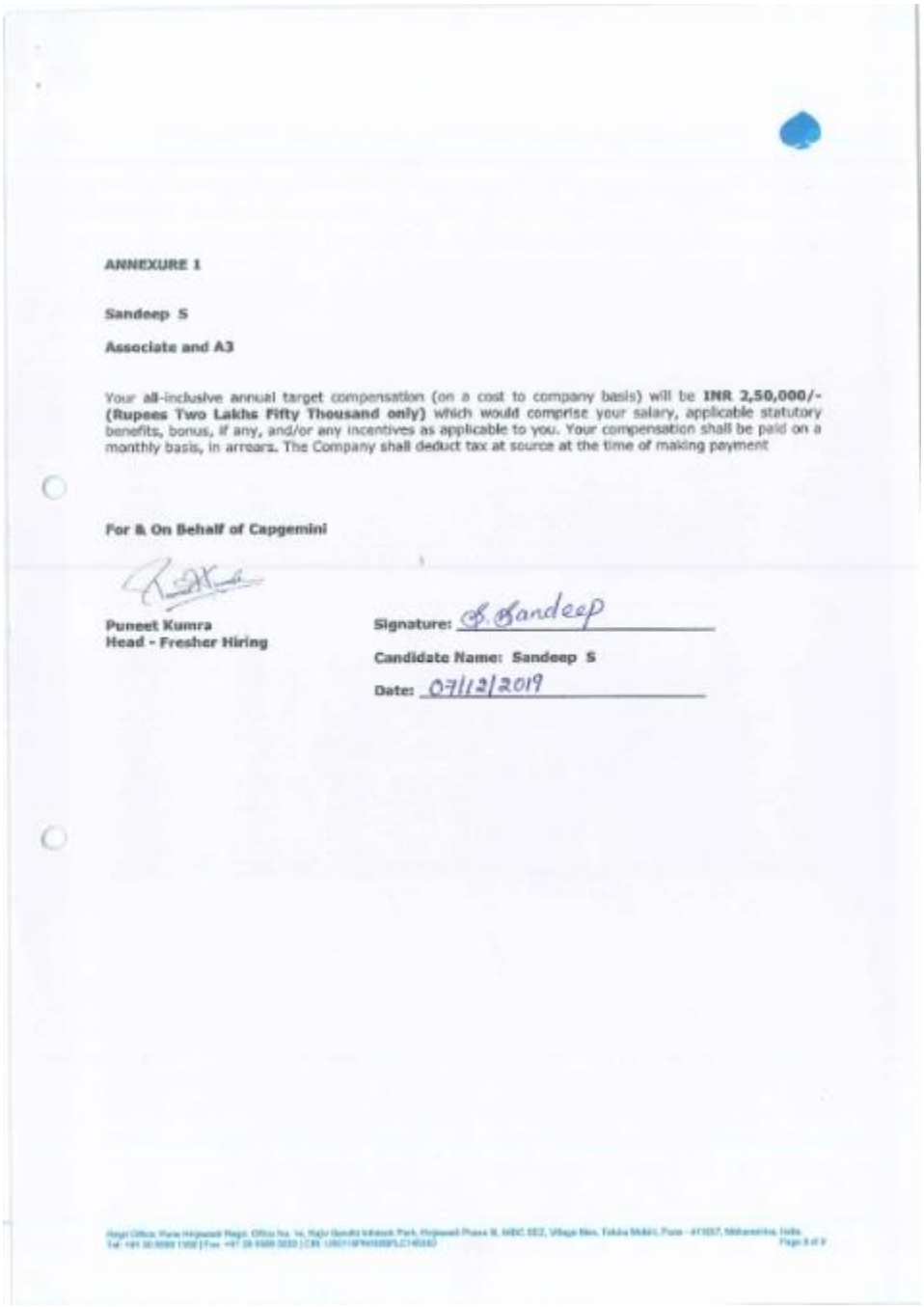
We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Sandeep S

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

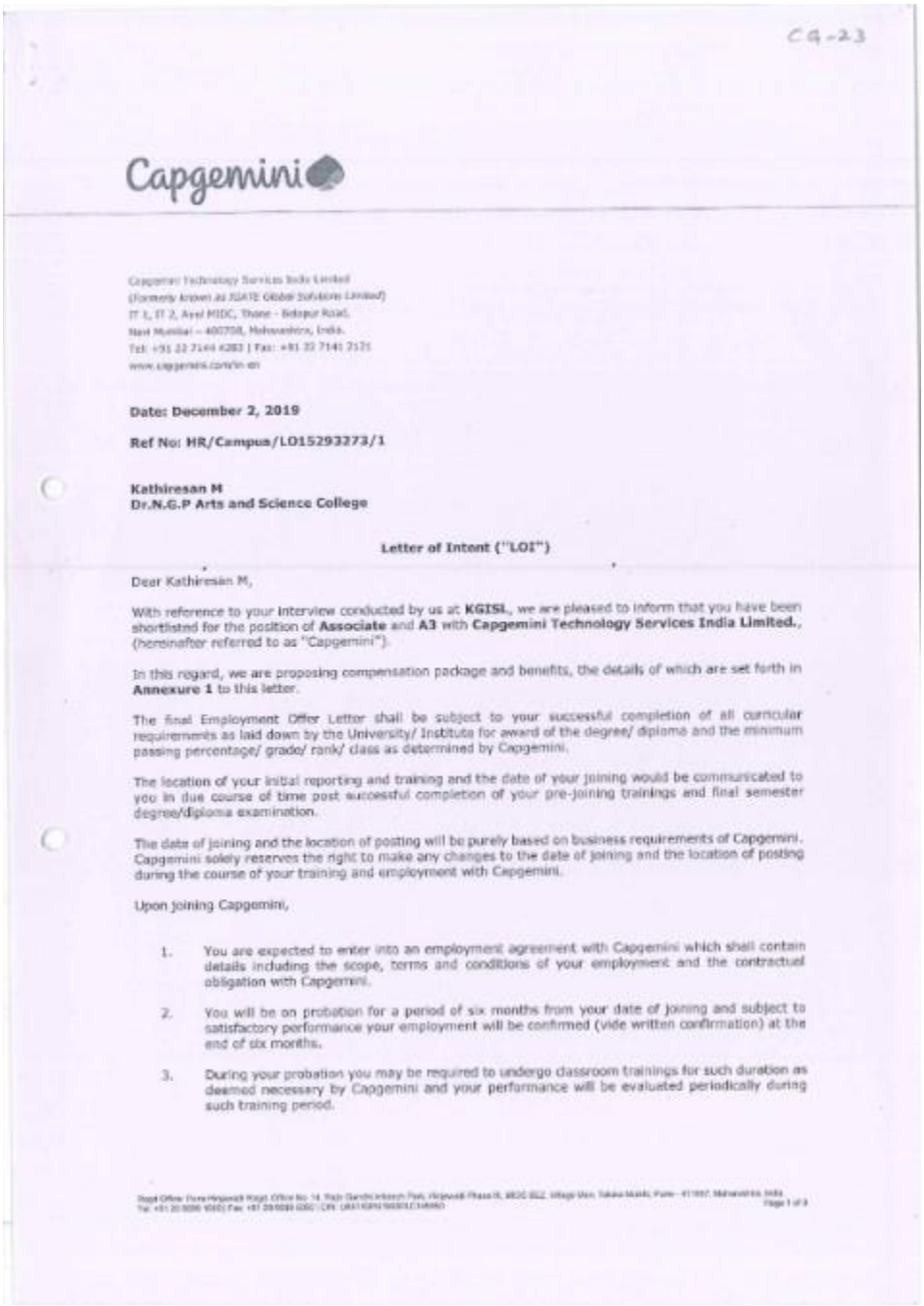
Puneet Kumra
Head - Fresher Hiring

Signature: S. Sandeep

Candidate Name: Sandeep S

Date: 07/12/2019

KATHIRESAN M – CAPGEMINI



CG-23

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 7121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293273/1

Kathiresan M
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Kathiresan M,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlistnd for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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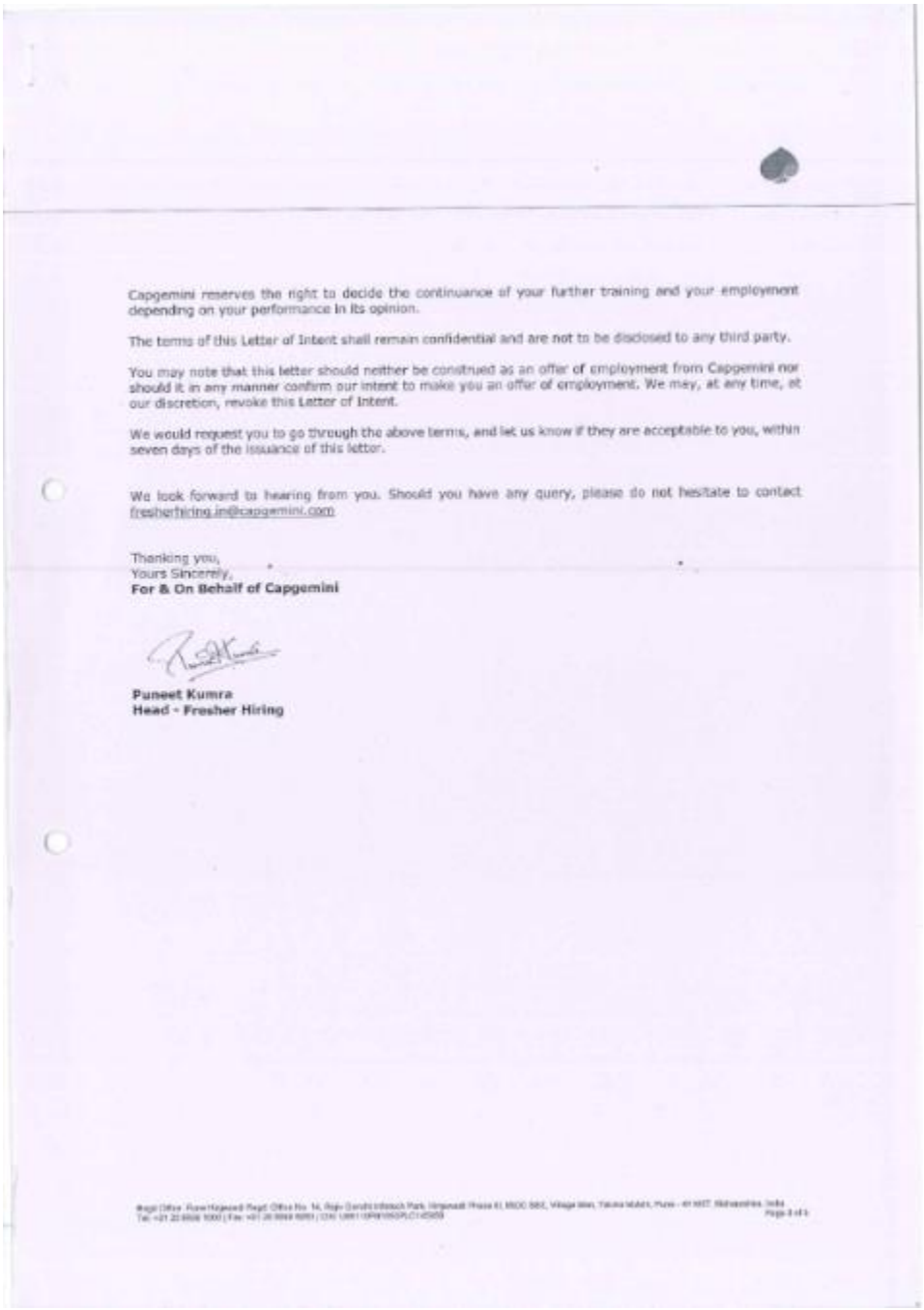
Regd Office: Pune Regional Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India
Tel: +91 20 6000 9000 | Fax: +91 20 6000 6000 | CIN: U64110PN1992PLC146960



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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Kathiresan M

Associate and A3

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For & On Behalf of Capgemini

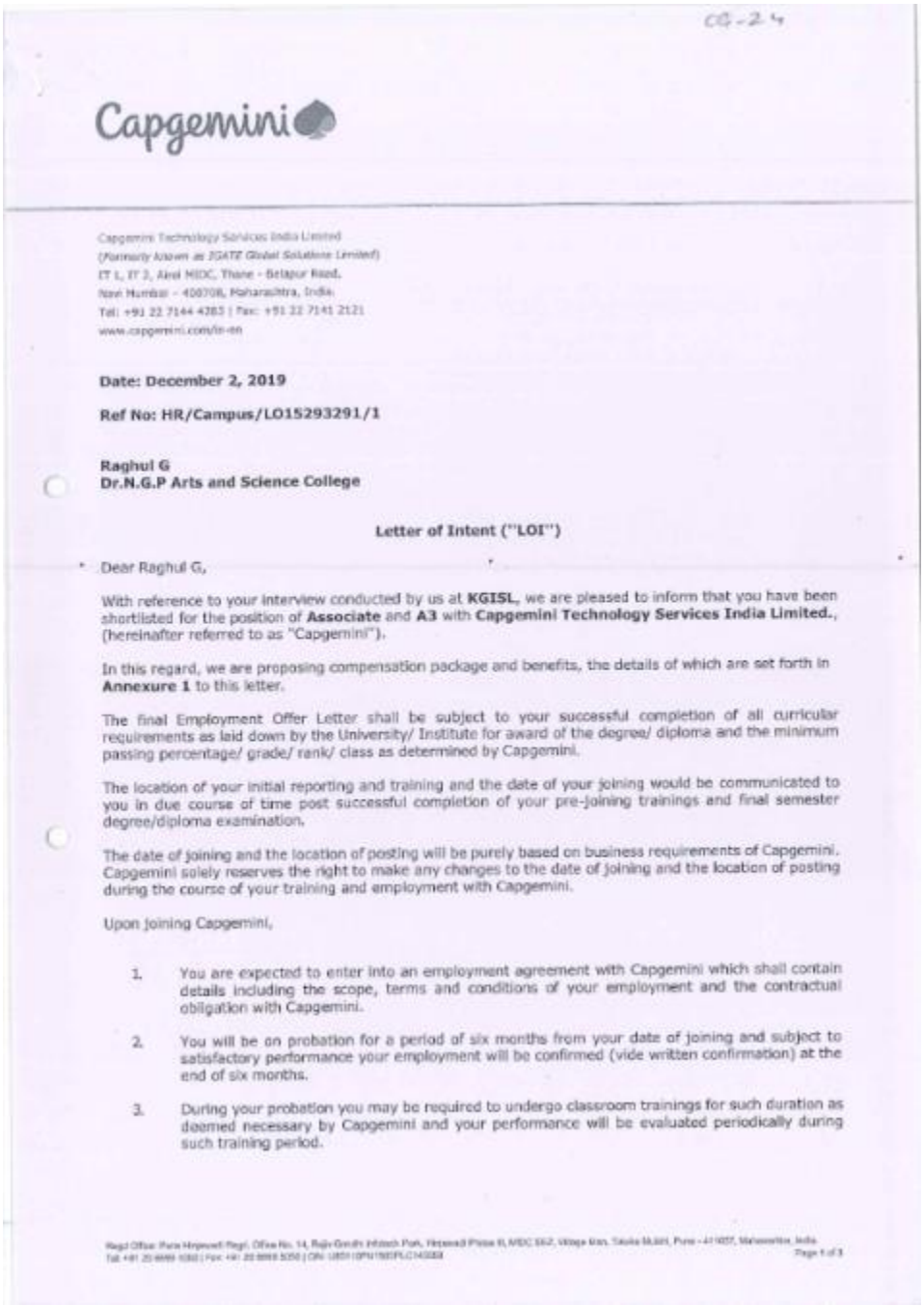
Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Kathiresan M

Date: _____

RAGHUL G – CAPGEMINI



CG-24

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293291/1

Raghul G
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Raghul G,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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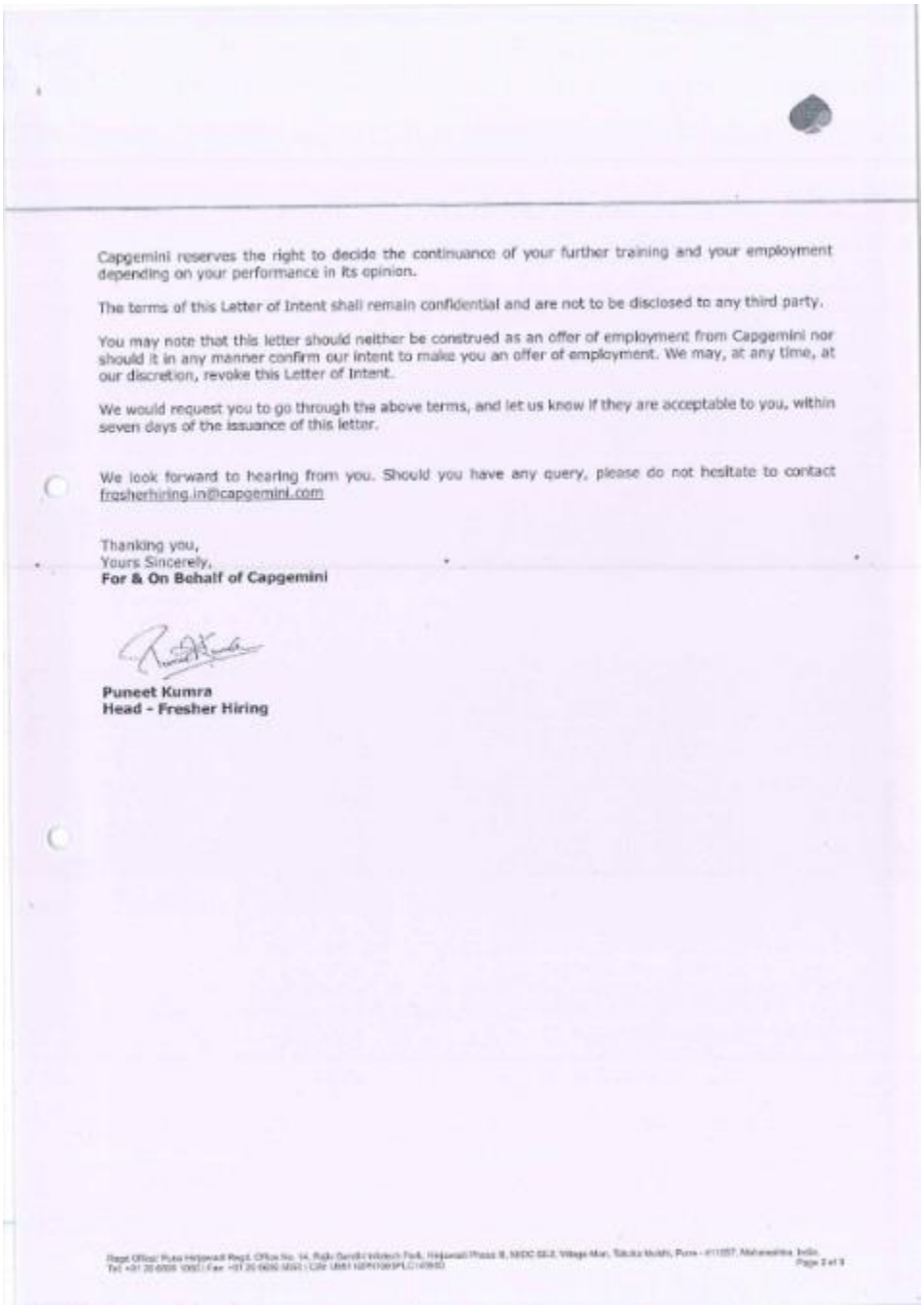

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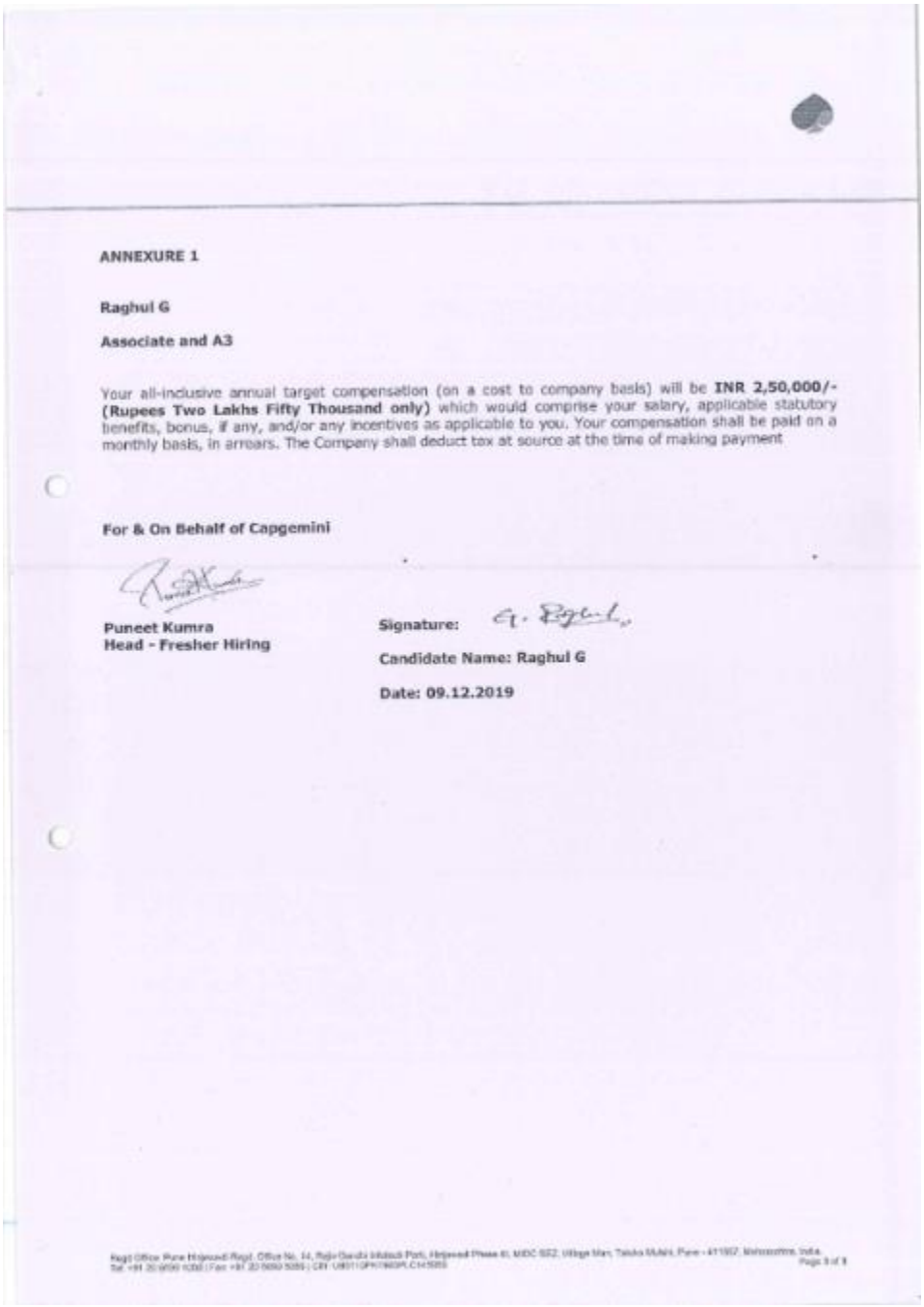
Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Raghul G

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

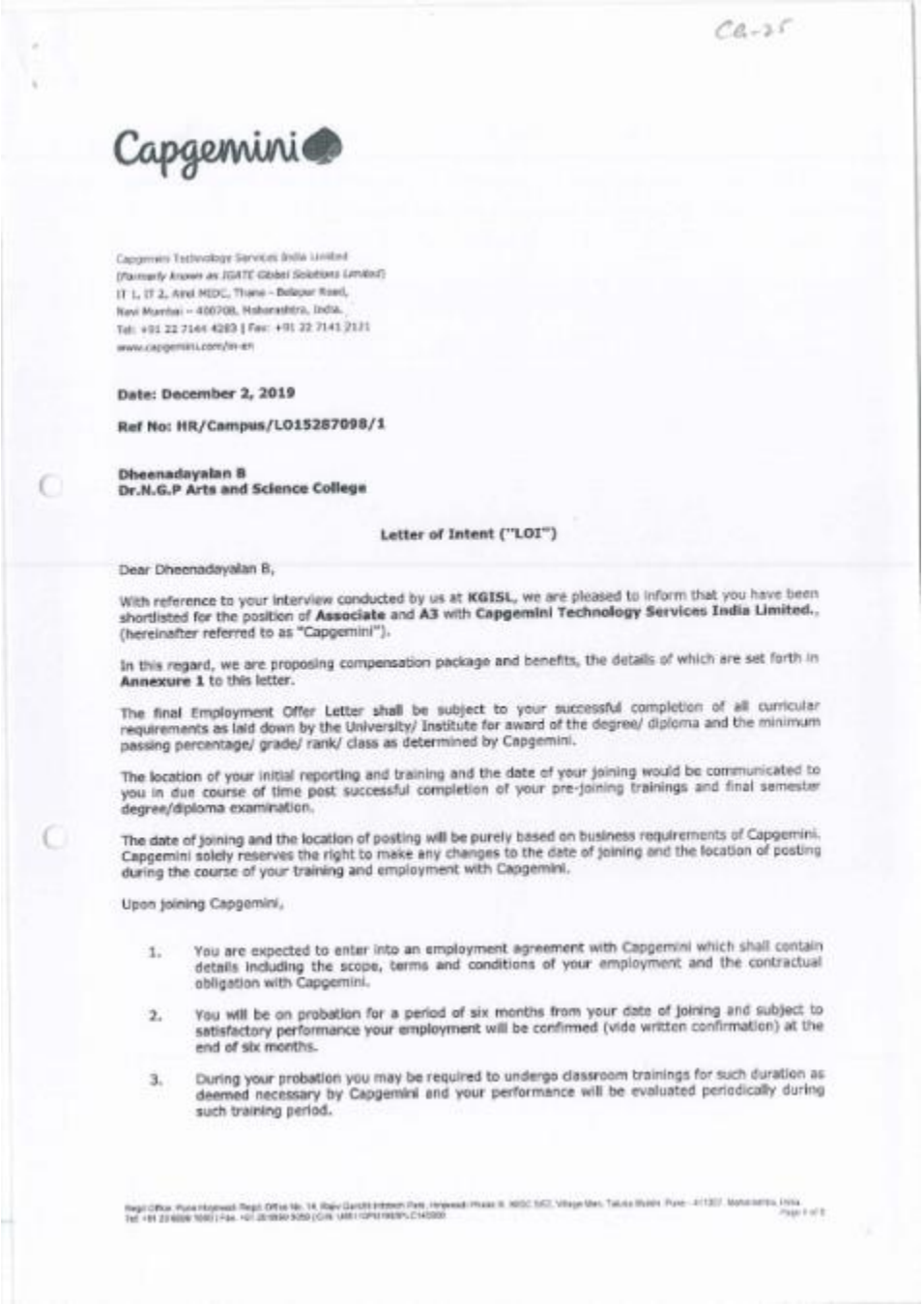
Puneet Kumra
Head - Fresher Hiring

Signature: G. Raghul

Candidate Name: Raghul G

Date: 09.12.2019

DHEENADAYALAN R – CAPGEMINI



Ca-25

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15287098/1

Dheenadayalan B
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Dheenadayalan B,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

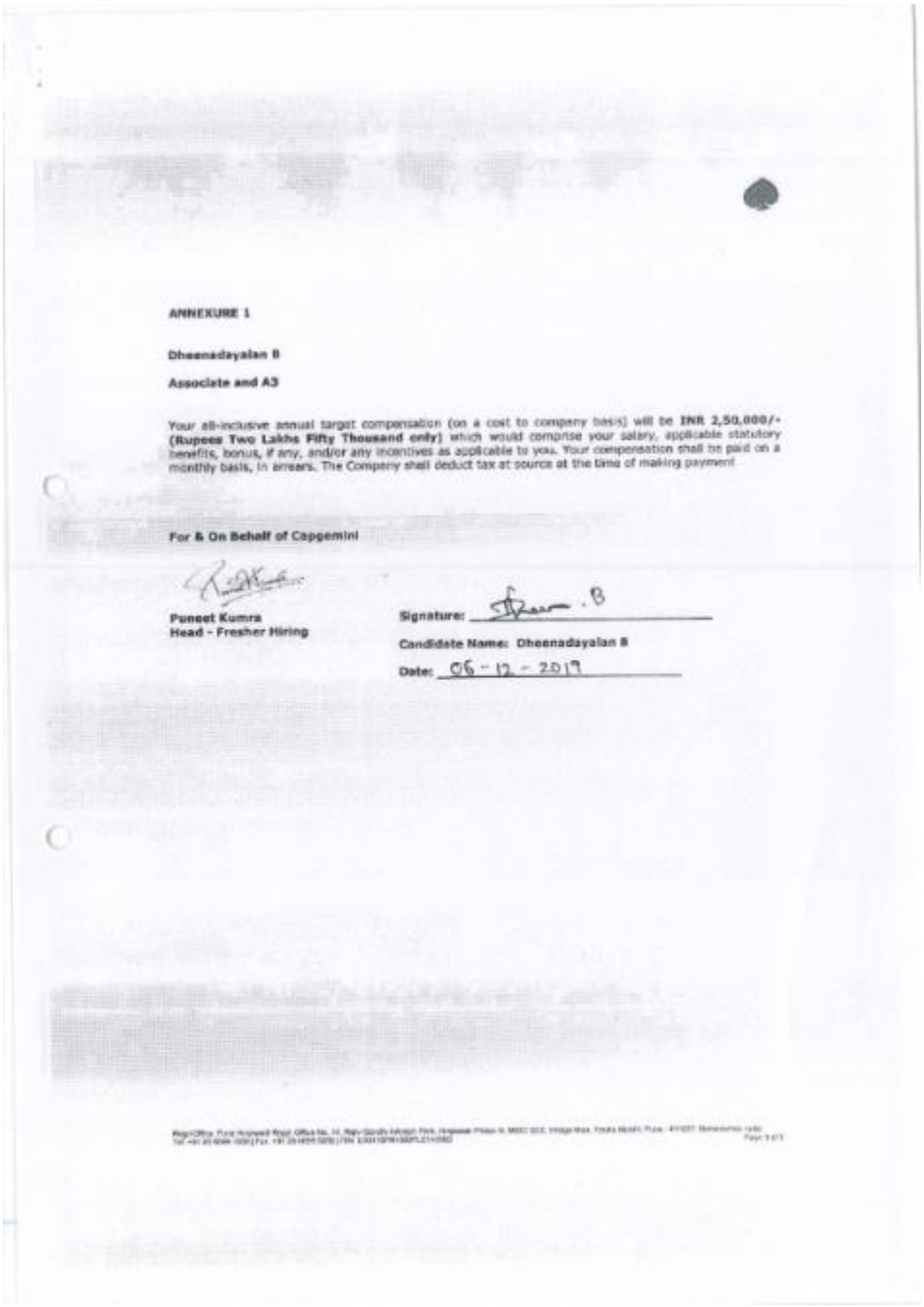
You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Dheenadayalan B

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: .B

Candidate Name: Dheenadayalan B

Date: 06 - 12 - 2019

MANJUPRIYA P – CAPGEMINI

CG-24

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2123
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293293/1

Manjupriya P
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Manjupriya P,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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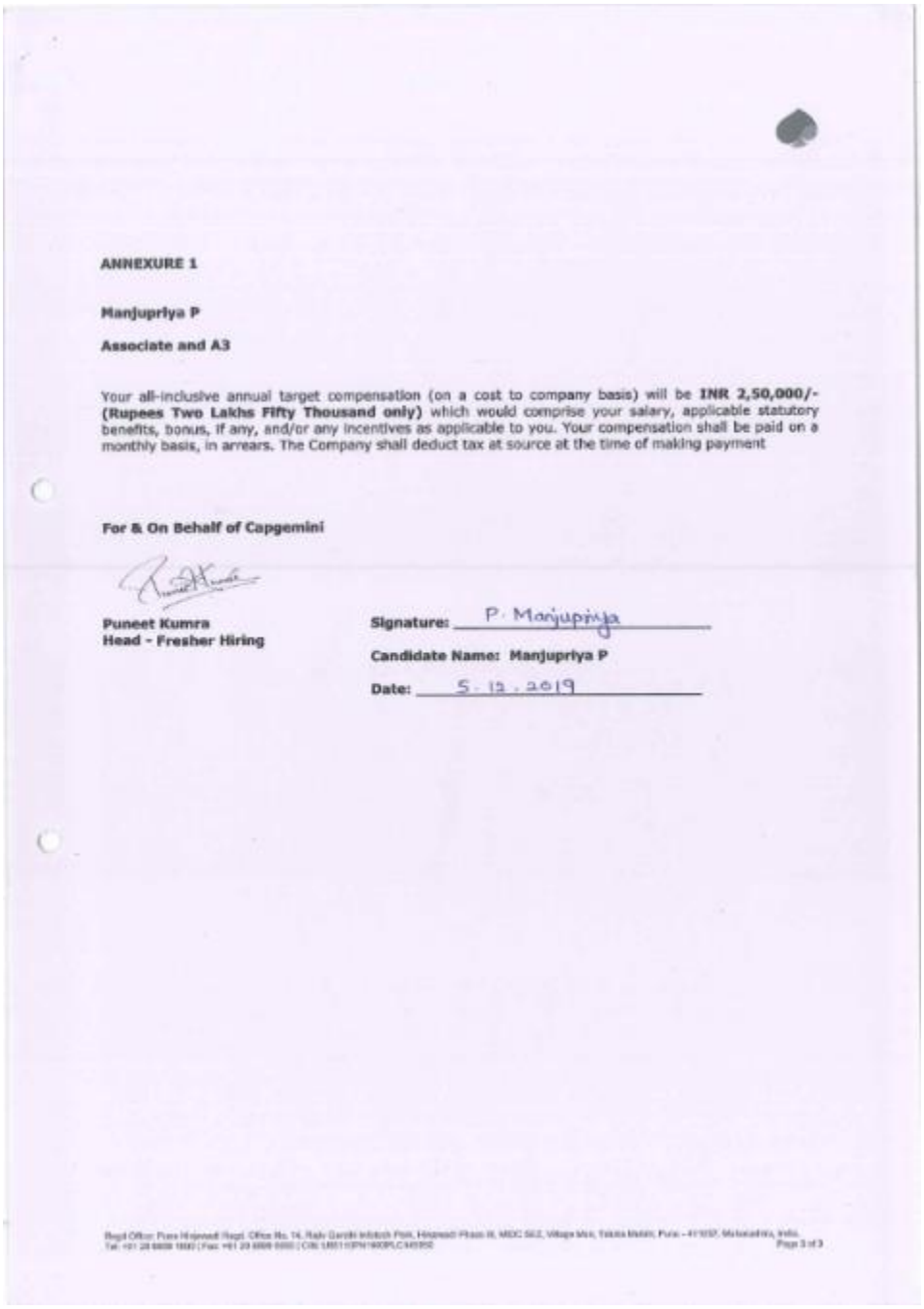
We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Manjupriya P

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

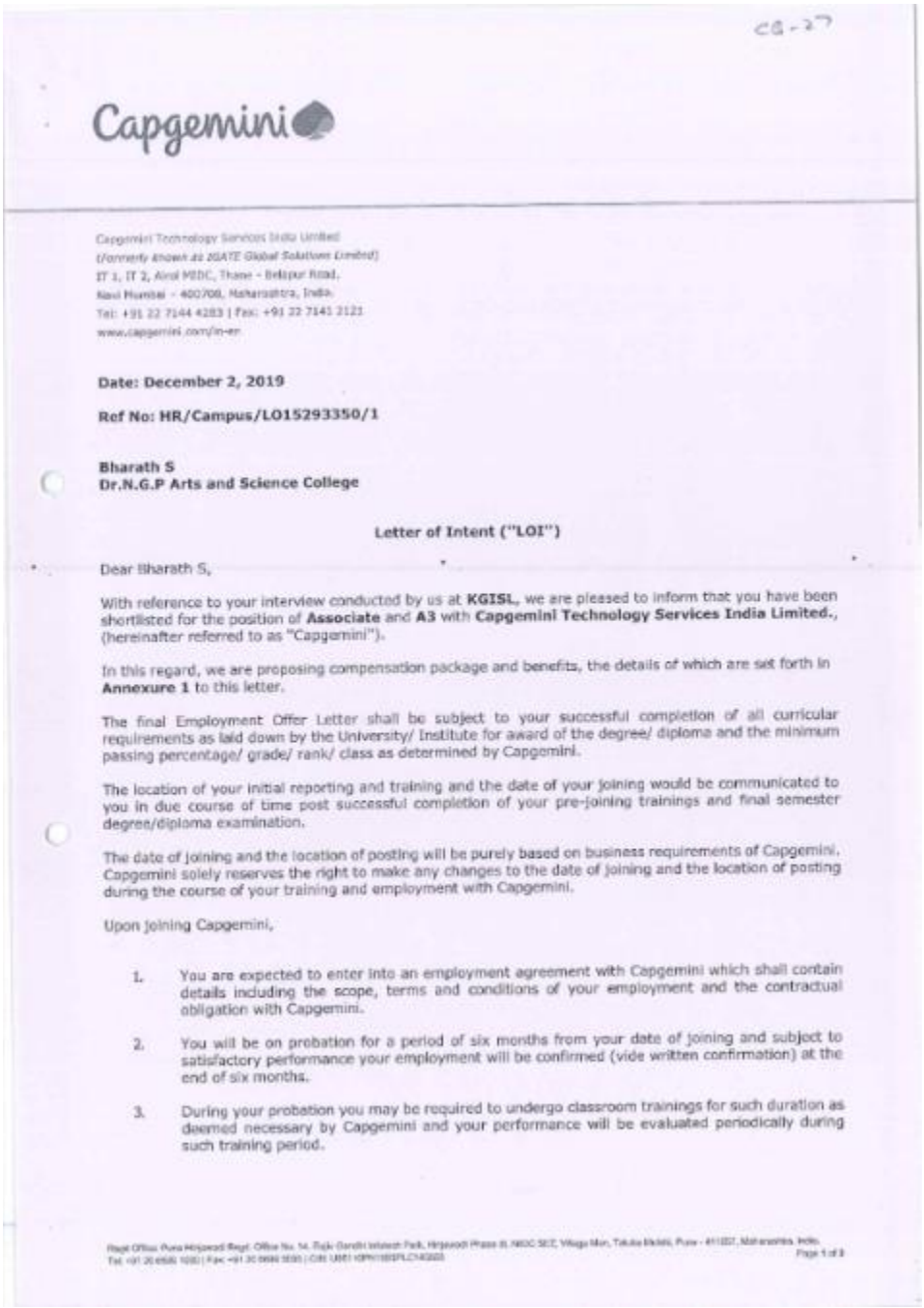
Puneet Kumra
Head - Fresher Hiring

Signature: P. Manjupriya

Candidate Name: Manjupriya P

Date: 5.12.2019

BHARATHI S – CAPGEMINI



CS-27

Capgemini

Capgemini Technology Services India Limited
(Formerly known as iGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293350/1

Bharath S
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Bharath S,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Page 1 of 3

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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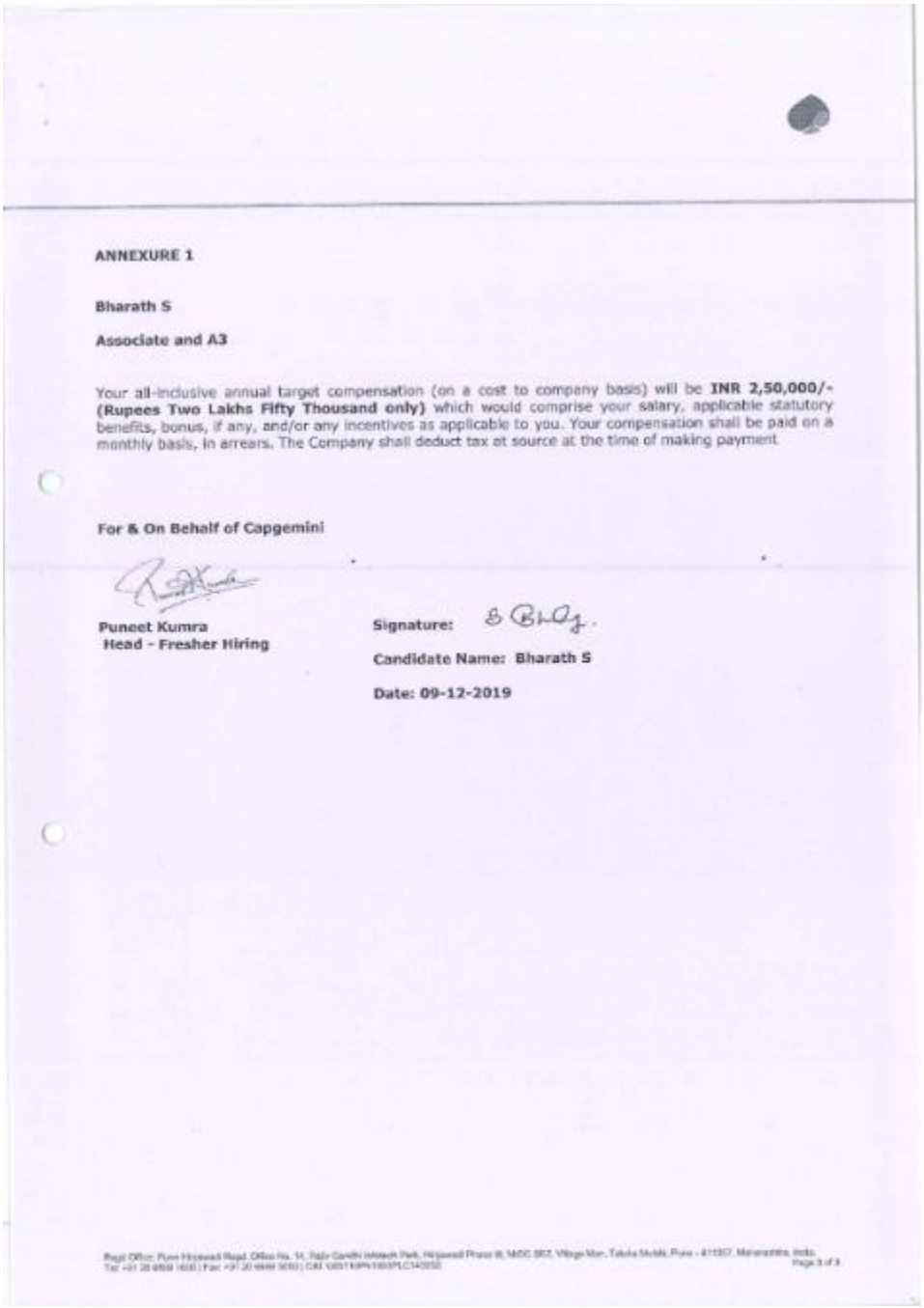
We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Bharath S

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature:

Candidate Name: Bharath S

Date: 09-12-2019

BHARATH – CAPGEMINI

CG-28

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15287111/1

Bharath
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Bharath,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India
Tel: +91 20 6626 1000 | Fax: +91 20 6626 1099 | CIN: U85110PN1980PLC140000

Page 1 of 3

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Bharath

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Bharath

Date: 07.12.2019

HARSHINI V – CAPGEMINI

CG-27

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane – Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15291174/1

Harshini V
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Harshini V,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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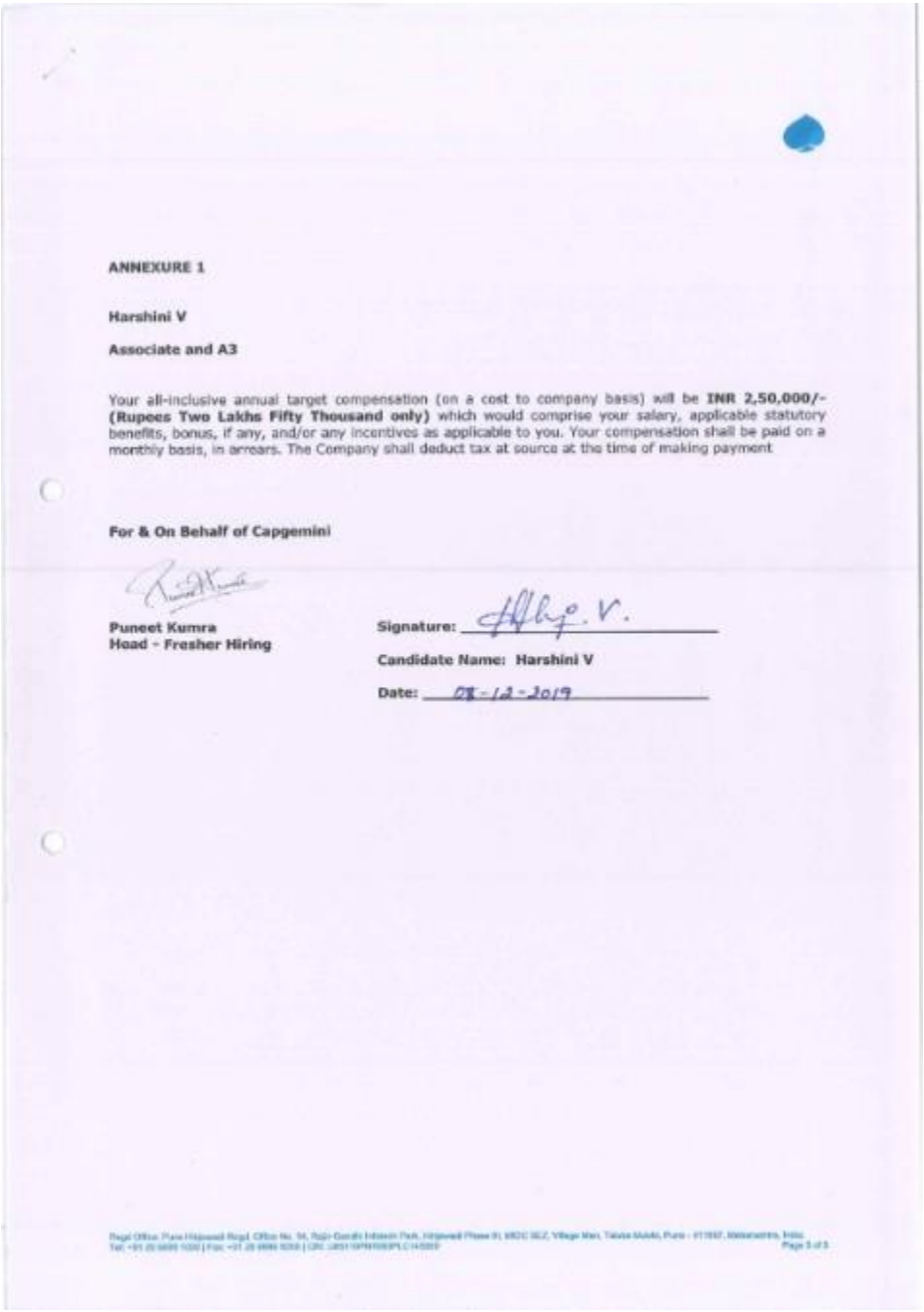
We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Harshini V

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

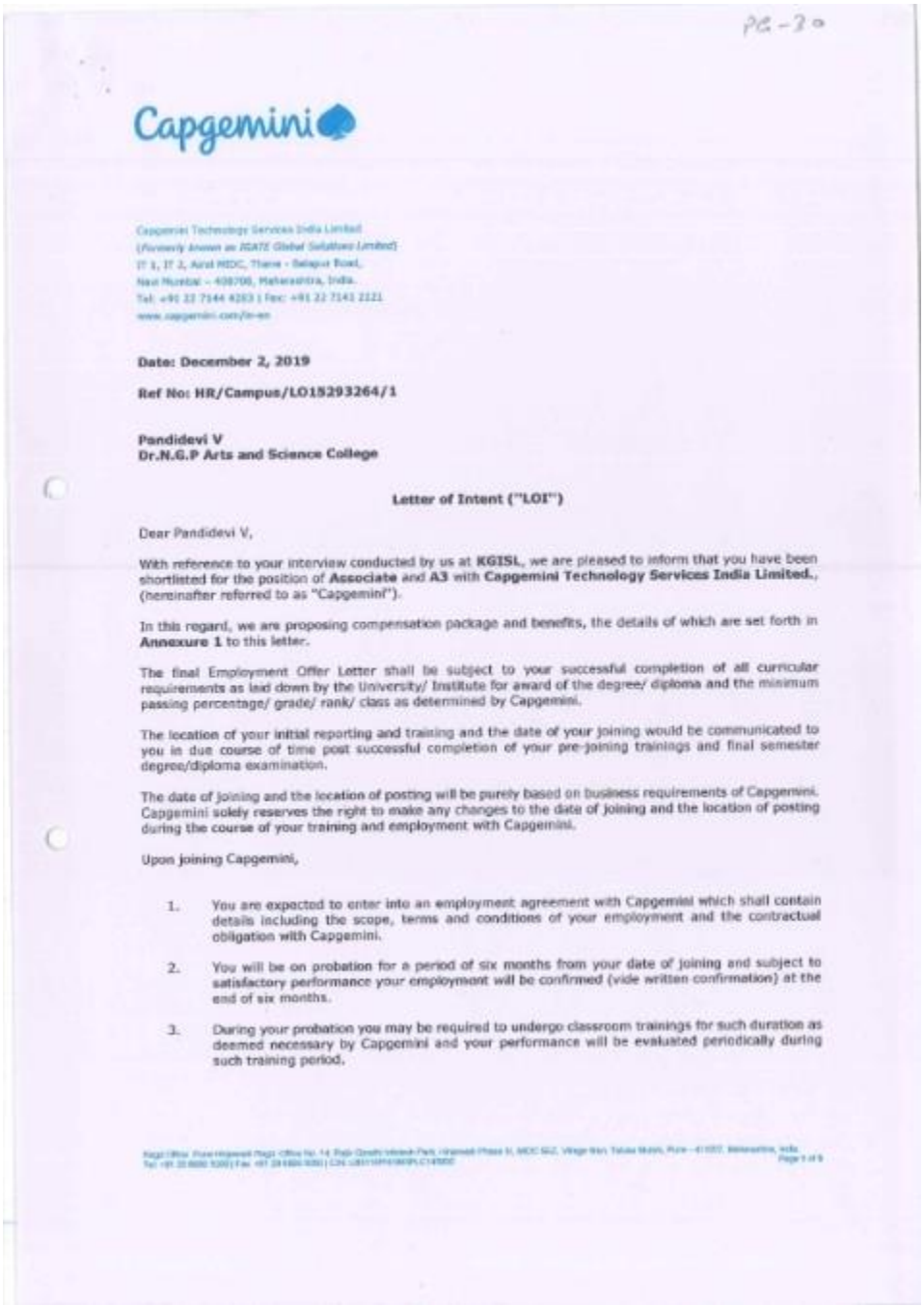
Puneet Kumra
Head - Fresher Hiring

Signature: Harshini V.

Candidate Name: Harshini V

Date: 05-12-2019

PANDIDEVI V – CAPGEMINI



PC-30

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293264/1

Pandidevi V
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Pandidevi V,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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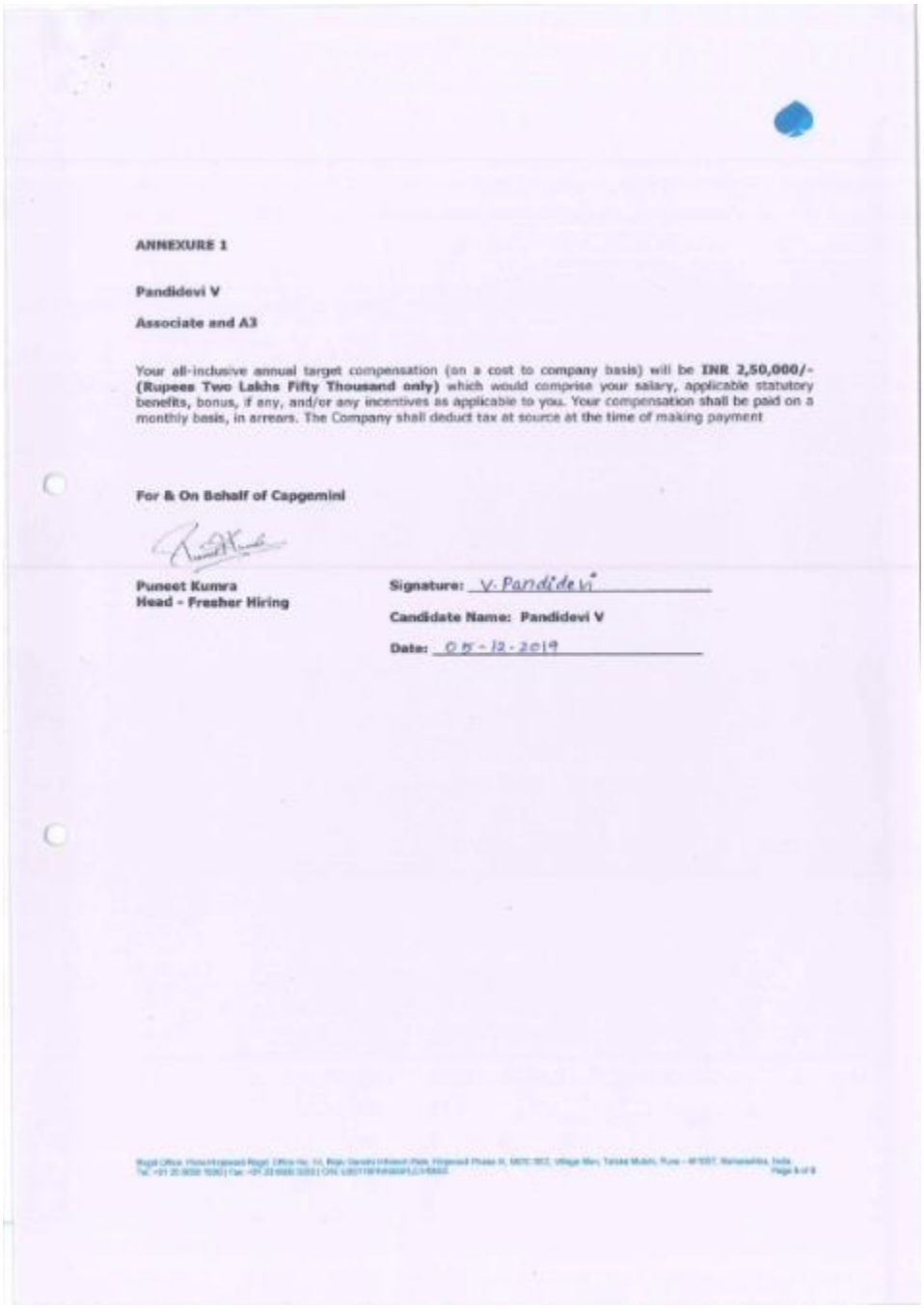
Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Pandidevi V

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: V. Pandidevi

Candidate Name: Pandidevi V

Date: 05-12-2019

AJAY M – CAPGEMINI

C2-31

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15287030/1

Ajay M
Dr.N.G.P.Arts and Science College

Letter of Intent ("LOI")

Dear Ajay M,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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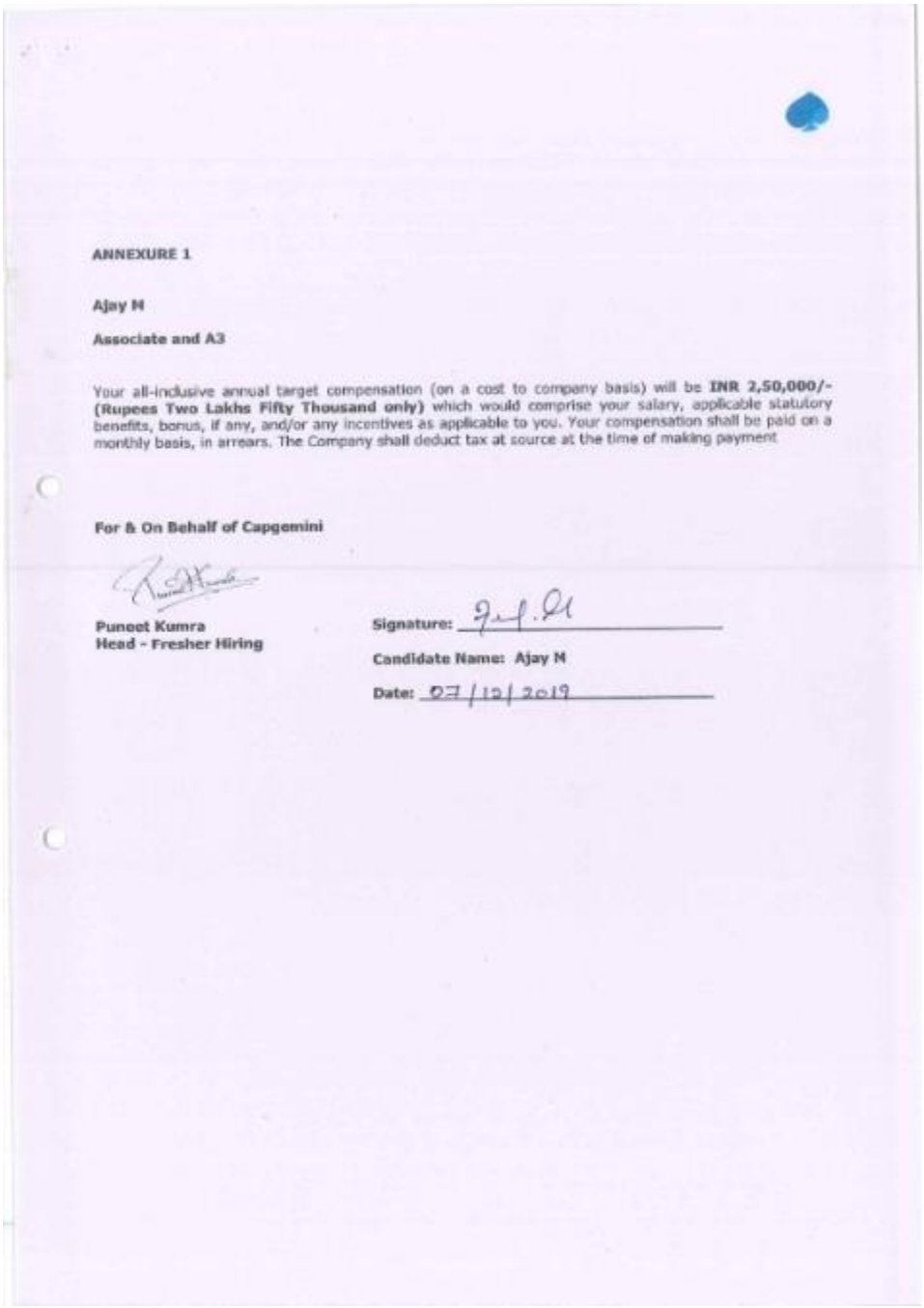
Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Ajay N

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: Ajay N

Candidate Name: Ajay N

Date: 03/12/2019

SUSHMITHA CHANDRAN – CAPGEMINI

CA-32

Capgemini

(Formerly known as IGATE Global Solutions Limited)
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121

Date: December 2, 2019

Ref No: HR/Campus/LO15290687/1

Sushmitha Chandran
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Sushmitha Chandran,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

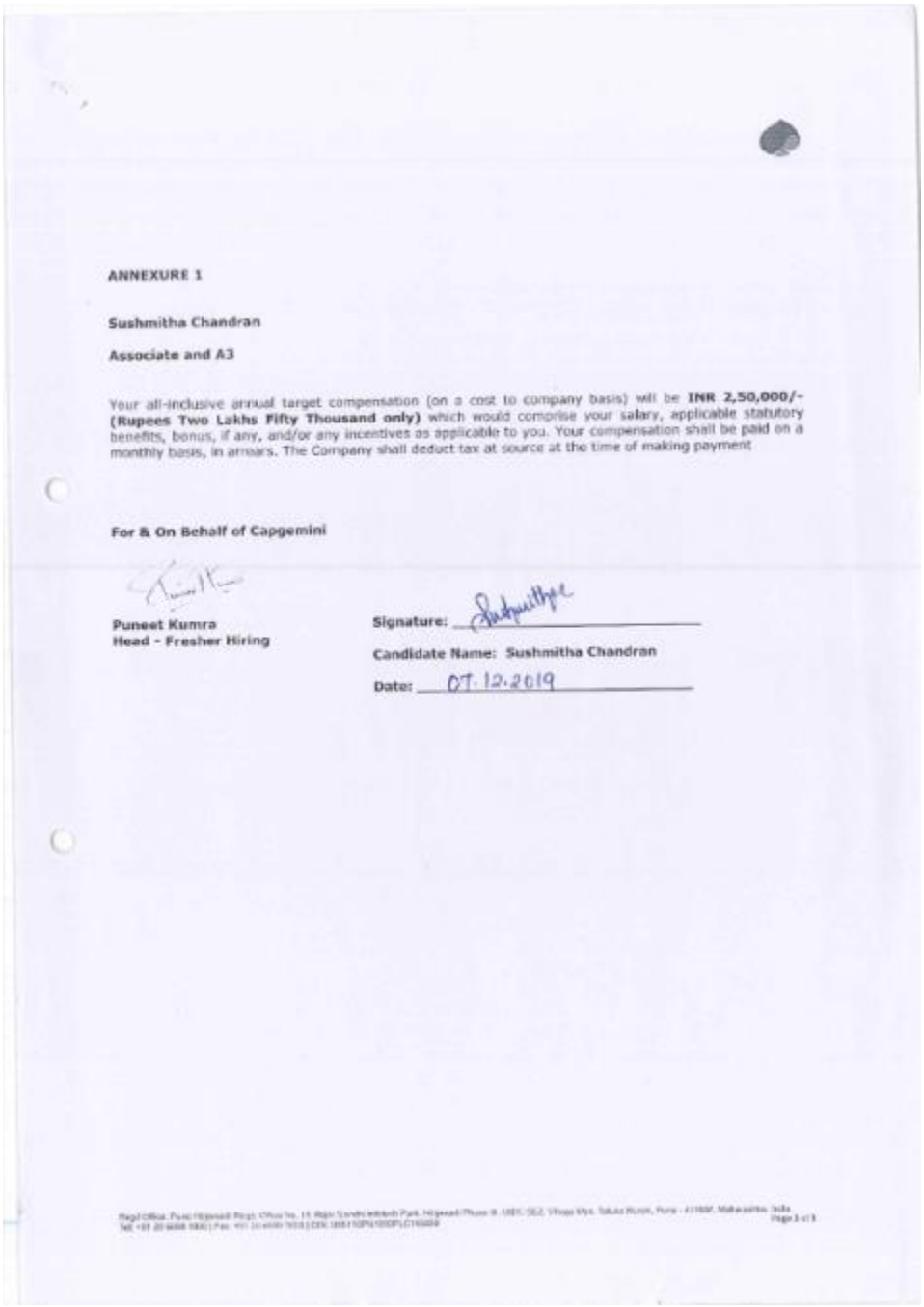
You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Sushmitha Chandran

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

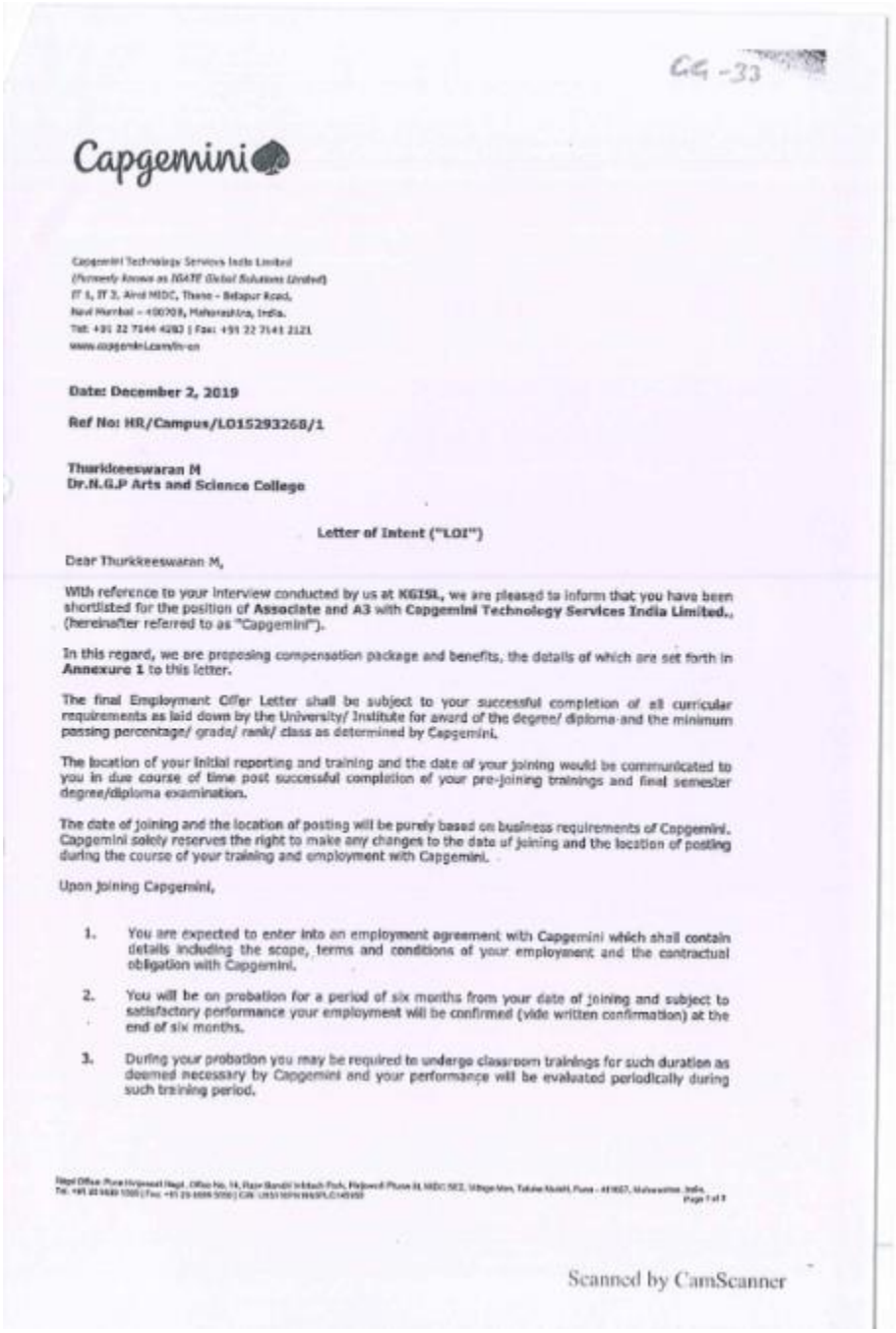
Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Sushmitha Chandran

Date: 07.12.2019

THURKEESWARAN M – CAPGEMINI



CG -33

Capgemini

Capgemini Technology Services India Limited
(Formerly known as KGFSL Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7544 4282 | Fax: +91 22 7541 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293268/1

Thurkeeswaran M
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Thurkeeswaran M,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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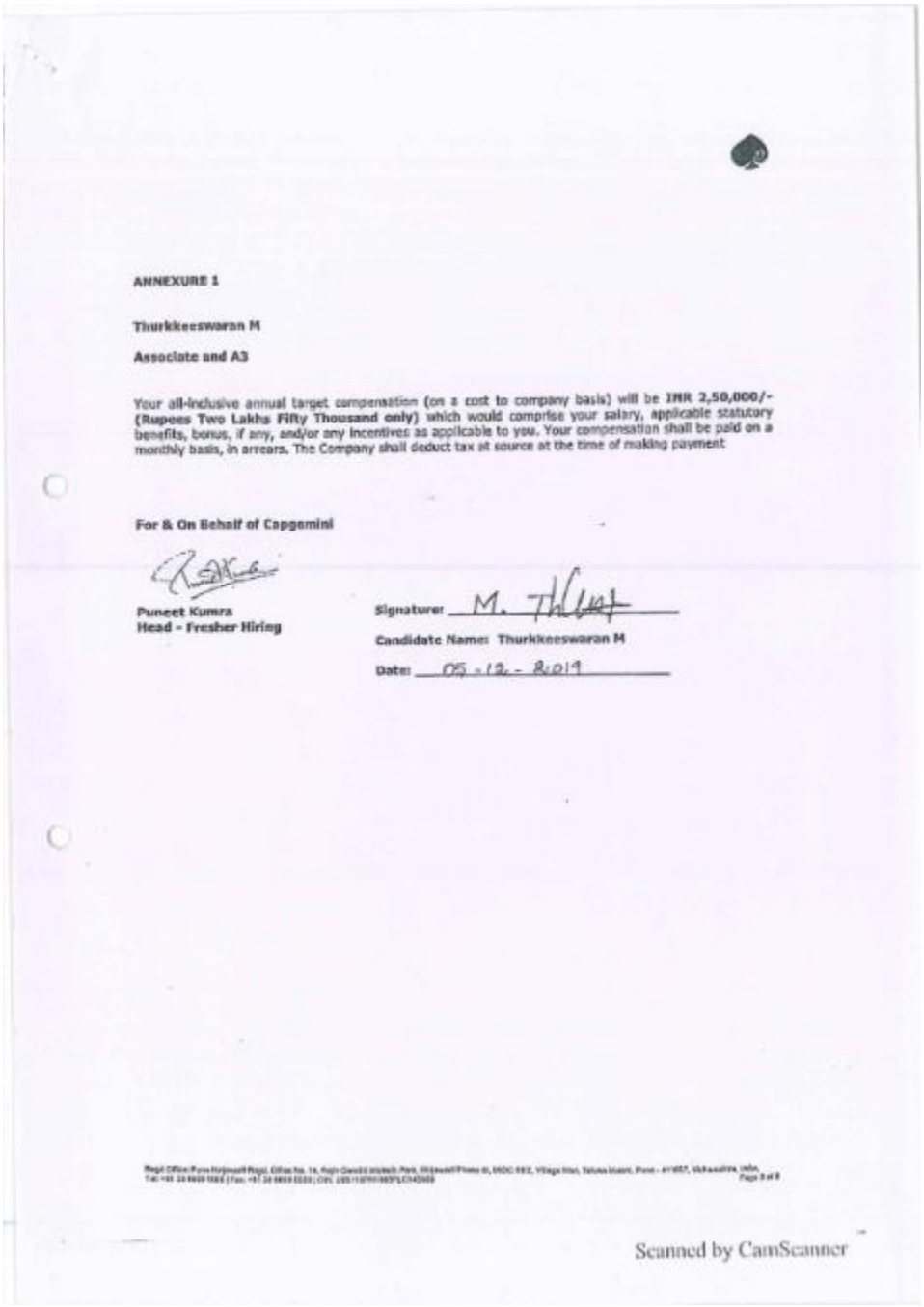

ANNEXURE 1

Thurkkeeswaran M

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: M. Thurk

Candidate Name: Thurkkeeswaran M

Date: 05-12-2019

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KAVIPRIYA J – CAPGEMINI

CS-34

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane – Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293312/1

Kavipriya J
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Kavipriya J,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Regd Office: Pune (Hinjawadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC 302, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India.
Tel: +91 20 6600 1000 | Fax: +91 20 6600 6000 | CIN: U85110PN1980PLC145865
Page 1 of 3

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Kavipriya J

Associate and A3

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: J. Kavipriya

Candidate Name: Kavipriya J

Date: 07/12/2019

SHEEBA C – CAPGEMINI

Capegemini - 2

Capgemini

Capgemini Technology Services India Limited
(Formerly known as ITGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293401/1

Sheeba C
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Sheeba C,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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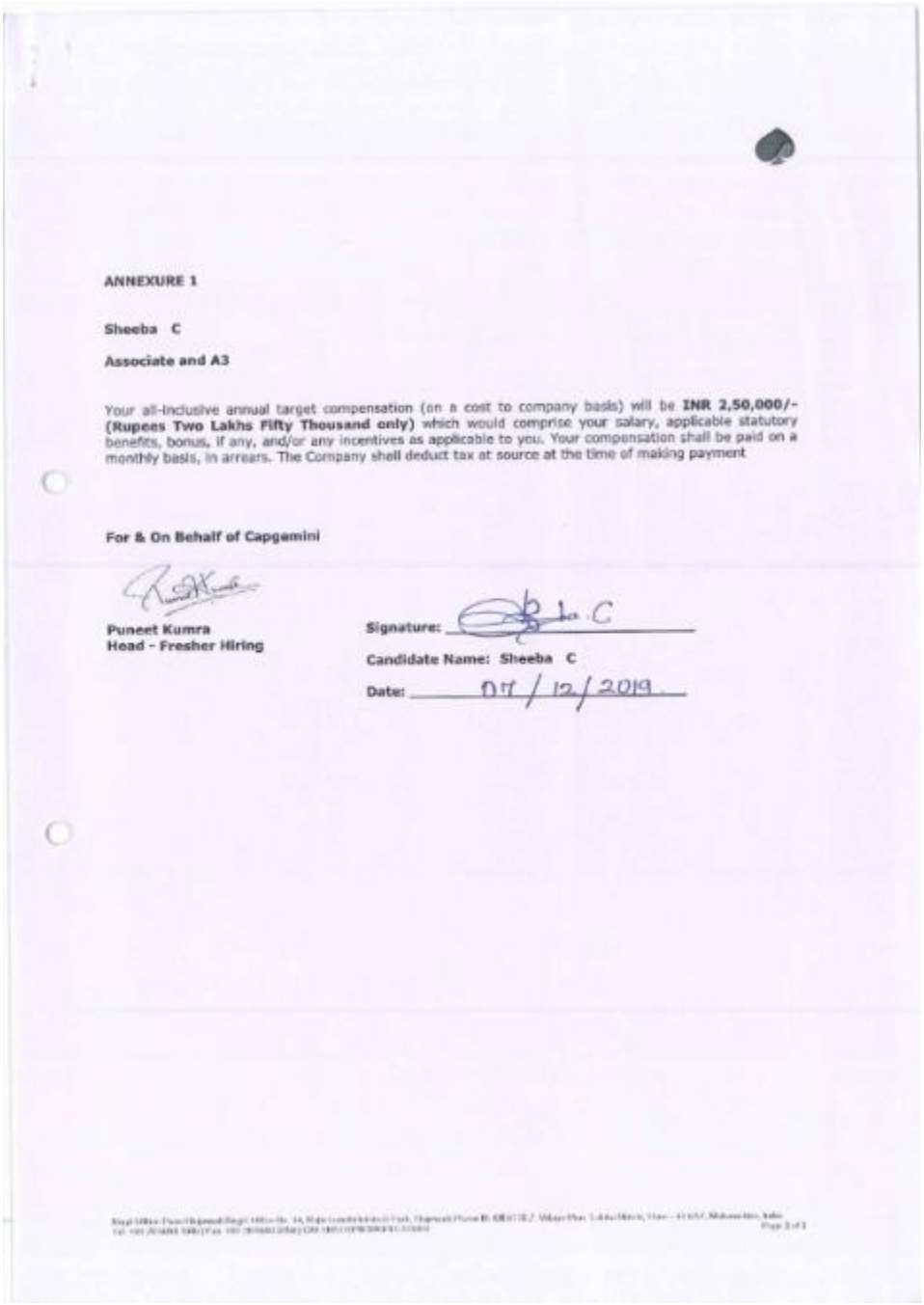
We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Sheeba C

Associate and A3

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For & On Behalf of Capgemini

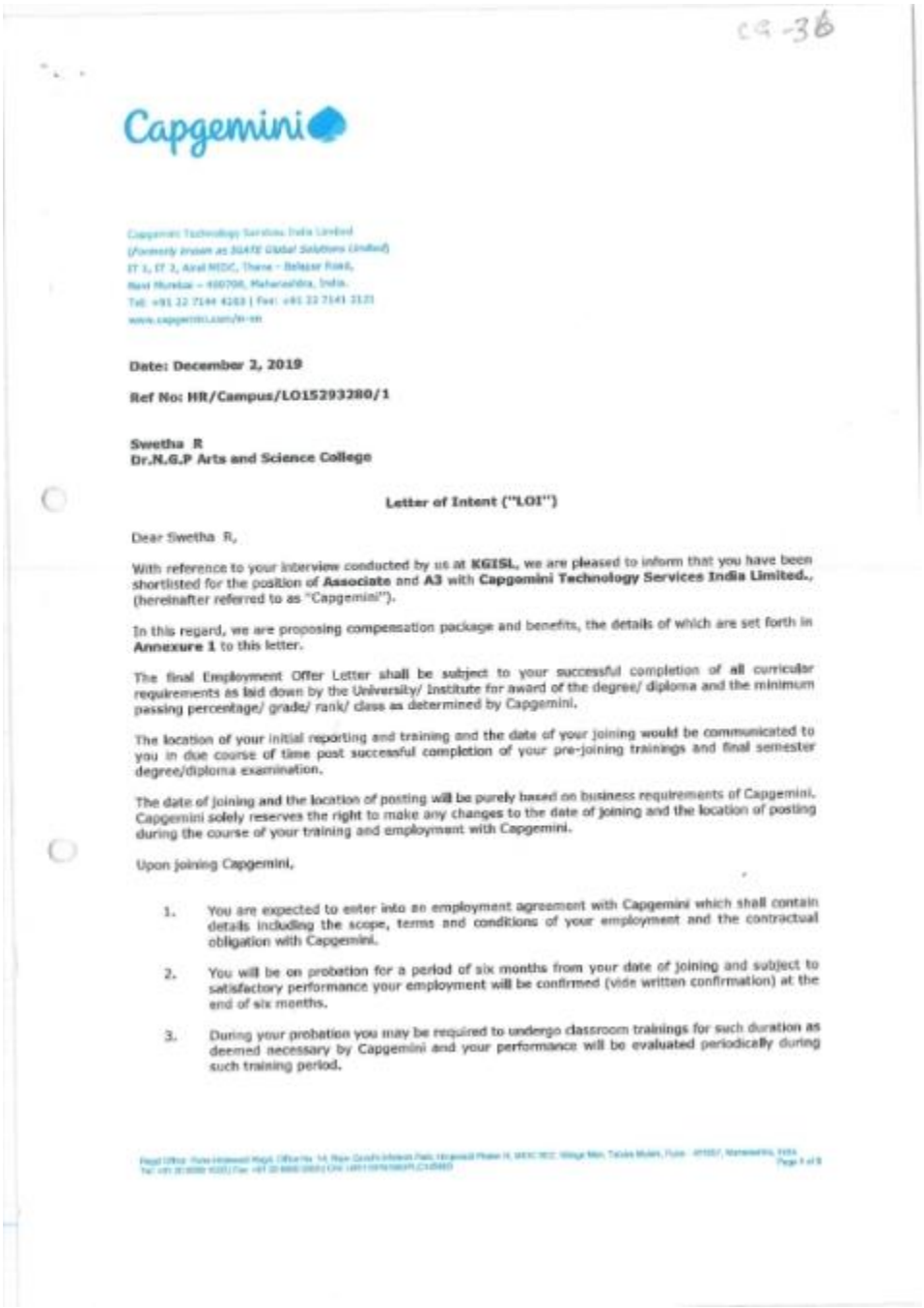
Puneet Kumra
Head - Fresher Hiring

Signature: Sheeba C

Candidate Name: Sheeba C

Date: 07 / 12 / 2019

SWEETHA R – CAPGEMINI



cg-36

Capgemini

Capgemini Technology Services India Limited
(Formerly known as KGFS Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane – Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293280/1

Swetha R
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Swetha R,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Swetha R

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature:

Candidate Name: Swetha R

Date: 07/12/2019

HARSHAVARDHINI – CAPGEMINI

CG-37

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293557/1

Harshavardhini
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Harshavardhini,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Harshavardhini

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

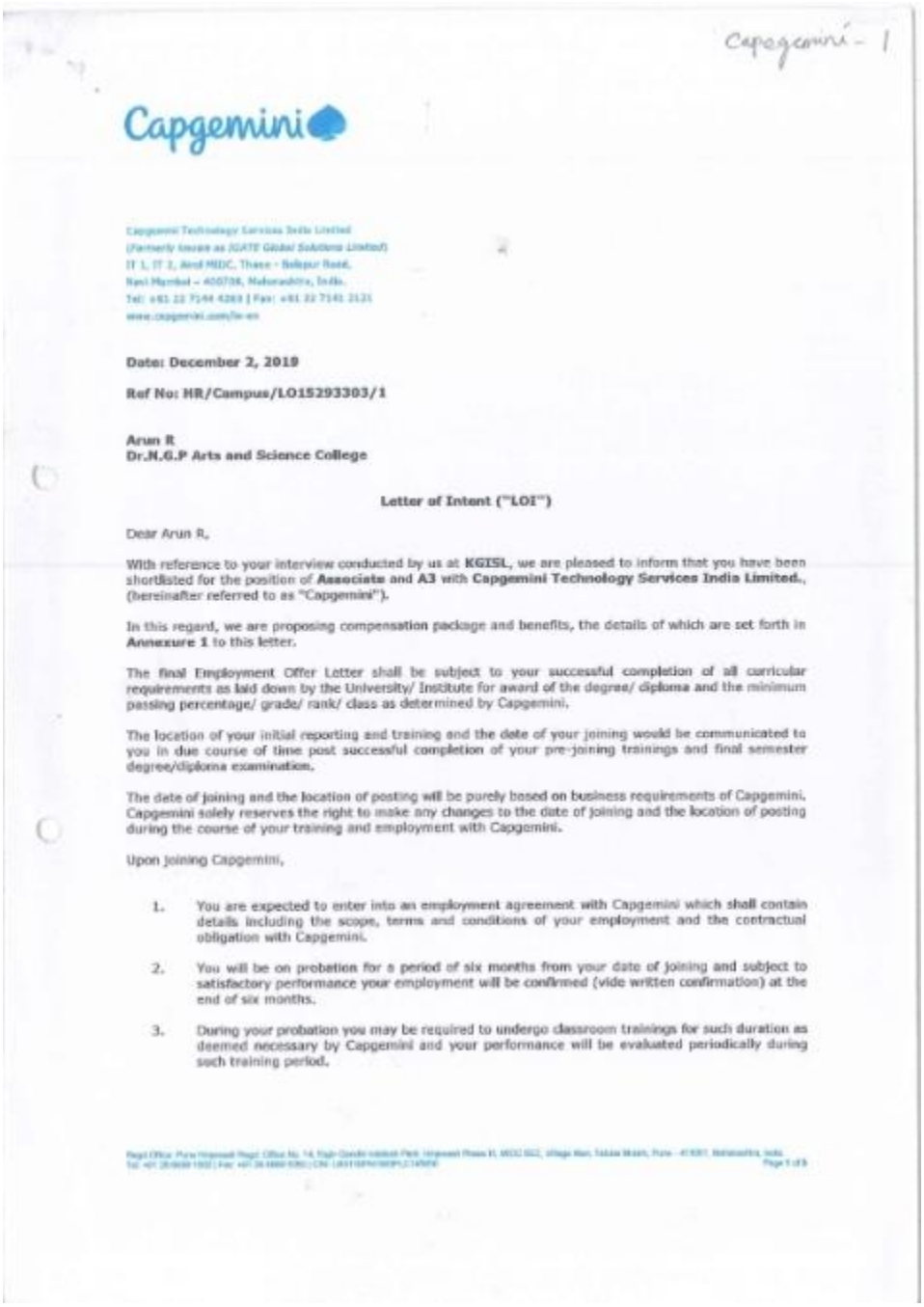
Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Harshavardhini

Date: 07/12/2019

ARUN R – CAPGEMINI



Capgemini - 1

Capgemini

Capgemini Technology Services India Limited
(Formerly known as iGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: December 2, 2019

Ref No: HR/Campus/LO15293303/1

Arun R
Dr.N.G.P Arts and Science College

Letter of Intent ("LOI")

Dear Arun R,

With reference to your interview conducted by us at **KGISL**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Regd Office: Pune Hinjewadi Regd Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India.
Tel: +91 (20) 6626 1100 | Fax: +91 (20) 6626 1101 | CIN: U93190PN1998PLC140910 Page 1 of 5

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head – Fresher Hiring

ANNEXURE 1

Arun R

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

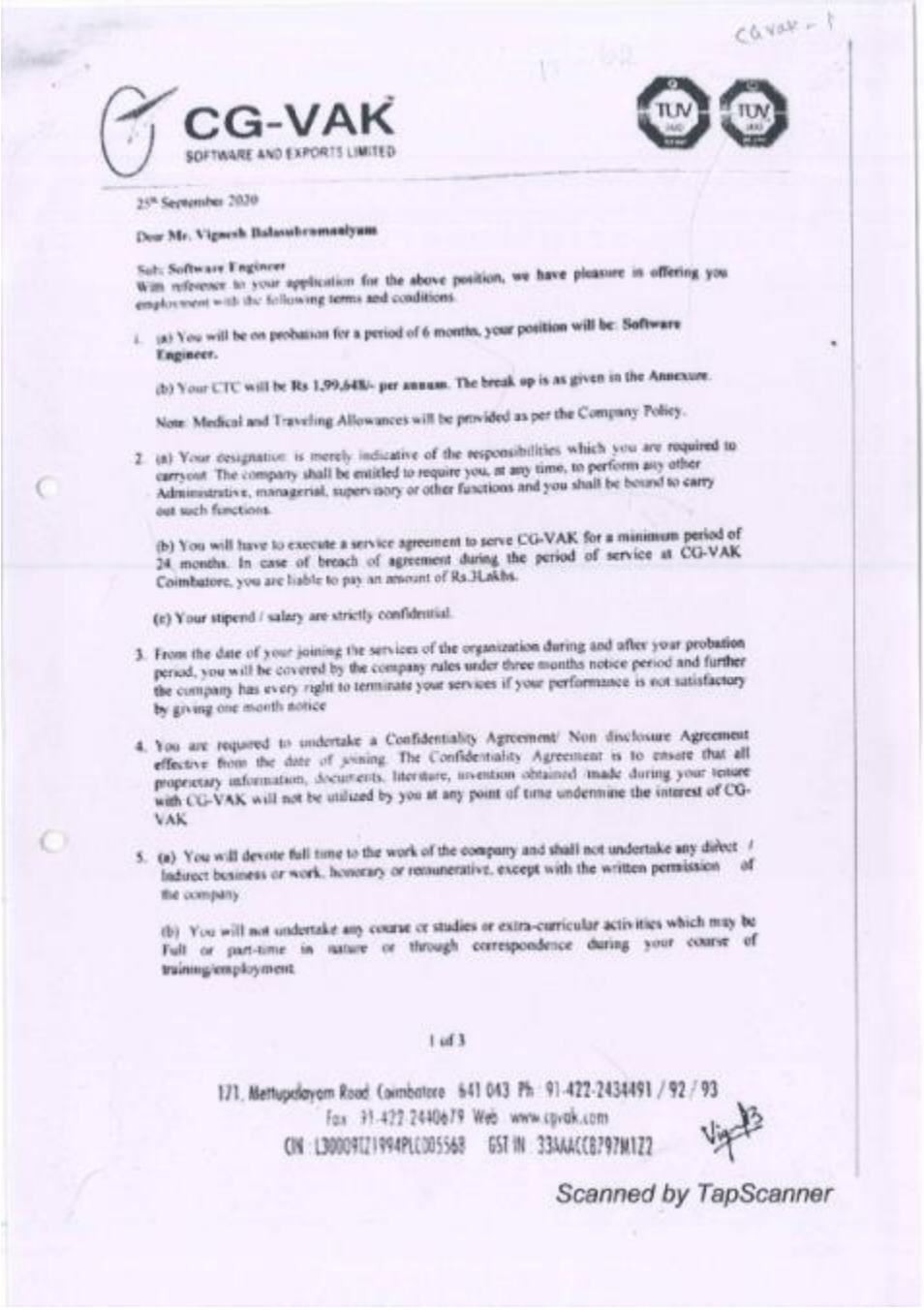
Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Arun R

Date: 05/12/2019

VIGNESH BALASUBRAMANIYAM – CG-VAK SOFTWARE AND EXPORTS LTD



CG-VAK
SOFTWARE AND EXPORTS LIMITED

25th September 2020

Dear Mr. Vignesh Balasubramaniyam

Sub: Software Engineer
With reference to your application for the above position, we have pleasure in offering you employment with the following terms and conditions.

1. (a) You will be on probation for a period of 6 months, your position will be: **Software Engineer.**

   (b) Your CTC will be **Rs 1,99,648/- per annum.** The break up is as given in the Annexure.

   Note: Medical and Traveling Allowances will be provided as per the Company Policy.

2. (a) Your designation is merely indicative of the responsibilities which you are required to carryout. The company shall be entitled to require you, at any time, to perform any other Administrative, managerial, supervisory or other functions and you shall be bound to carry out such functions.

   (b) You will have to execute a service agreement to serve CG-VAK for a minimum period of 24 months. In case of breach of agreement during the period of service at CG-VAK Coimbatore, you are liable to pay an amount of Rs.3Lakhs.

   (c) Your stipend / salary are strictly confidential.

3. From the date of your joining the services of the organization during and after your probation period, you will be covered by the company rules under three months notice period and further the company has every right to terminate your services if your performance is not satisfactory by giving one month notice

4. You are required to undertake a Confidentiality Agreement/ Non disclosure Agreement effective from the date of joining. The Confidentiality Agreement is to ensure that all proprietary information, documents, literature, invention obtained /made during your tenure with CG-VAK will not be utilized by you at any point of time undermine the interest of CG-VAK.

5. (a) You will devote full time to the work of the company and shall not undertake any direct / indirect business or work, honorary or remunerative, except with the written permission of the company.

   (b) You will not undertake any course or studies or extra-curricular activities which may be Full or part-time in nature or through correspondence during your course of training/employment.

1 of 3

121, Mettupalayam Road Coimbatore 641 043 Ph: 91-422-2434491 / 92 / 93
Fax 91-422-2440679 Web www.cgvak.com
CIN: L30009TZ1994PLC005568 GST IN: 33AACCC8797M1Z2

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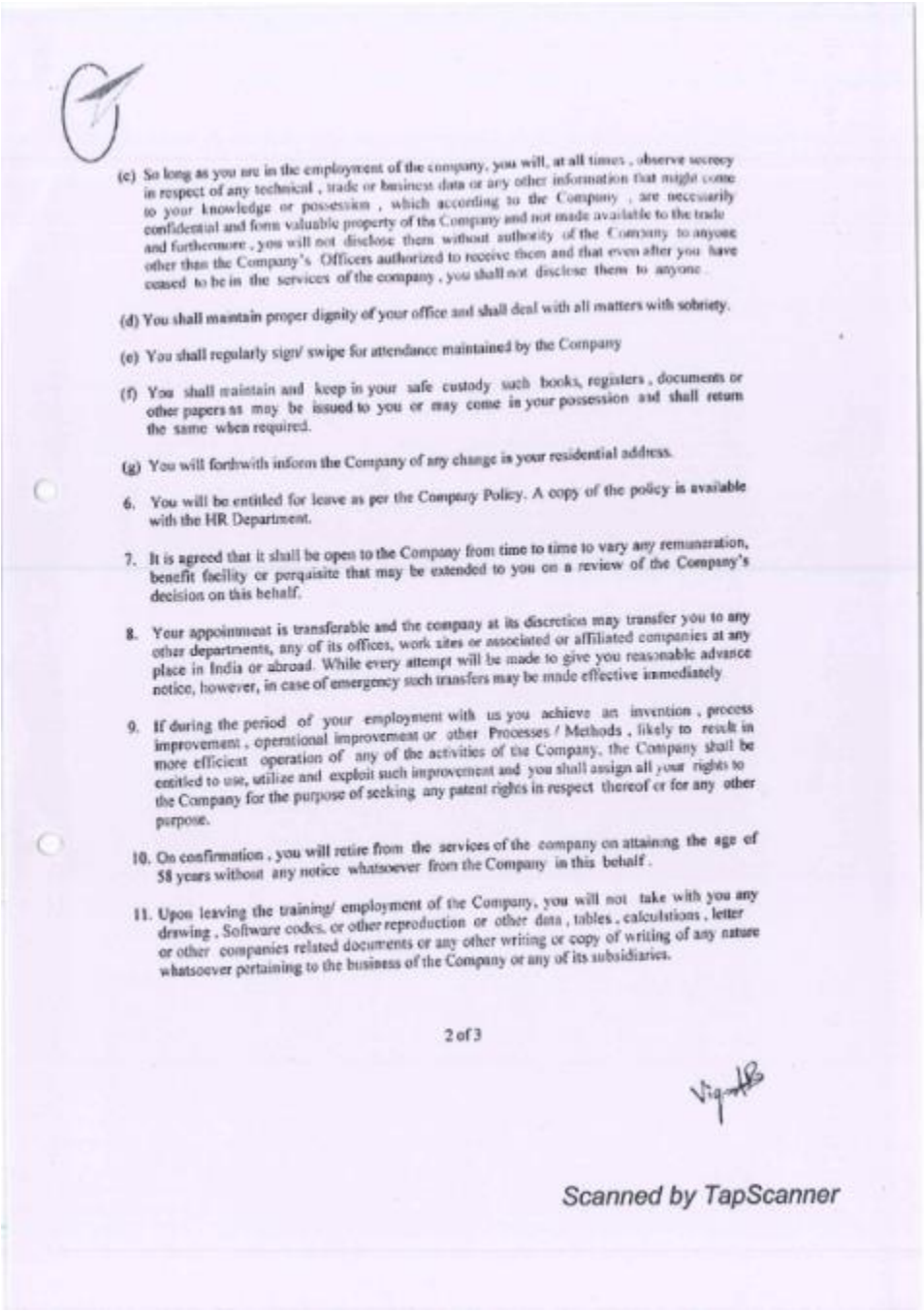

(c) So long as you are in the employment of the company, you will, at all times, observe secrecy in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the Company to anyone other than the Company's Officers authorized to receive them and that even after you have ceased to be in the services of the company, you shall not disclose them to anyone.

(d) You shall maintain proper dignity of your office and shall deal with all matters with sobriety.

(e) You shall regularly sign/ swipe for attendance maintained by the Company

(f) You shall maintain and keep in your safe custody such books, registers, documents or other papers as may be issued to you or may come in your possession and shall return the same when required.

(g) You will forthwith inform the Company of any change in your residential address.

6. You will be entitled for leave as per the Company Policy. A copy of the policy is available with the HR Department.

7. It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit facility or perqaisite that may be extended to you on a review of the Company's decision on this behalf.

8. Your appointment is transferable and the company at its discretion may transfer you to any other departments, any of its offices, work sites or associated or affiliated companies at any place in India or abroad. While every attempt will be made to give you reasonable advance notice, however, in case of emergency such transfers may be made effective immediately

9. If during the period of your employment with us you achieve an invention, process improvement, operational improvement or other Processes / Methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and exploit such improvement and you shall assign all your rights to the Company for the purpose of seeking any patent rights in respect thereof or for any other purpose.

10. On confirmation, you will retire from the services of the company on attaining the age of 58 years without any notice whatsoever from the Company in this behalf.

11. Upon leaving the training/ employment of the Company, you will not take with you any drawing, Software codes, or other reproduction or other data, tables, calculations, letter or other companies related documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

2 of 3

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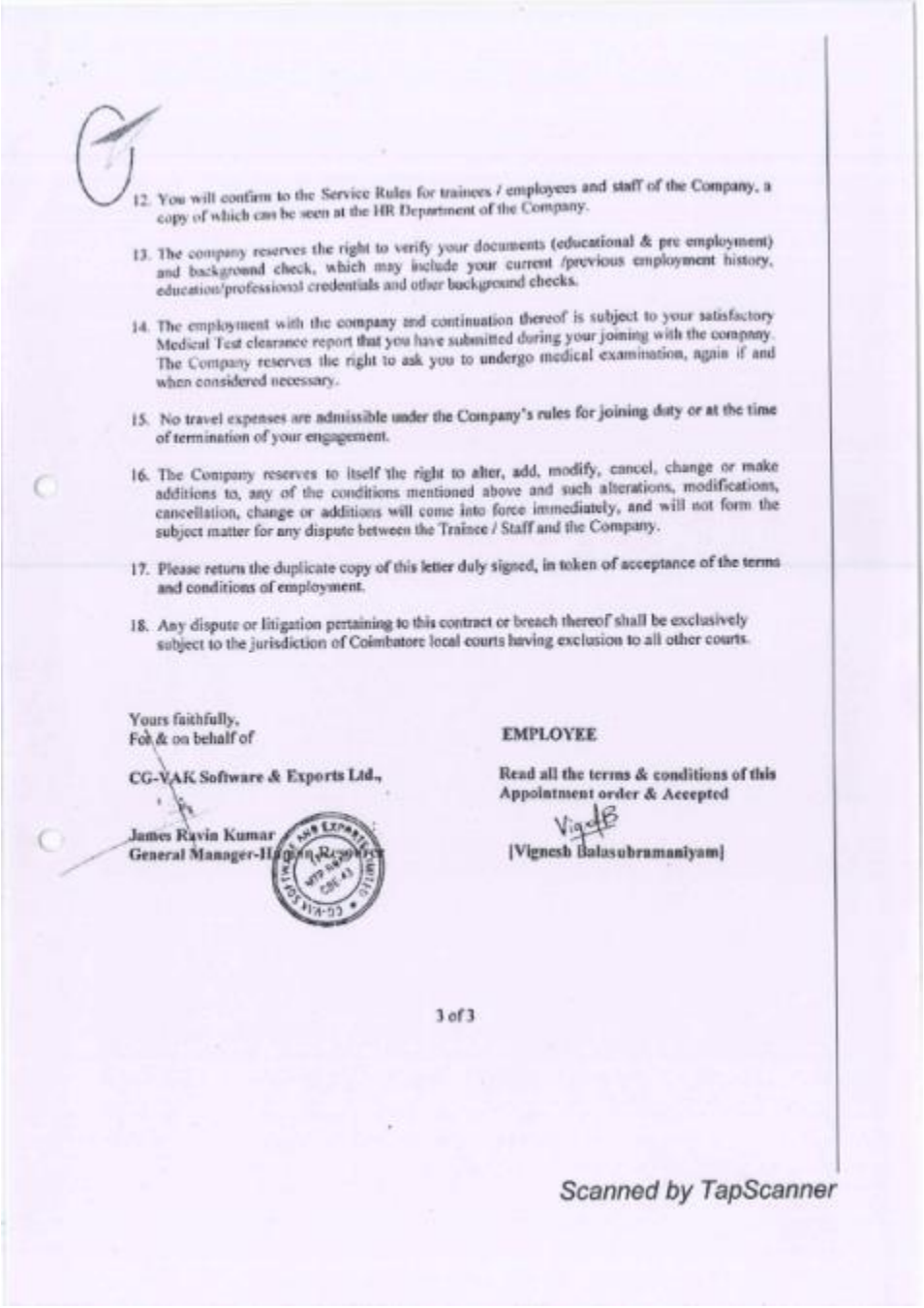

12. You will confirm to the Service Rules for trainees / employees and staff of the Company, a copy of which can be seen at the HR Department of the Company.

13. The company reserves the right to verify your documents (educational & pre employment) and background check, which may include your current /previous employment history, education/professional credentials and other background checks.

14. The employment with the company and continuation thereof is subject to your satisfactory Medical Test clearance report that you have submitted during your joining with the company. The Company reserves the right to ask you to undergo medical examination, again if and when considered necessary.

15. No travel expenses are admissible under the Company's rules for joining duty or at the time of termination of your engagement.

16. The Company reserves to itself the right to alter, add, modify, cancel, change or make additions to, any of the conditions mentioned above and such alterations, modifications, cancellation, change or additions will come into force immediately, and will not form the subject matter for any dispute between the Trainee / Staff and the Company.

17. Please return the duplicate copy of this letter duly signed, in token of acceptance of the terms and conditions of employment.

18. Any dispute or litigation pertaining to this contract or breach thereof shall be exclusively subject to the jurisdiction of Coimbatore local courts having exclusion to all other courts.

Yours faithfully,
For & on behalf of

CG-VAK Software & Exports Ltd.,

James Ravin Kumar
General Manager-Human Resource

EMPLOYEE

Read all the terms & conditions of this Appointment order & Accepted

[Vignesh Balasubramaniyam]

3 of 3

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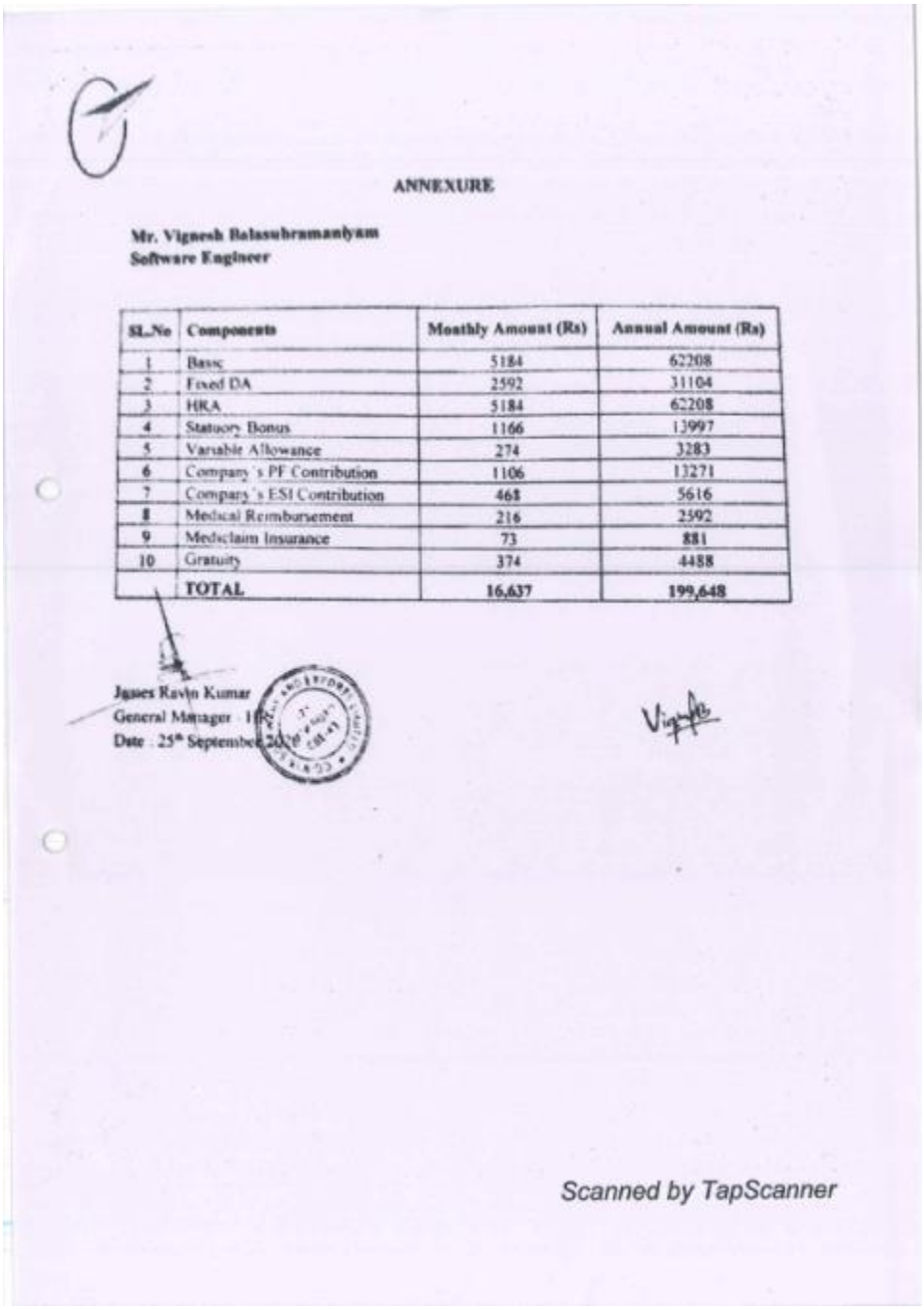

ANNEXURE

Mr. Vignesh Balasubramanyam
Software Engineer

Sl.No	Components	Monthly Amount (Rs)	Annual Amount (Rs)
1	Basic	5184	62208
2	Fixed DA	2592	31104
3	HRA	5184	62208
4	Statuory Bonus	1166	13997
5	Variable Allowance	274	3283
6	Company's PF Contribution	1106	13271
7	Company's ESI Contribution	468	5616
8	Medical Reimbursement	216	2592
9	Mediclaim Insurance	73	881
10	Gratuity	374	4488
	TOTAL	**16,637**	**199,648**

Jgnes Ravin Kumar
General Manager - HR
Date : 25th September 2020

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ARUN R – CHANAKYAA MEDIA

ABARNA – CHOLA PEOPLE & MARKETING SERVICES

Chola People and Marketing Services

18-02-2020

ABARNA
DR.NGP COLLEGE
COIMBATORE.

Dear ABARNA,

Welcome to the Chola family!

We are extremely delighted to offer you the position of **Insurance Trainee** at **Chola People and Marketing Services Private Limited** part of the Murugappa Group.

The duration of the Traineeship will be one year. Your assimilation into our system depends on your enthusiasm to bring your learning into your specified role, your willingness to experiment with your learning and a desire to learn. During this period, we will provide you training exposure to a set of functions within the organisation and also to undertake specific assignments across locations.

Your annual Cost to Company would be Rs. 3.5 Lakhs, details of which are appended in the annexure.

The exact date and place of training and placement will be communicated to you in due course.

Please sign and return the duplicate copy of this letter. Your appointment is subject to your background verification and medical fitness and your successful completion of your Academic Degree in April / May 2020.

We look forward to meeting you soon and trust that your association with the Murugappa Group will be a mutually beneficial one.

Yours faithfully,
For Chola People and Marketing Services Private Limited

Authorized Signatory

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

SIGNATURE

Contact:	**Landline:**	**Mobile:**
	Email id:	**Emergency Contact: (Name & Mobile no)**

CHOLA PEOPLE AND MARKETING SERVICES PRIVATE LIMITED
(Formerly known as Chola People Services Private Limited)
Dare House, II Floor, NSC Bose Road, Parrys, Chennai - 600 001.
Phone No. +91 (0)44 4044 5400 | Fax No. +91 (0)44 4044 5550
CIN: U74999TN2016PTC113207 | PAN: AAGCC5401J | GSTIN: 33AAGCC5401J1ZJ

Chola People and Marketing Services

ANNEXURE

Particulars	Salary Details	
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House Rent Allowance @ 50% of Basic	66024	5502
Conveyance Allowance	19200	1600
Sales / Other Allowance	76140	6345
Gross	**2,93,400**	**24450**
(**) Retention Bonus (Annual)	35000	
Provident Fund @ 12% (p.a.)	21600	
CTC	**3,50,000**	
Business Related Expenses	Monthly BRE to be paid after deployment at the location	
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For Chola People and Marketing Services Private Limited

Authorized Signatory

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CIN: U74999TN2016PTC111207 | PAN: AAGCC5481J | GSTIN: 33AAGCC5481J1ZQ

JINCY R – CHOLA PEOPLE & MARKETING SERVICES

Chola People and Marketing Services

18-02-2020

JINCY R
DR.NGP COLLEGE
COIMBATORE.

Dear JINCY R,

Welcome to the Chola family!

We are extremely delighted to offer you the position of **Insurance Trainee** at **Chola People and Marketing Services Private Limited** part of the Murugappa Group.

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Authorized Signatory

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For Chola People and Marketing Services Private Limited

Authorized Signatory

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Phone No. +91 (0)44 4044 0400 | Fax No: +91 (0)44 4044 0550
CIN: U74899TN2016PTC111387 | PAN: AAGCC5481J | GSTIN: 33AAGCC5481J1ZJ

PRAVEENA A – CHOLA PEOPLE & MARKETING SERVICES

Chola People and Marketing Services

18-02-2020

PRAVEENA A
DR.NGP COLLEGE
COIMBATORE.

Dear PRAVEENA A,

Welcome to the Chola family!

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Authorized Signatory

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For Chola People and Marketing Services Private Limited

Authorized Signatory

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CIN: U74999TN2016PTC113207 | PAN: AAGCC5481J | GSTIN: 33AAGCC5481J1ZJ

VIKASHINI – CHOLA PEOPLE & MARKETING SERVICES

Chola People and Marketing Services

18-02-2020

VIKHASHINI
DR.NGP COLLEGE
COIMBATORE.

Dear VIKHASHINI,

Welcome to the Chola family!

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For Chola People and Marketing Services Private Limited

Authorised Signatory

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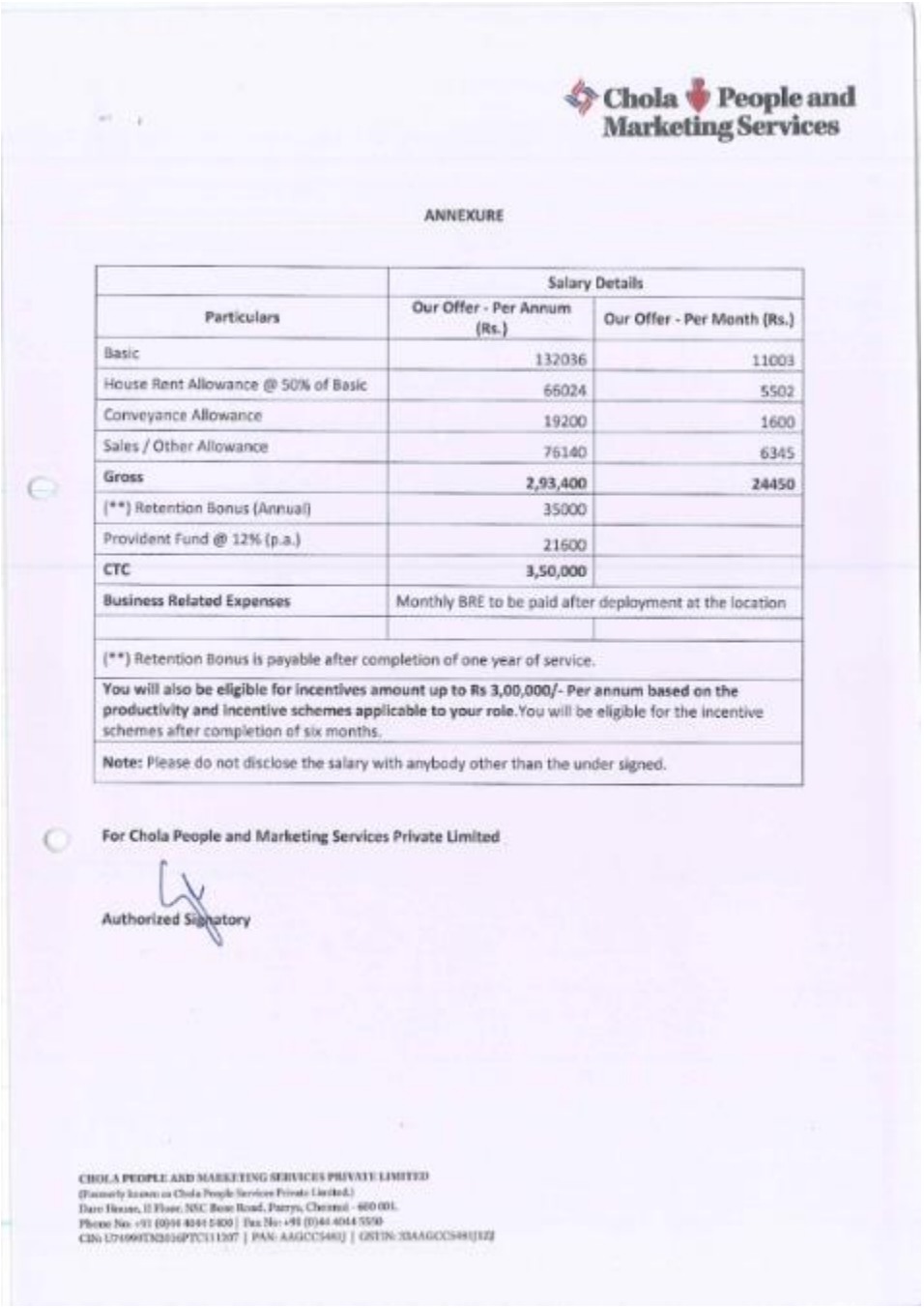

Chola People and Marketing Services

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SNEHA – CHOLA PEOPLE & MARKETING SERVICES

Chola People and Marketing Services

18-02-2020

SNEHA
DR.NGP COLLEGE
COIMBATORE.

Dear SNEHA,

Welcome to the Chola family!

We are extremely delighted to offer you the position of Insurance **Trainee** at **Chola People and Marketing Services Private Limited** part of the Murugappa Group.

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Yours faithfully,
For Chola People and Marketing Services Private Limited

Authorized Signatory

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

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Chola People and Marketing Services

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For Chola People and Marketing Services Private Limited

Authorized Signatory

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JEYESH NARCHI PATEL – CHOLA PEOPLE & MARKETING SERVICES

Chola People and Marketing Services

18-02-2020

JEYESH NARCHI PATEL
DR.NGP COLLEGE
COIMBATORE.

Dear JEYESH NARCHI PATEL,

Welcome to the Chola family!

We are extremely delighted to offer you the position of **Insurance Trainee** at **Chola People and Marketing Services Private Limited** part of the Murugappa Group.

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BHAVANI LOGANATHAN– CHOLA PEOPLE & MARKETING SERVICES

Chola People and Marketing Services

18-02-2020

BHAVANI LOGANATHAN
DR.NGP COLLEGE
COIMBATORE.

Dear BHAVANI LOGANATHAN

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For Chola People and Marketing Services Private Limited

Authorized Signatory

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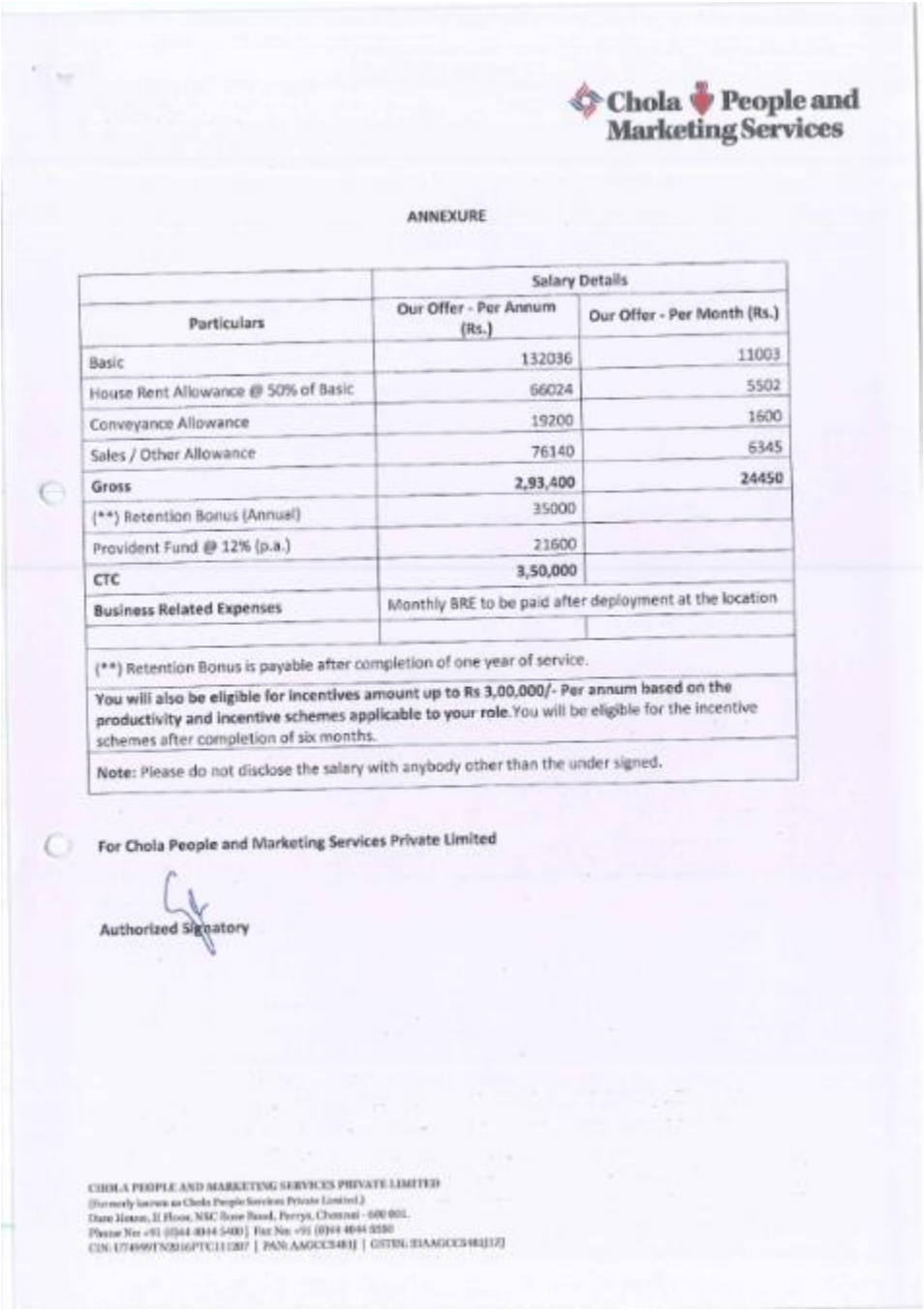

Chola People and Marketing Services

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CHOLA PEOPLE AND MARKETING SERVICES PRIVATE LIMITED
(Formerly known as Chola People Services Private Limited)
Dare House, II Floor, NSC Bose Road, Parrys, Chennai - 600 001.
Phone Nos +91 (0)44 4044 5400 | Fax No: +91 (0)44 4044 5550
CIN: U74999TN2016PTC111207 | PAN: AAGCC5481J | GSTIN: 33AAGCC5481J1ZT

VISHNUPRIYA ARULMOZHI – CHOLA PEOPLE & MARKETING SERVICES

Chola People and Marketing Services

18-02-2020

VISHNUPRIYA ARULMOZHI
DR.NGP COLLEGE
COIMBATORE.

Dear VISHNUPRIYA ARULMOZHI,

Welcome to the Chola family!

We are extremely delighted to offer you the position of **Insurance Trainee** at **Chola People and Marketing Services Private Limited** part of the Murugappa Group.

The duration of the Traineeship will be one year. Your assimilation into our system depends on your enthusiasm to bring your learning into your specified role, your willingness to experiment with your learning and a desire to learn. During this period, we will provide you training exposure to a set of functions within the organisation and also to undertake specific assignments across locations.

Your annual Cost to Company would be Rs. 3.5 Lakhs, details of which are appended in the annexure.

The exact date and place of training and placement will be communicated to you in due course.

Please sign and return the duplicate copy of this letter. Your appointment is subject to your background verification and medical fitness and your successful completion of your Academic Degree in April / May 2020.

We look forward to meeting you soon and trust that your association with the Murugappa Group will be a mutually beneficial one.

Yours faithfully,
For Chola People and Marketing Services Private Limited

Authorized Signatory

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

SIGNATURE

Contact:	**Landline:**	**Mobile:**
	Email id:	**Emergency Contact: (Name & Mobile no)**

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Chola People and Marketing Services

ANNEXURE

Particulars	Salary Details	
	Our Offer - Per Annum (Rs.)	Our Offer - Per Month (Rs.)
Basic	132036	11003
House Rent Allowance @ 50% of Basic	66024	5502
Conveyance Allowance	19200	1600
Sales / Other Allowance	76140	6345
Gross	**2,93,400**	**24450**
(**) Retention Bonus (Annual)	35000	
Provident Fund @ 12% (p.a.)	21600	
CTC	**3,50,000**	
Business Related Expenses	Monthly BRE to be paid after deployment at the location	
(**) Retention Bonus is payable after completion of one year of service.		
You will also be eligible for incentives amount up to Rs 3,00,000/- Per annum based on the productivity and incentive schemes applicable to your role.You will be eligible for the incentive schemes after completion of six months.		
Note: Please do not disclose the salary with anybody other than the under signed.		

For Chola People and Marketing Services Private Limited

Authorized Signatory

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CIN: U74990TN2016PTC113307 | PAN: AAGCC5401J | GSTIN: 33AAGCC5401J1ZT

ANU PRIYA B – COLLAB INFOTECH(STAFF 24*7)

Staff 24x7

To
Anupriya B

Date: 17 May, 2021

OFFER LETTER

With reference to your application and subsequent interview you had with us, we are pleased to offer you a position as **Recruiter** to work in our office at Coimbatore, subject to following terms and conditions:

DATE OF JOINING: Your start date is **18th May, 2021**. If you are not reporting at our office on said date, then the appointment should be considered withdrawn. Please let us know if you can join sooner.

COMPENSATION: Your gross remuneration will be **INR 1,80,000 per annum** as discussed, subject to statutory deductions and Income tax deductible at source if applicable.

CONDITION OF HIRE: All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. The confirmation of your employment with Staff 24x7 is subject to your antecedents being verified as correct.

VALIDITY OF OFFER: This offer is valid upon your signing of Staff 24x7 employment agreement, the terms of which govern your employment relationship with Staff 24x7. Some of the key terms in that agreement are:
You shall not enter in to any contract with any other company, firm or employer.
You shall not divulge any secrets, information or dealings of or related to company or its customers.

ADDRESS FOR COMMUNICATION: Any communication or intimation sent to the address furnished by you and entered in to company's records shall be deemed to have served upon and received for all purposes by such communication. You shall inform any change in the address, for company's records for all communications. During your employment with us, you will be governed by rules and regulations as may be published in the company policy manual available with HR. The company reserves the right to modify the policies at any time without notice.

For M/s STAFF 24x7

Neeta Mehta
Human Resources

701/A Wing, Building No. 14, Tilak Vaishali Building, Tilak Nagar, Chembur (W), Mumbai 400 089

Terms and Conditions of Employment:

1. PLACE OF WORK: You will be appointed initially to work in our Coimbatore office. However, you are liable to be deputed to any of our customer sites or offices either in India or abroad. You have to work in shifts, if your work demands and even in night shift no matter how many days and in this period no extra pay or benefits are given.

2. TRAINING & PROBATION: You are on probation for a period of three months from the day of Completion of Training. This may be extended at the discretion of the company.

3. CONFIRMATION: Upon successful completion of the probation period, you will be confirmed in the services of the organization. Confirmation of your services will be effective upon issue of a confirmation letter and from the date mentioned in the letter.

4. COMPENSATION & HIKES: You will be entitled to compensation hikes according to the company's policies. Yet, you would be subjected to rigorous 'time-to-time performance appraisals, leading to additional privileges both in terms of designation and monetary benefits.

5. NOTICE PERIOD: In case a separation from employment is desired by either the employee or the company, and if it is agreed upon, then a notice of 2 weeks is expected while the employee is on probation and 1 month in the case of confirmed employees. The company reserves the right to hold salary in lieu of the notice period.

6. CODE OF CONDUCT: During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company. You are expected to perform your role and discharge your responsibilities to the satisfaction of the company. Your roles and responsibilities will be assigned to you periodically.

7. SECRECY: You are not allowed to disclose or reveal, without the company's consent any confidential transaction or information in respect of the company's business which may come to your notice or possession. This includes information on customer details, prospects, methodologies processes, technological details, investment plans, development standards etc. Any breach of confidentiality results in to immediate termination with or without any notice period.

8. CONFLICT OF INTEREST: Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

9. ASSINGMENTS/TRANSFER/DEPUTATION: Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / secondment / transfer / assignments to sister companies, associate companies, client's locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you. You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to

whom you may be, assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

10. TERMINATION:

a) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the (a) only on their completion of the stipulated service period agreed to and provided therein.

b) Unauthorized absence or absence without permission from duty for a continuous period of 3 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

c) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. You will be required to handover any company property that is in your custody at the time of leaving the company. Further at the time of leaving the company, you shall hand over the charge to authorized person and obtain a no dues certificate from your section head to enable the management relieve you from the service and settle your account. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

d) Reference check will be made from your previous employers. In case there is any adverse report against you, which may be detrimental to the interests of the company, or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

11. STATEMENT OF FACTS: It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars
furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

12. COMPANY POLICIES: All Company Policies (including Code of conduct specified by the company in various policies such as Computer & Internet usage, E-mail access, Telephone Usage and others) are available on the Intranet. You are advised and instructed to go through these policies and strictly adhere to them. Staff 24x7 reserves the right to keep track of employee activities in every possible way which it deems fit, to make sure that the employee adheres to them.

13. RESTRAINTS:

Access to Information: Information is available on need to know basis for specified groups. Access to these are authorized through access privileges approved by Authorized Mentors.

Escalation/Exception Reporting:

a) A set of jobs to be carried out by each function/department will be decided.

b) For each job - a suitable policy will be formulated / evolved.

701/A Wing, Building No. 14, Tilak Vaishali Building, Tilak Nagar, Chembur (W), Mumbai 400 089

c) For every policy - standards of measurement will be laid down.
d) Goals for year/quarter/month will be periodically reviewed.
e) Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
f) Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation / modification / amendment it will be further escalated to next level.

Authorization: Only those authorized by a specific power of attorney may sign legal documents, representing the Company.
Passwords: Access to our network, job boards, ATS, VMS, development environment and Office 360 is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.
Unauthorized Software: You shall not install, download, copy, or duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

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

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information.

14. INTELLECTUAL PROPERTY RIGHTS: You will not use any of the company's software, literature, hardware and designs for any purpose other than company's business and will preserve confidentiality. Any instance of any employee breaching this provision and using it for personal purposes would make the employee liable to pay the company for the violation of IPRs (Intellectual Property Rights) and also any punitive action which the company might take. All Software including packages, designs, and related documentation developed by you in the course of your employment will be the exclusive property of the company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

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

16. RETIREMENT: You shall automatically retire from the services of the Company at the 'age of 58 years and for the purpose of determining this, the age recorded with the Company shall be considered as final and conclusive.

17. GENERAL: The above terms and conditions including those in Annexure - 1 (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are

subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time. You shall be present in the office during US working hours as specified in the employee handbook and other documentation provided to you, or during hours expressly designated for you in writing.

This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through Staff 24x7 to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
Please sign the duplicate copy of this appointment order to acknowledge the acceptance of the above said terms and conditions and return the same.

ANNEXURE I	Salary Breakdown in INR	
Salary Structure	**MONTHLY**	**ANNUALLY**
Basic Salary: 50% of CTC	7,500	90,000
House Rent Allowance (HRA) 40% of Basic	3,000	36,000
Conveyance:	1,600	19,200
Medical Allowance:	1,500	18,000
Special Allowance:	1,400	16,800
CTC	**15,000**	**180,000**

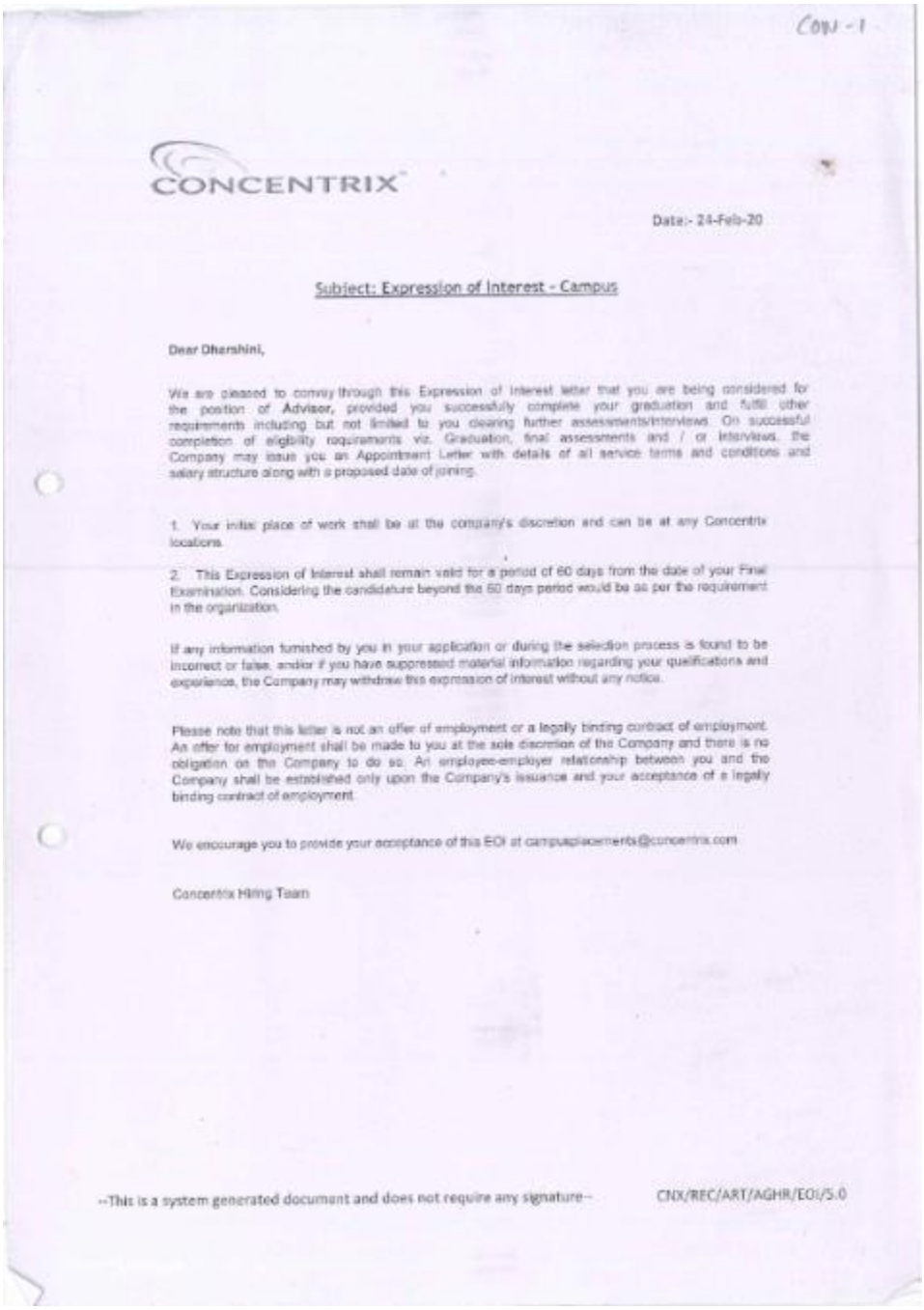
We take pleasure in welcoming you to our organization and hope that you find a long and successful career with us.

With best wishes
For M/s STAFF 24x7

Neeta Mehta
Human Resources

701/A Wing, Building No. 14, Tilak Vaishali Building, Tilak Nagar, Chembur (W), Mumbai 400 089

DHARSHINI – CONCENTRIX



Copy - 1

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Dharshini,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or Interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.

2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com

Concentrix Hiring Team

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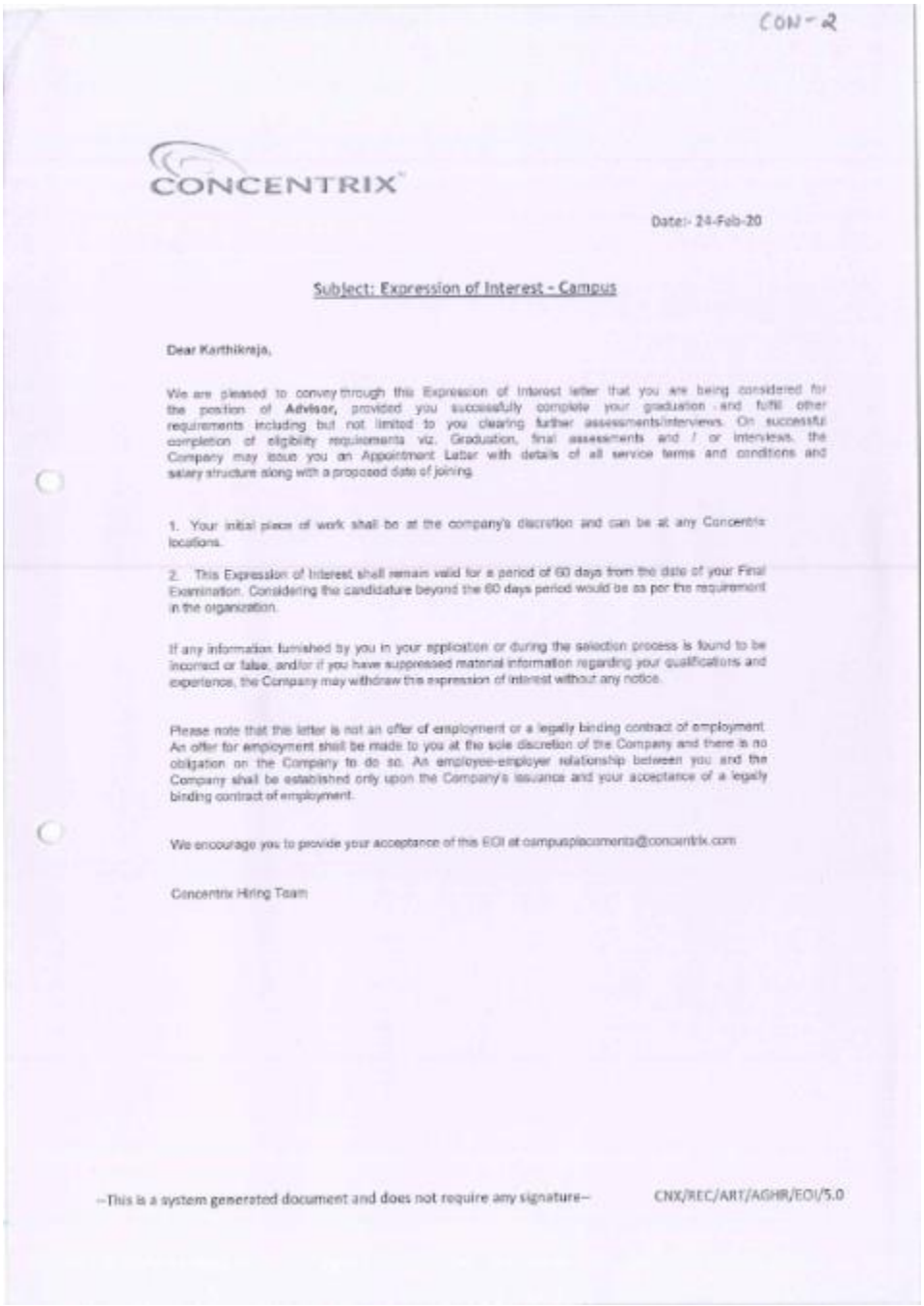
KARTHIKRAJA – CONCENTRIX



CON-2

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Karthikraja,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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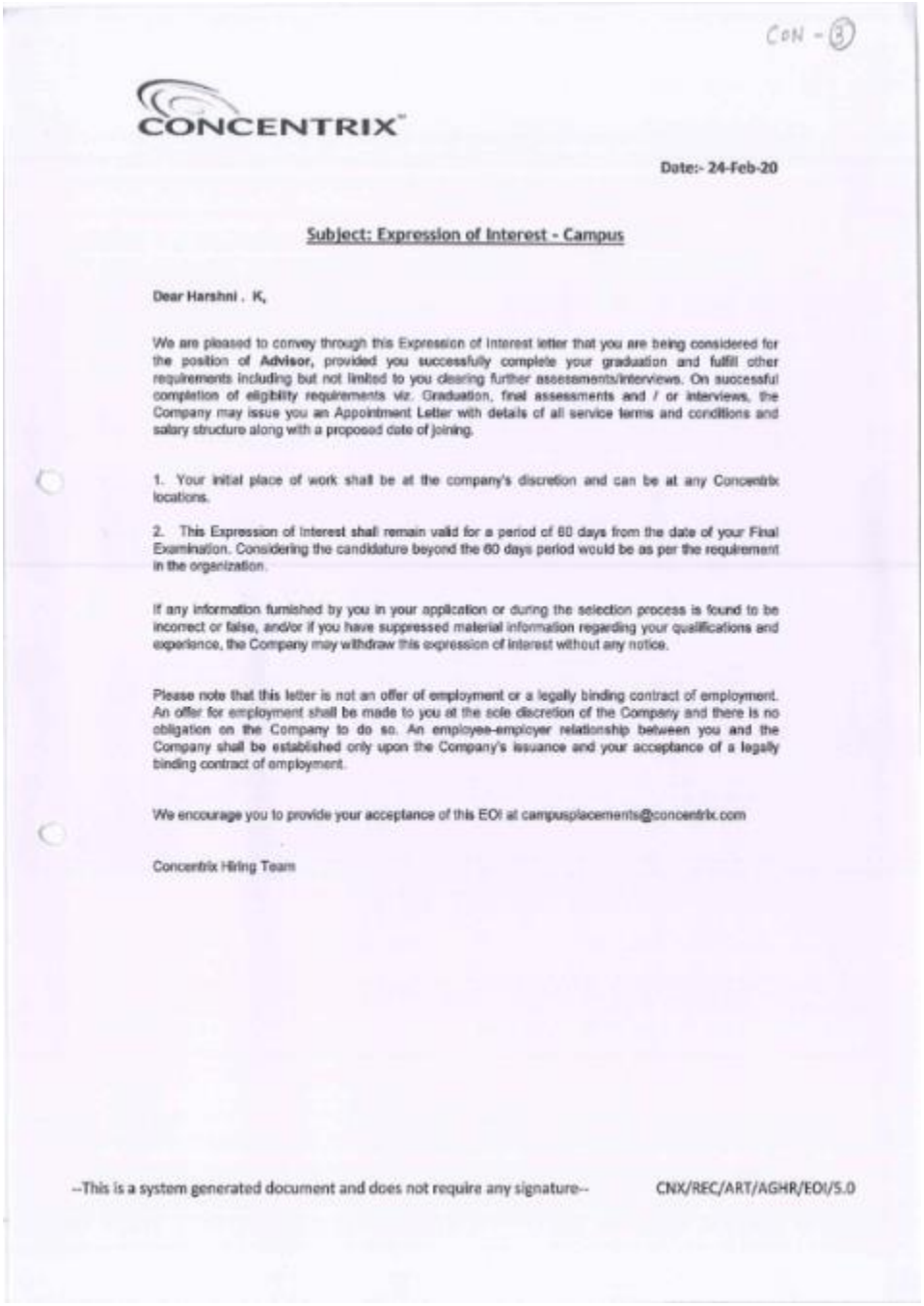
HARSHINI K – CONCENTRIX



CON - (3)

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Harshini . K,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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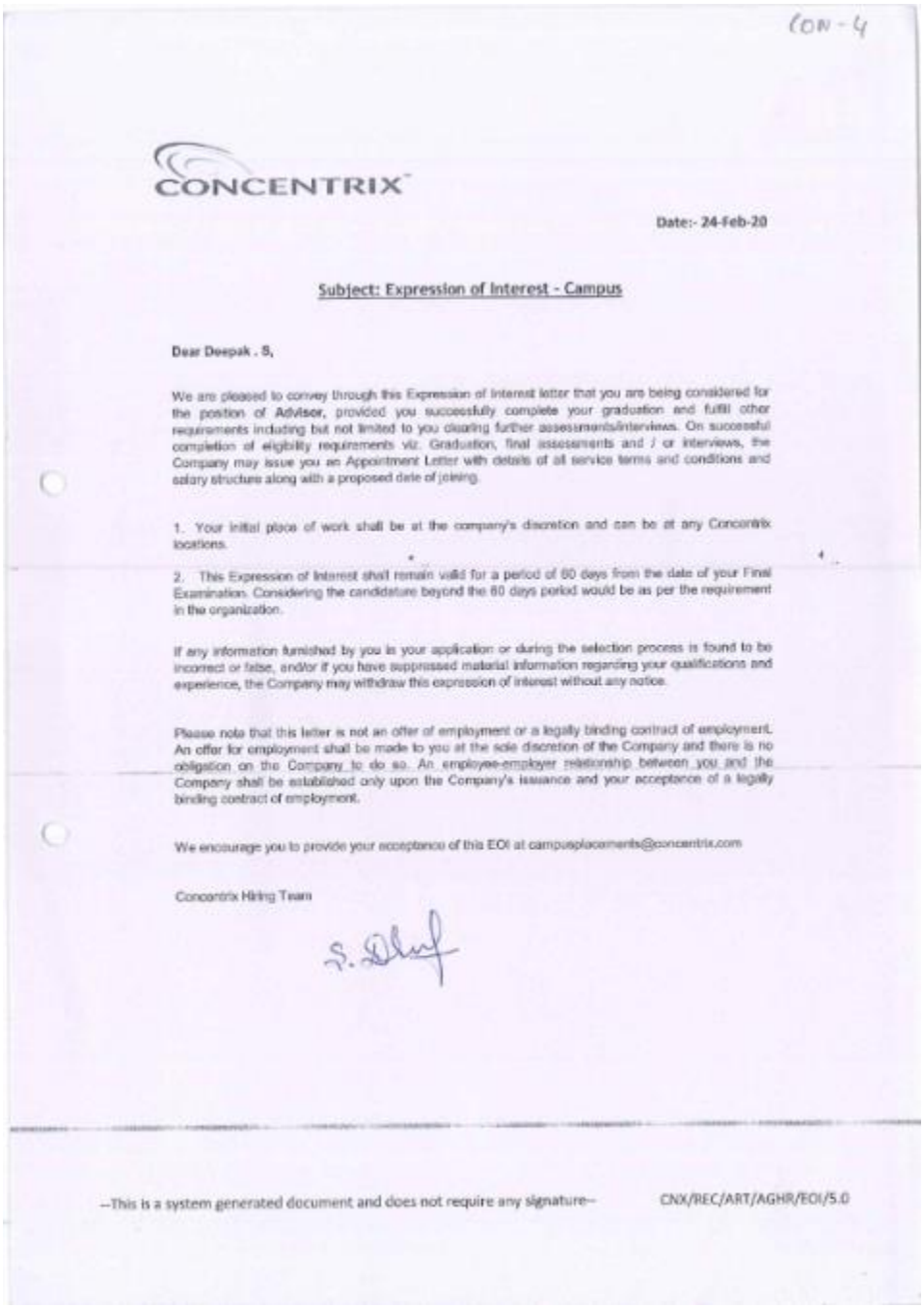
DEEPAK S – CONCENTRIX



CON - 4

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Deepak . S,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com

Concentrix Hiring Team

S. Dhuf

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GOKULA KRISHNAN – CONCENTRIX

CON - C

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Gokula Krishnan,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team

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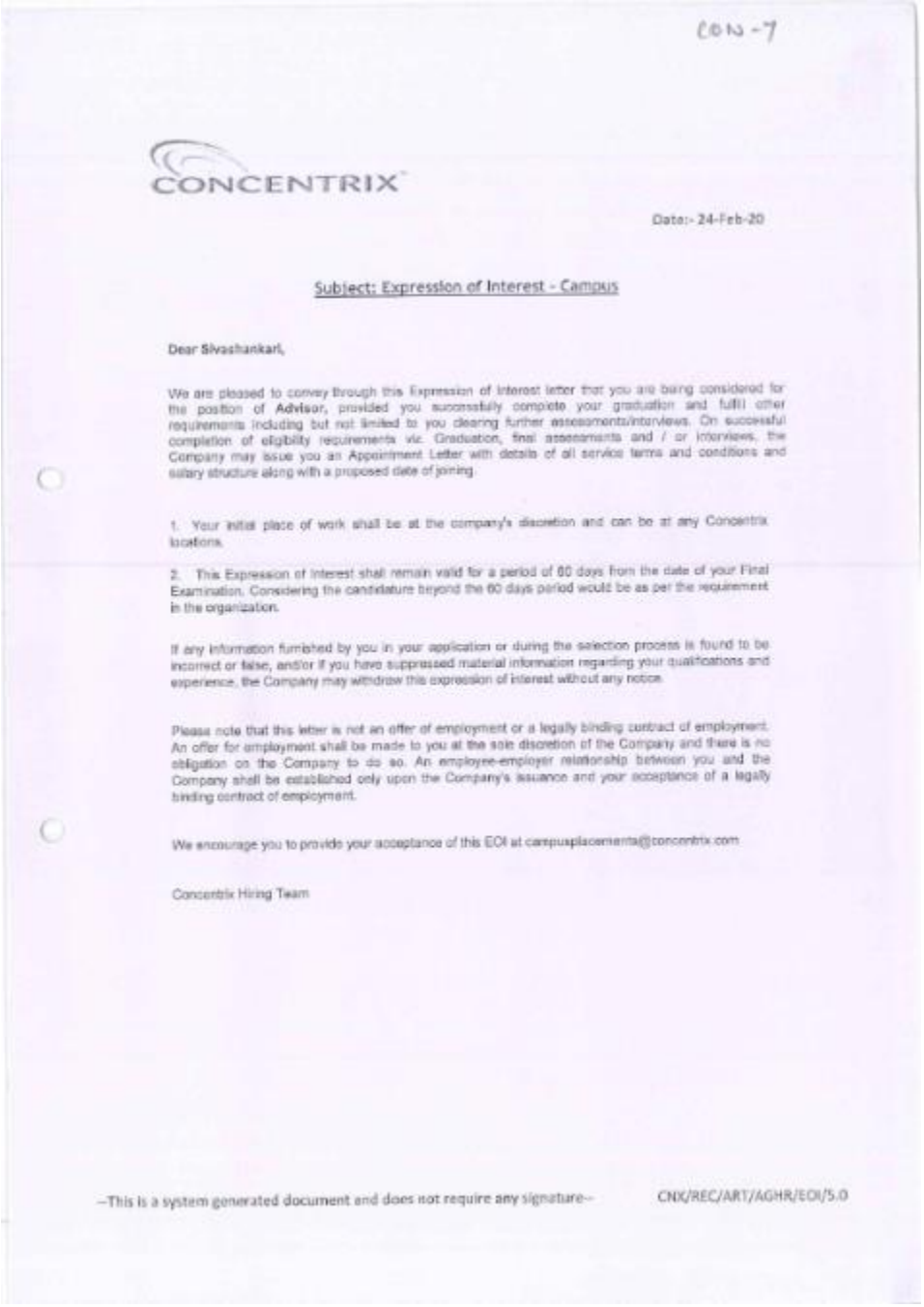
SIVASHANKARI – CONCENTRIX



CON-7

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sivashankari,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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MOHANKUMAR – CONCENTRIX

CON - 8

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Mohan Kumar,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team

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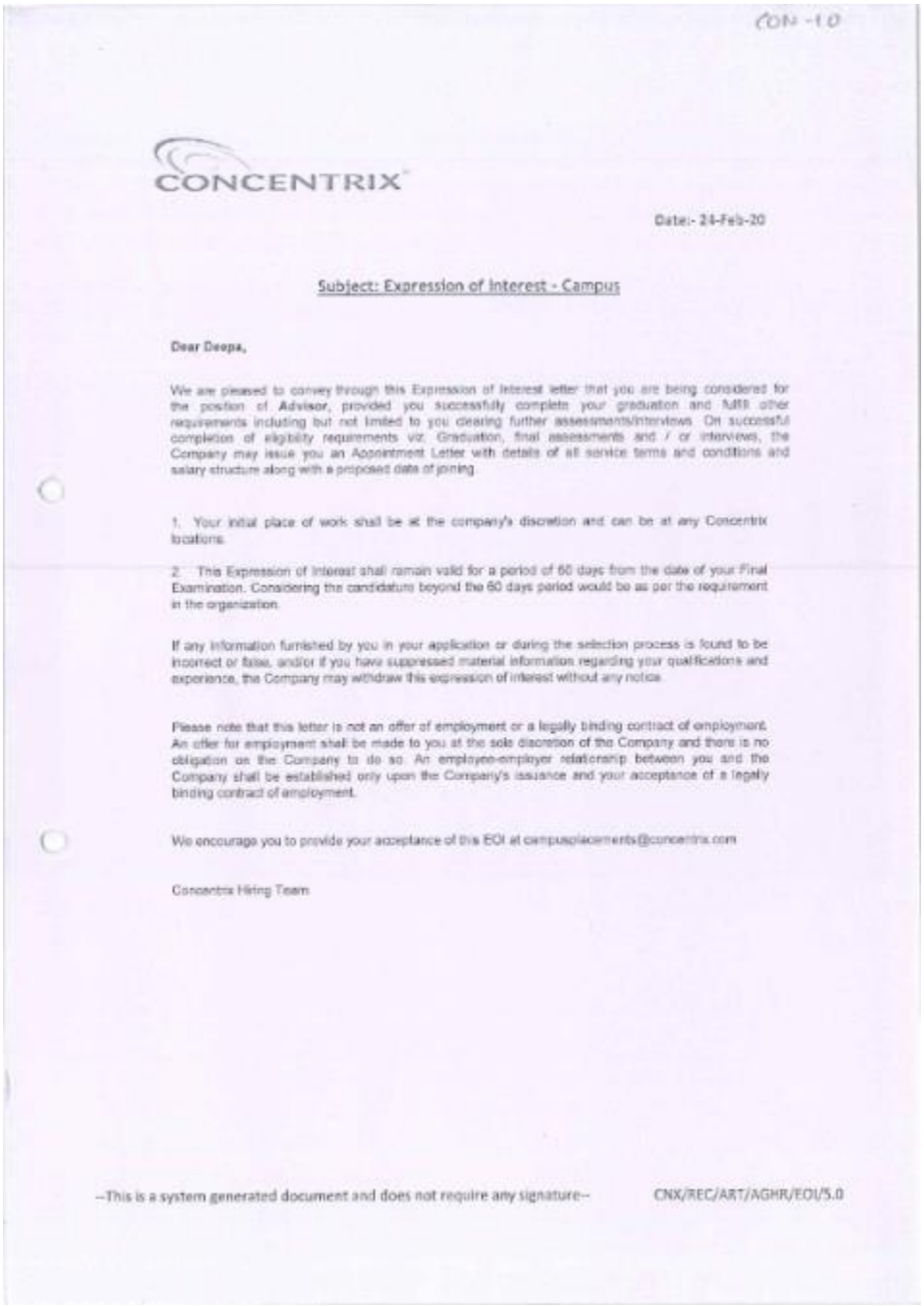
DEEPA – CONCENTRIX



CON -10

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Deepa,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team

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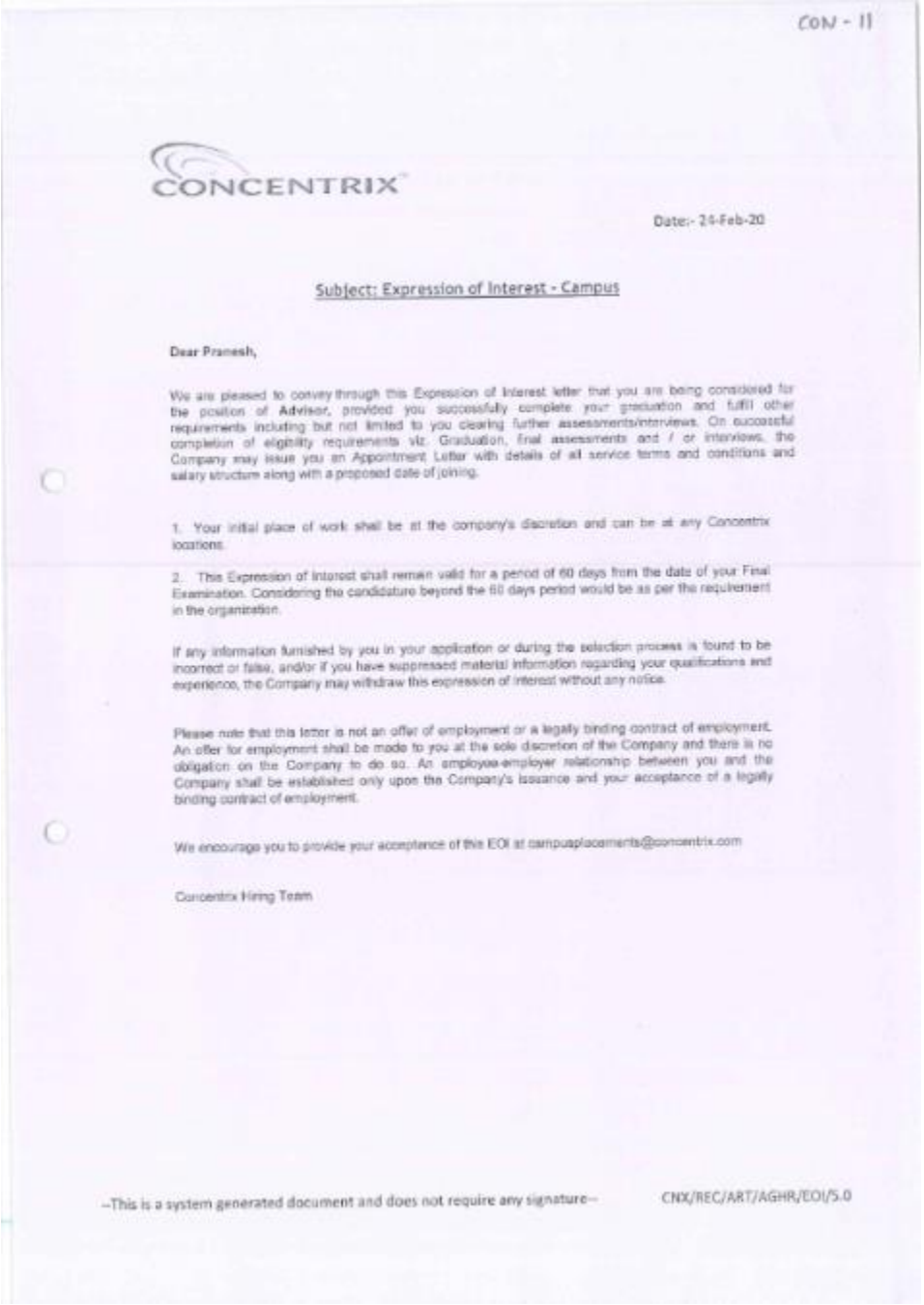
PRANESH – CONCENTRIX



CON - 11

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Pranesh,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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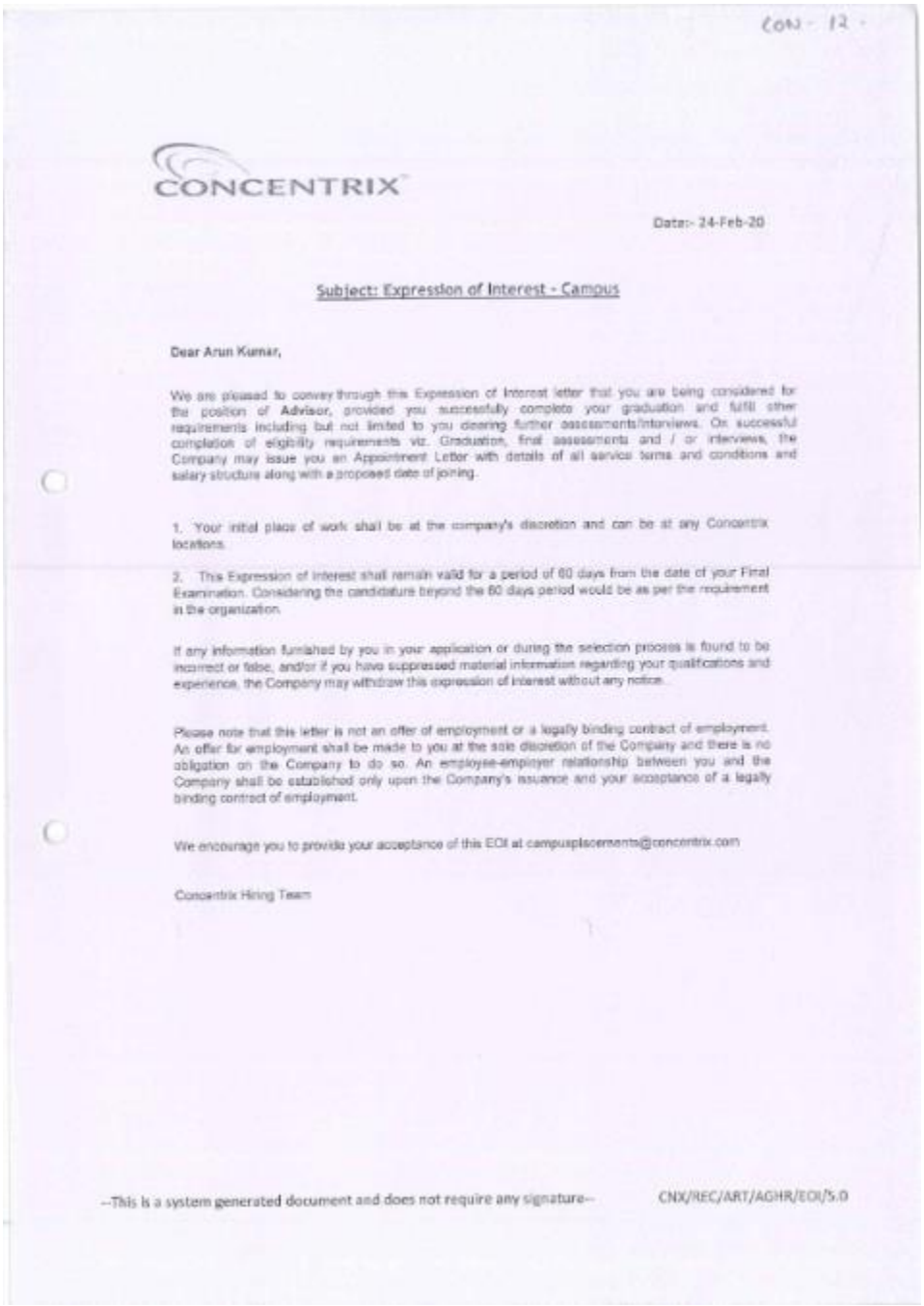
ARUNKUMAR – CONCENTRIX



CON - 12 -

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Arun Kumar,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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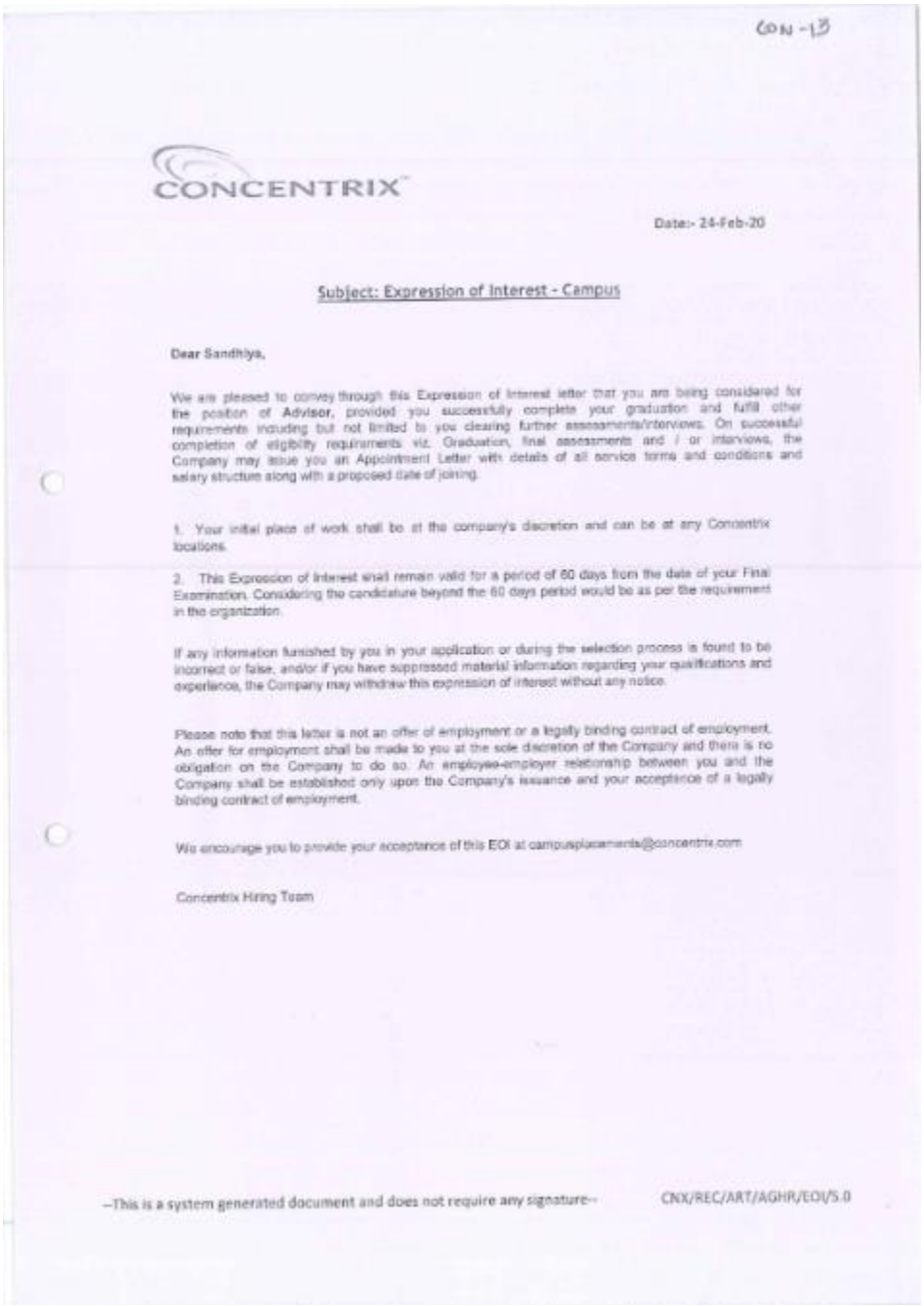
SANDHIYA – CONCENTRIX



CON -13

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sandhiya,

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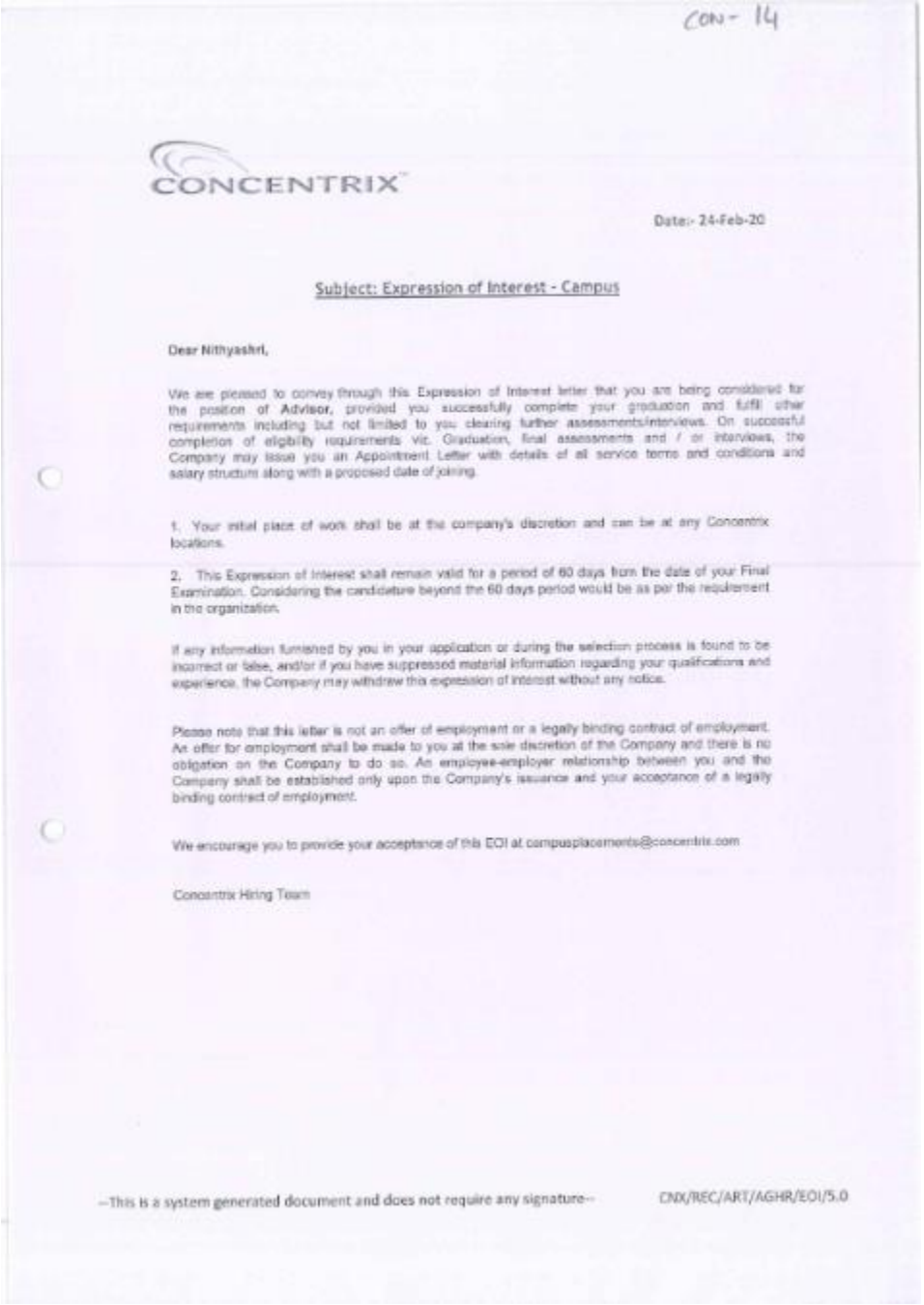
NITHYASHRI – CONCENTRIX



CON- 14

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Nithyashri,

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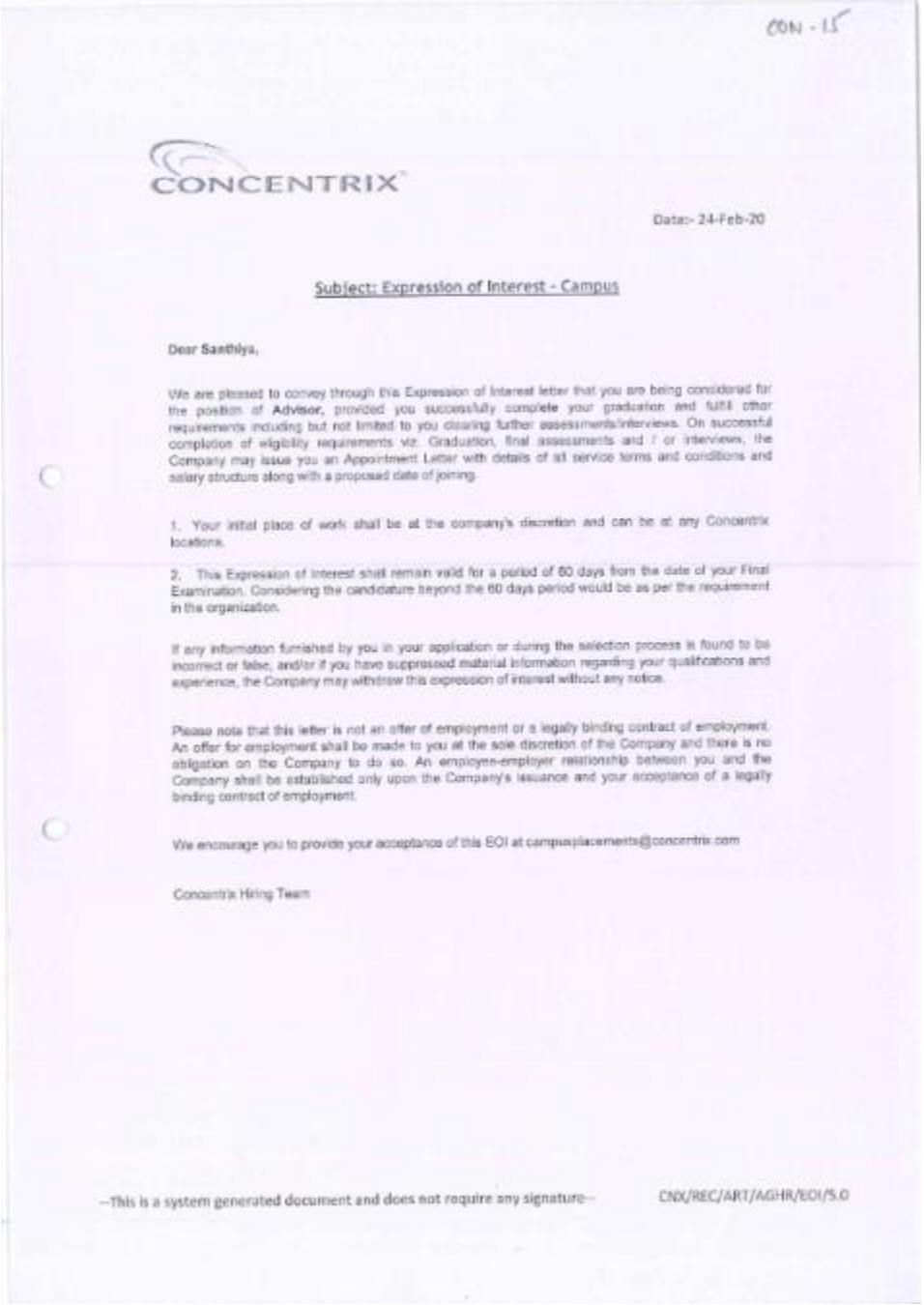
SANDHIYA – CONCENTRIX



CON - 15

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Santhiya,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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DHARANISH – CONCENTRIX

CON-16

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Dharanish,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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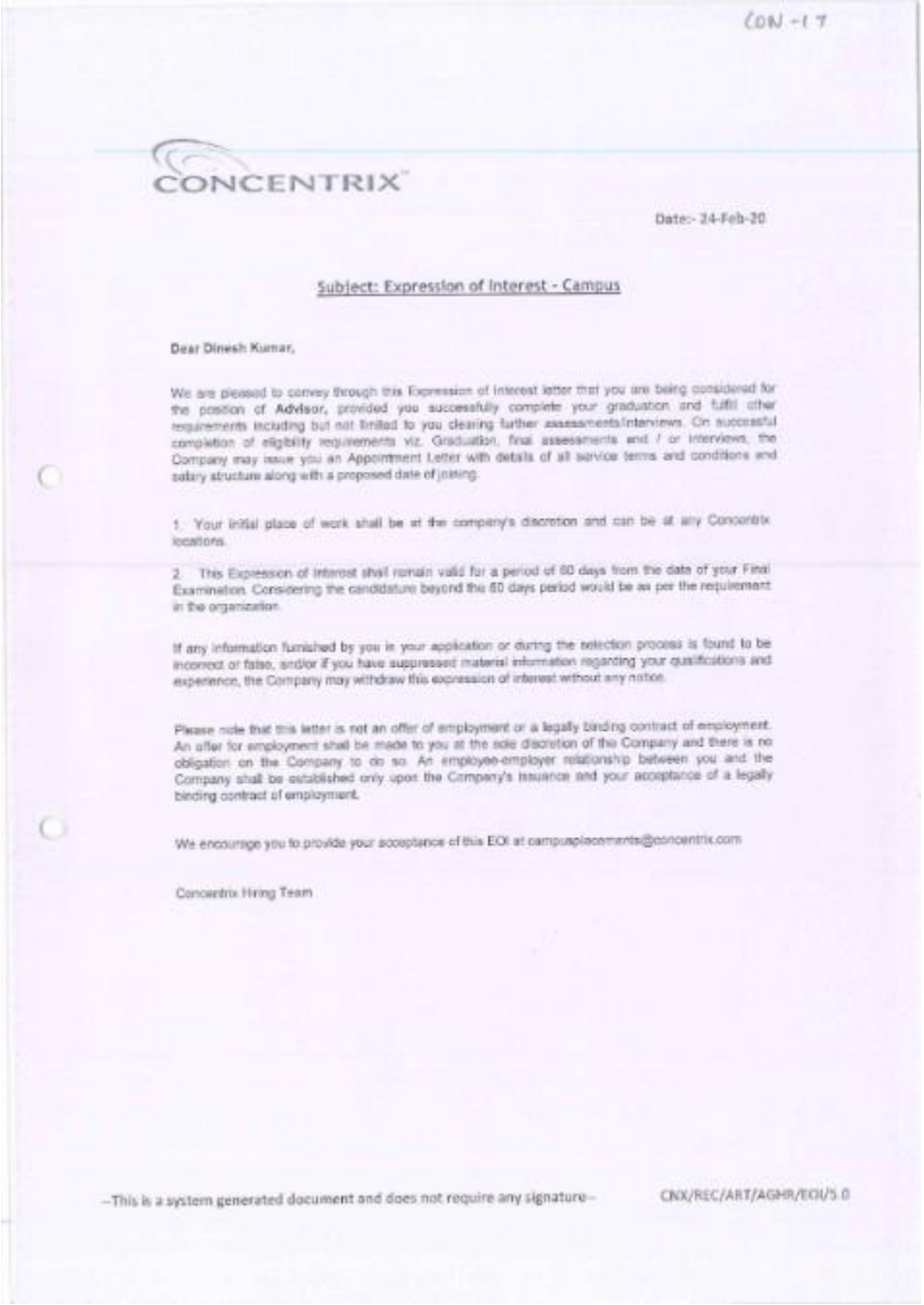
DINESH KUMAR – CONCENTRIX



CDN-17

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Dinesh Kumar,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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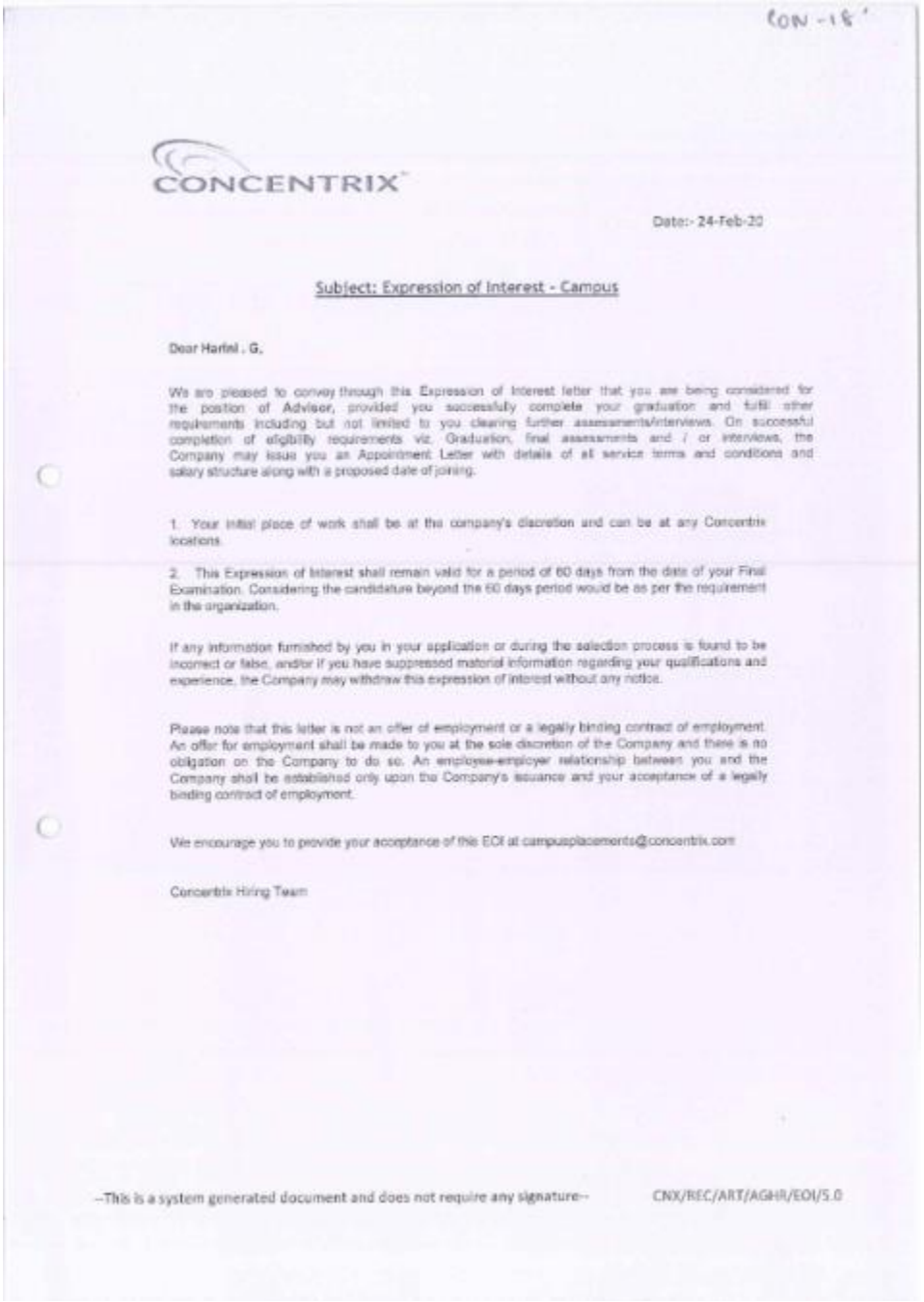
HARINI G – CONCENTRIX



CON-16

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Harini . G,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of Adviser, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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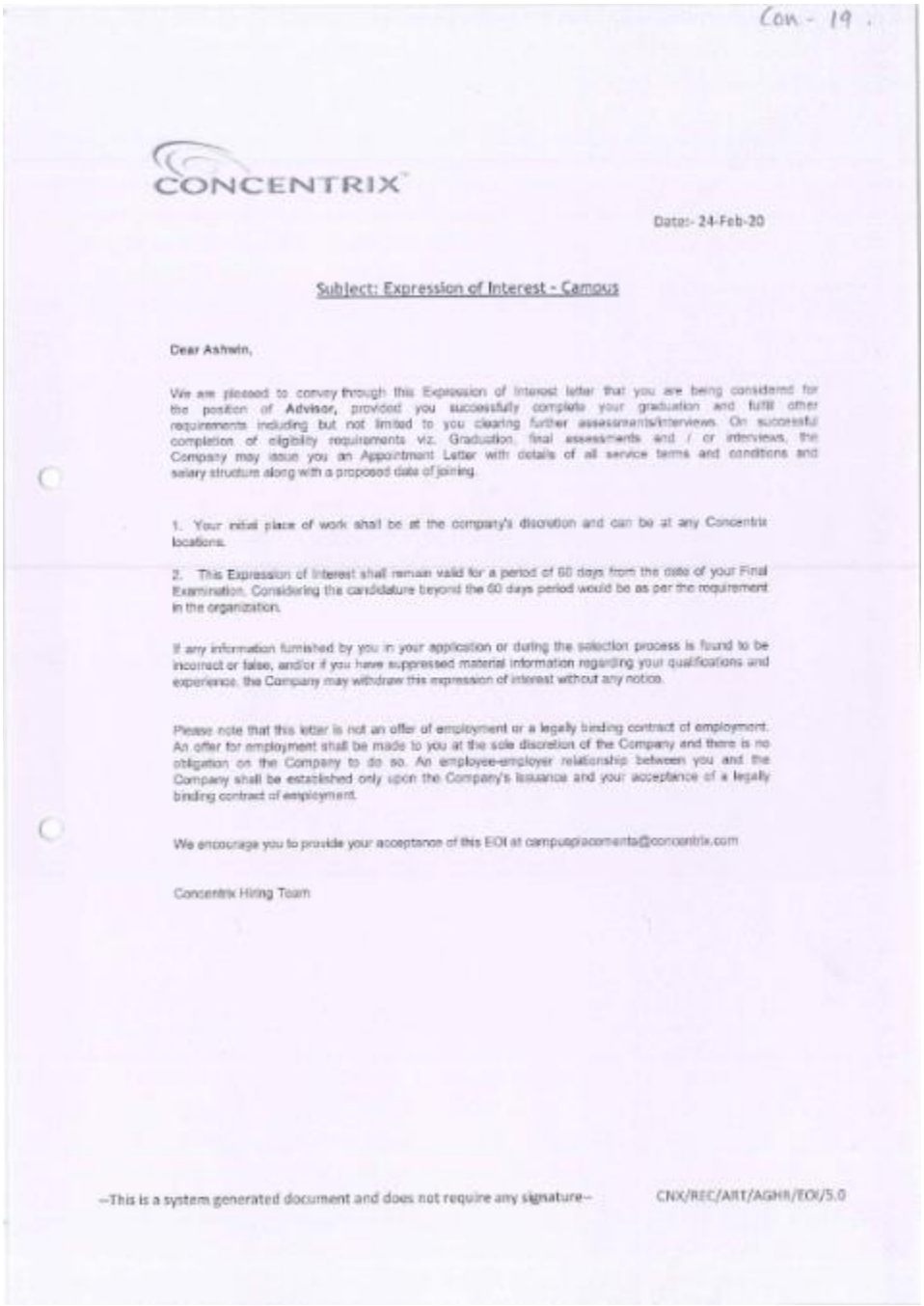
ASHWIN – CONCENTRIX



Con - 19.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Ashwin,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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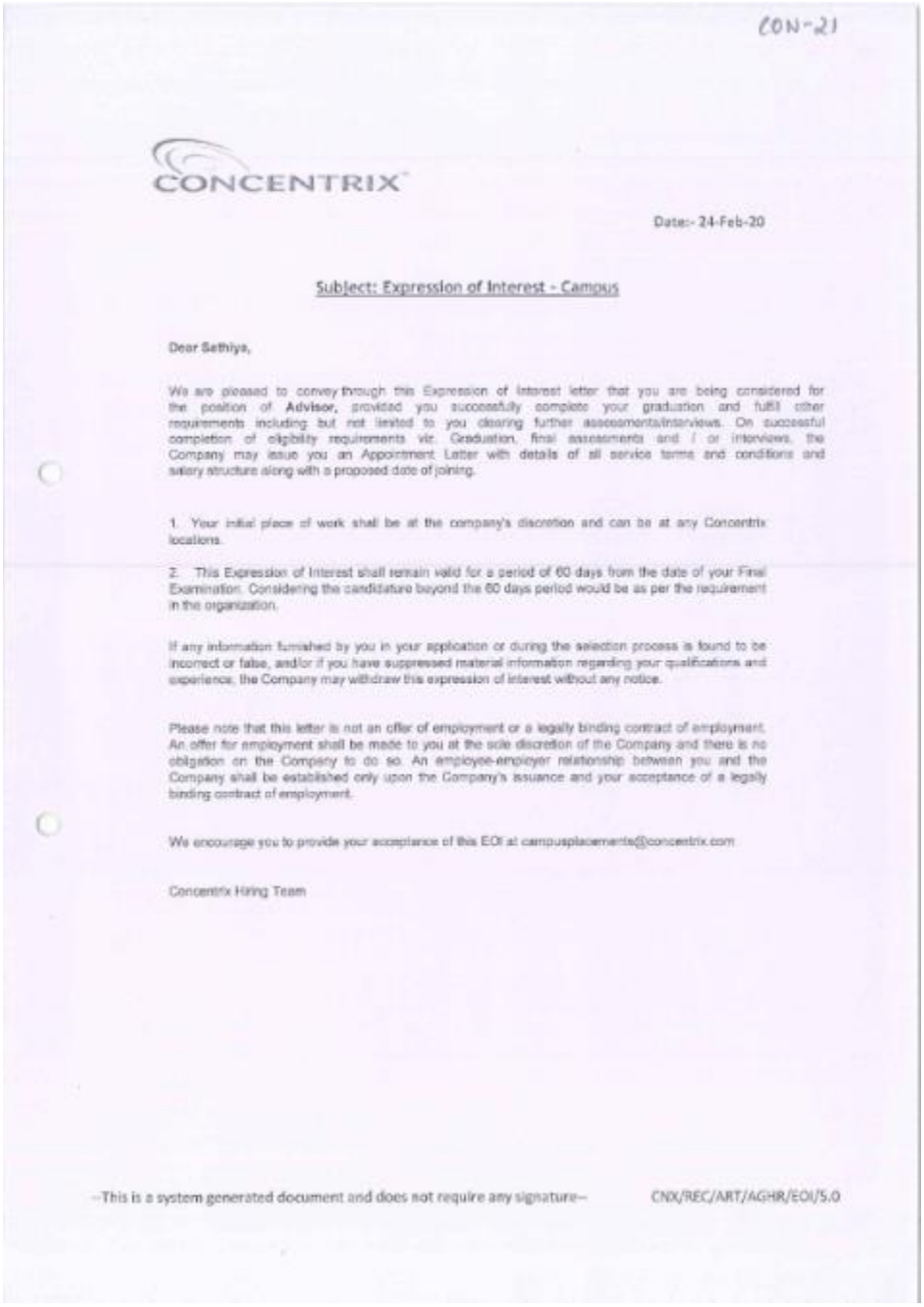
SATHIYA – CONCENTRIX



CON-21

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sathiya,

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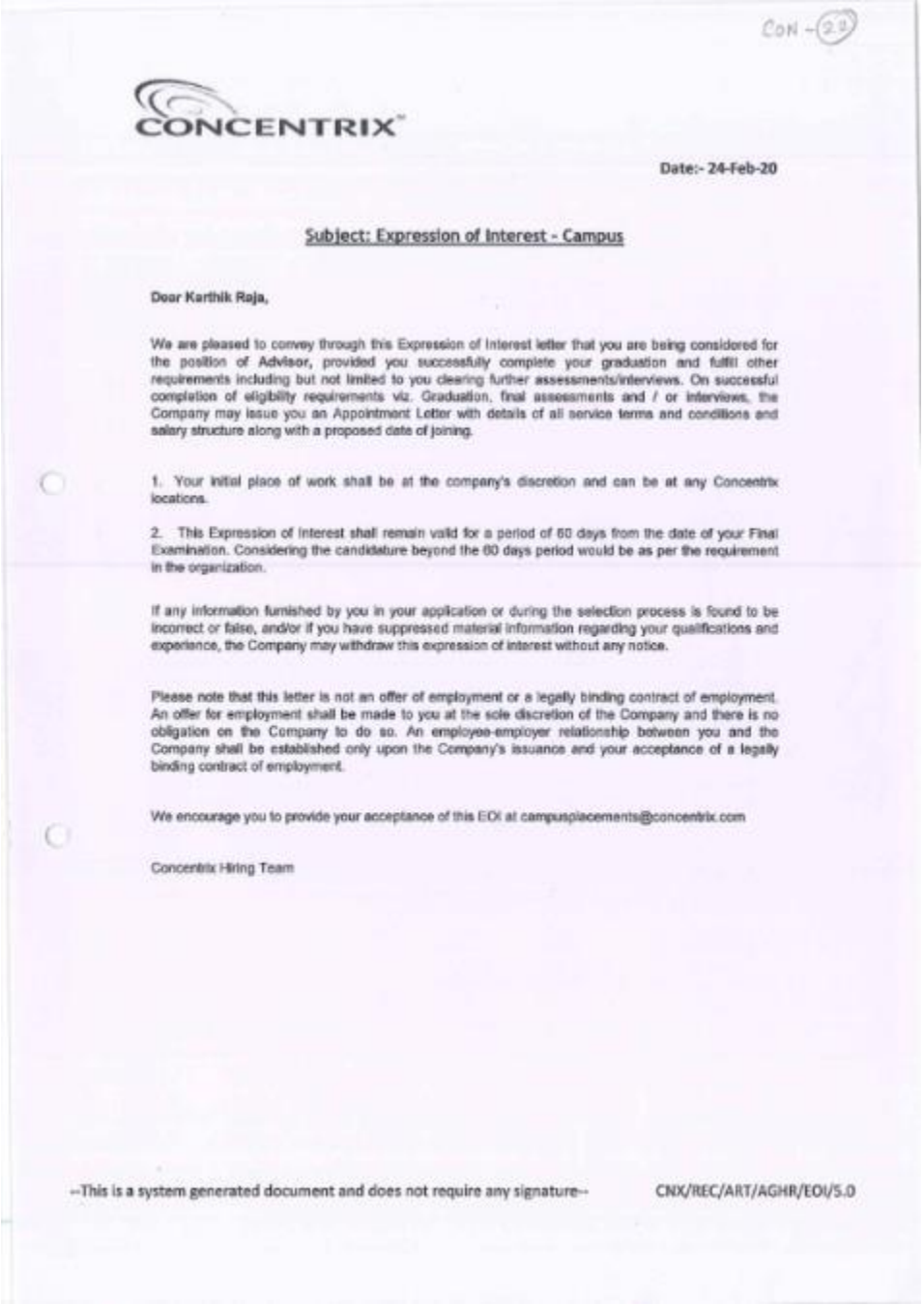
KARTHIK RAJA – CONCENTRIX



CON – 29

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Karthik Raja,

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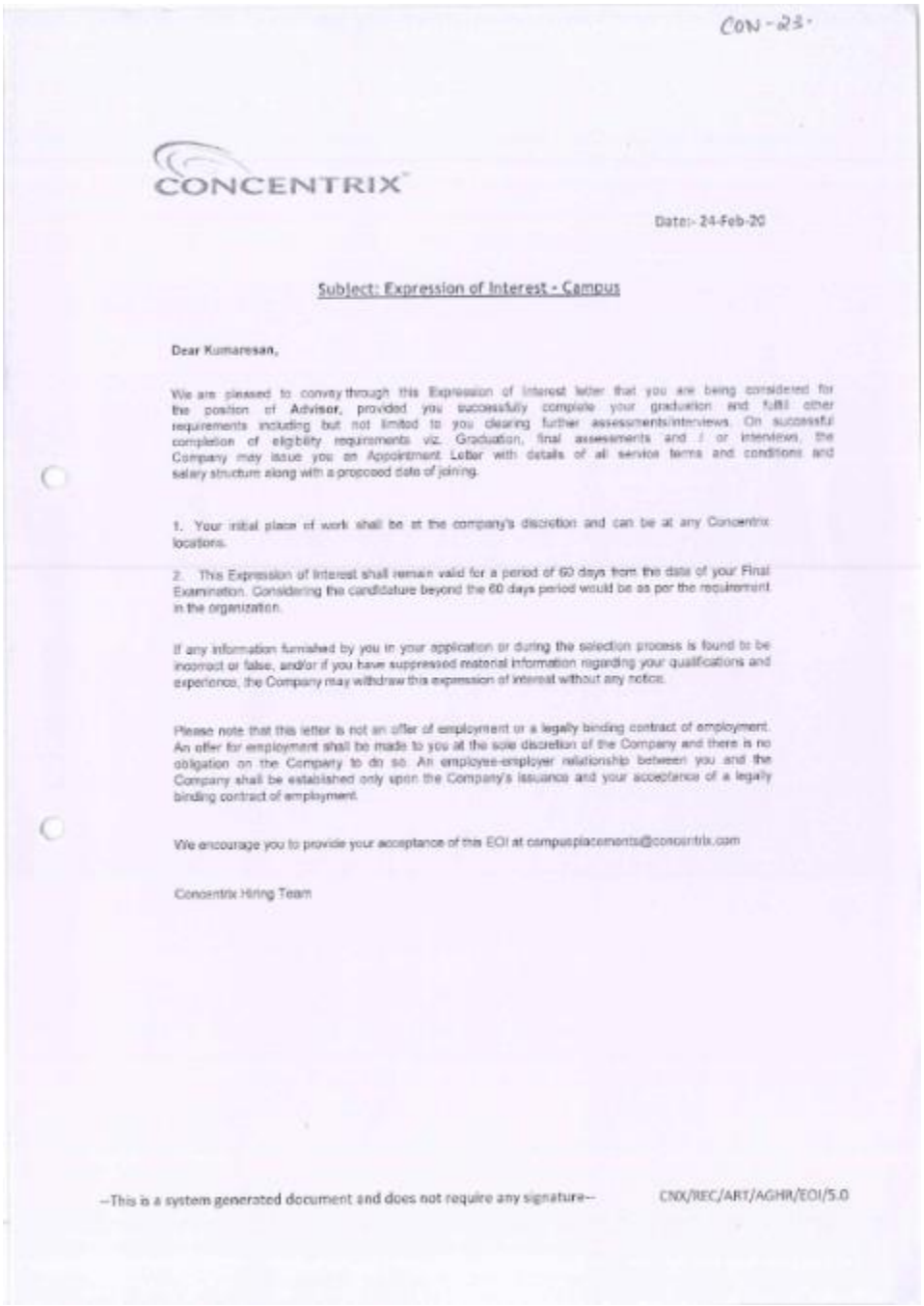
KUMARESAN – CONCENTRIX



CON-23

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Kumaresan,

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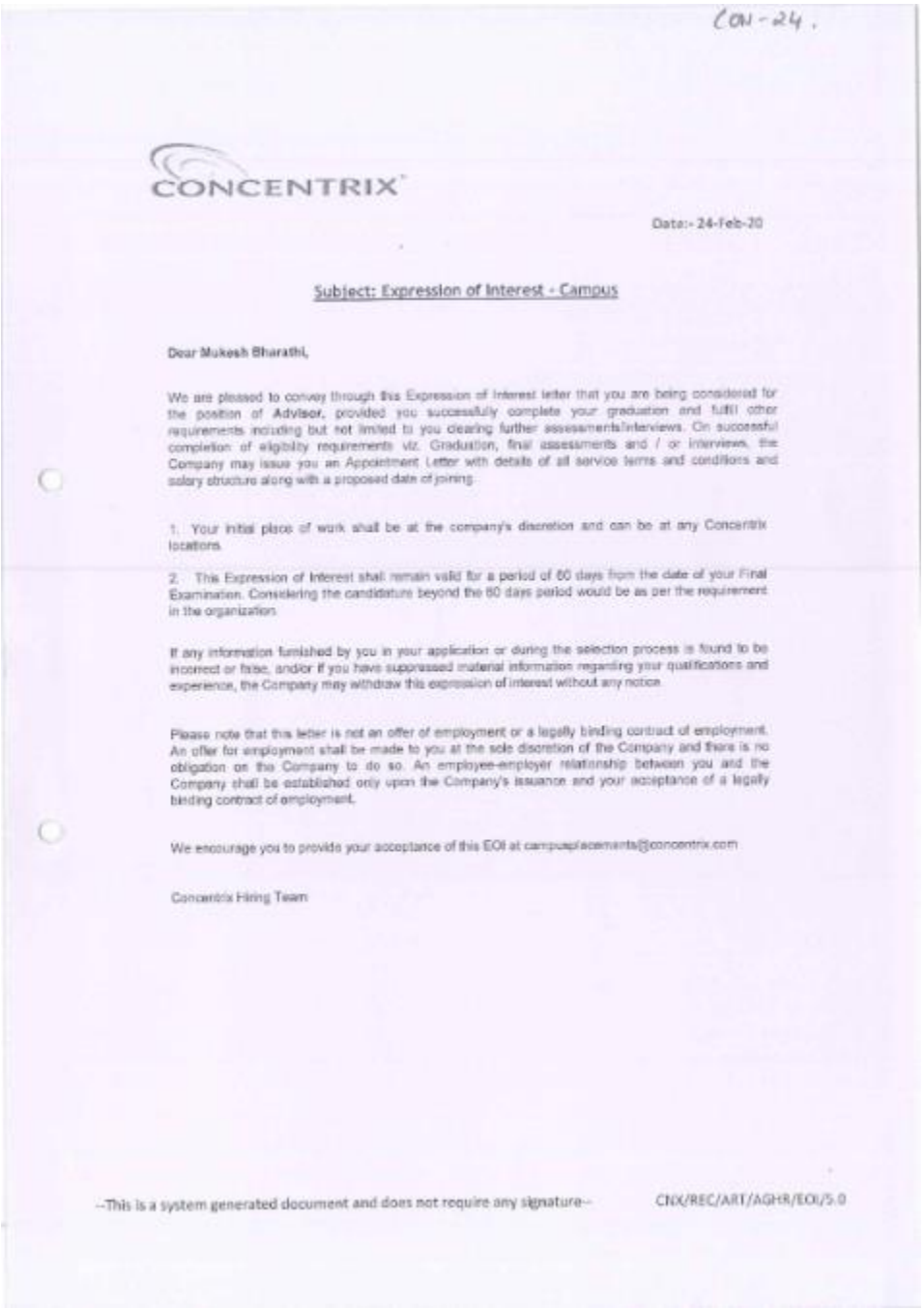
MUKESH BHARATHI – CONCENTRIX



CON-24.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Mukesh Bharathi,

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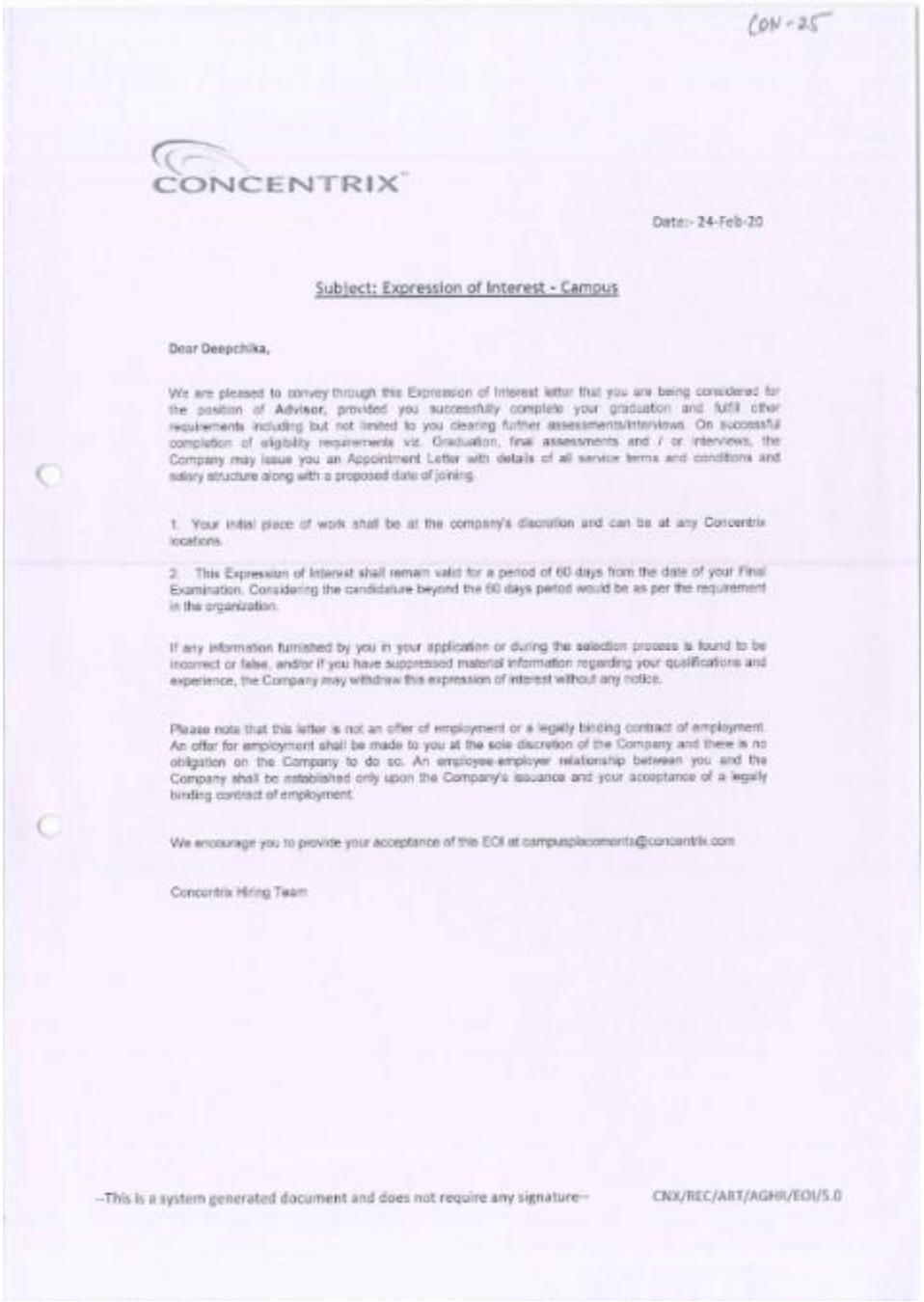
DEEPCHIKA – CONCENTRIX



CON-25

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Deepchika,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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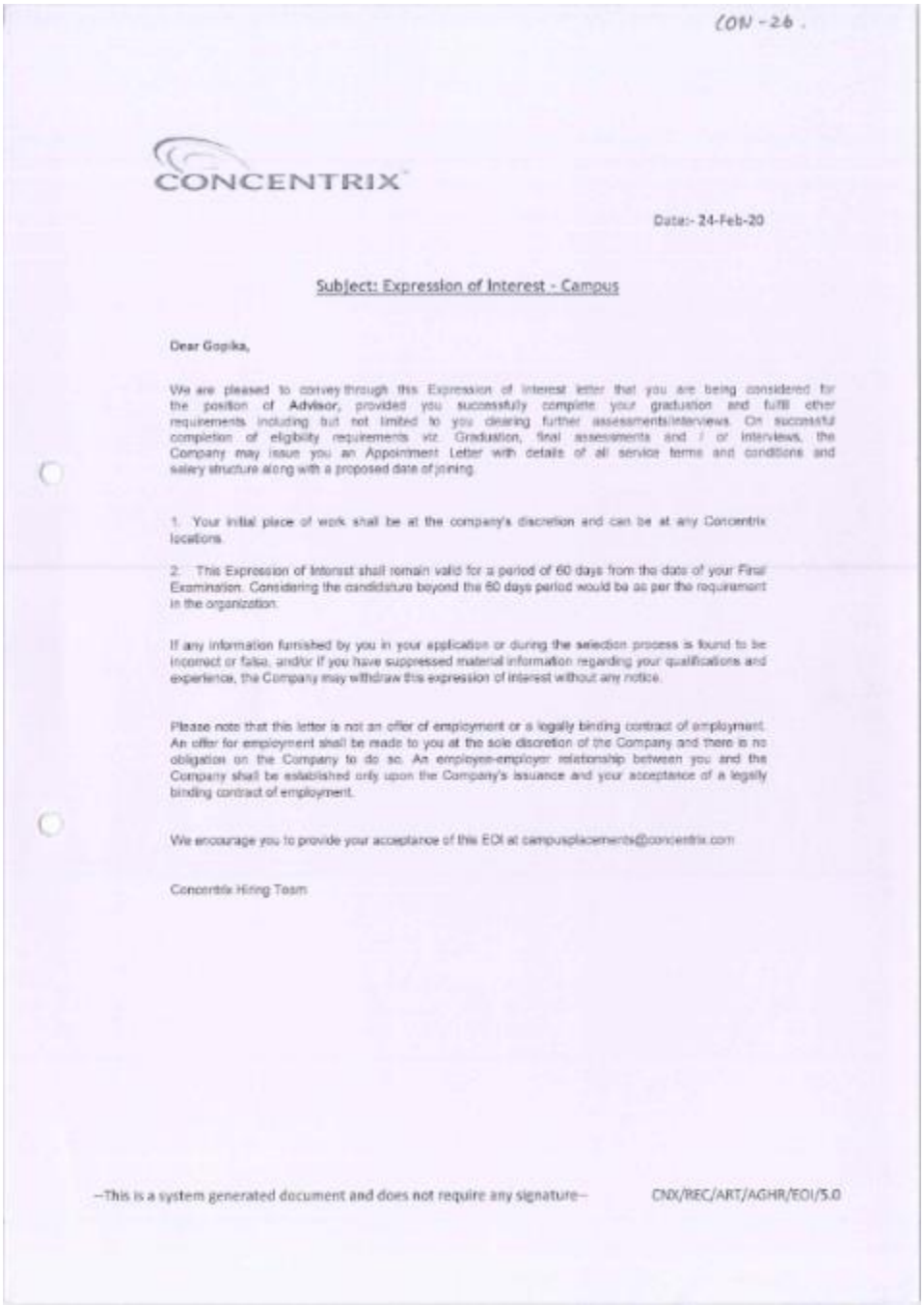
GOPIKA – CONCENTRIX



CON-26.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Gopika,

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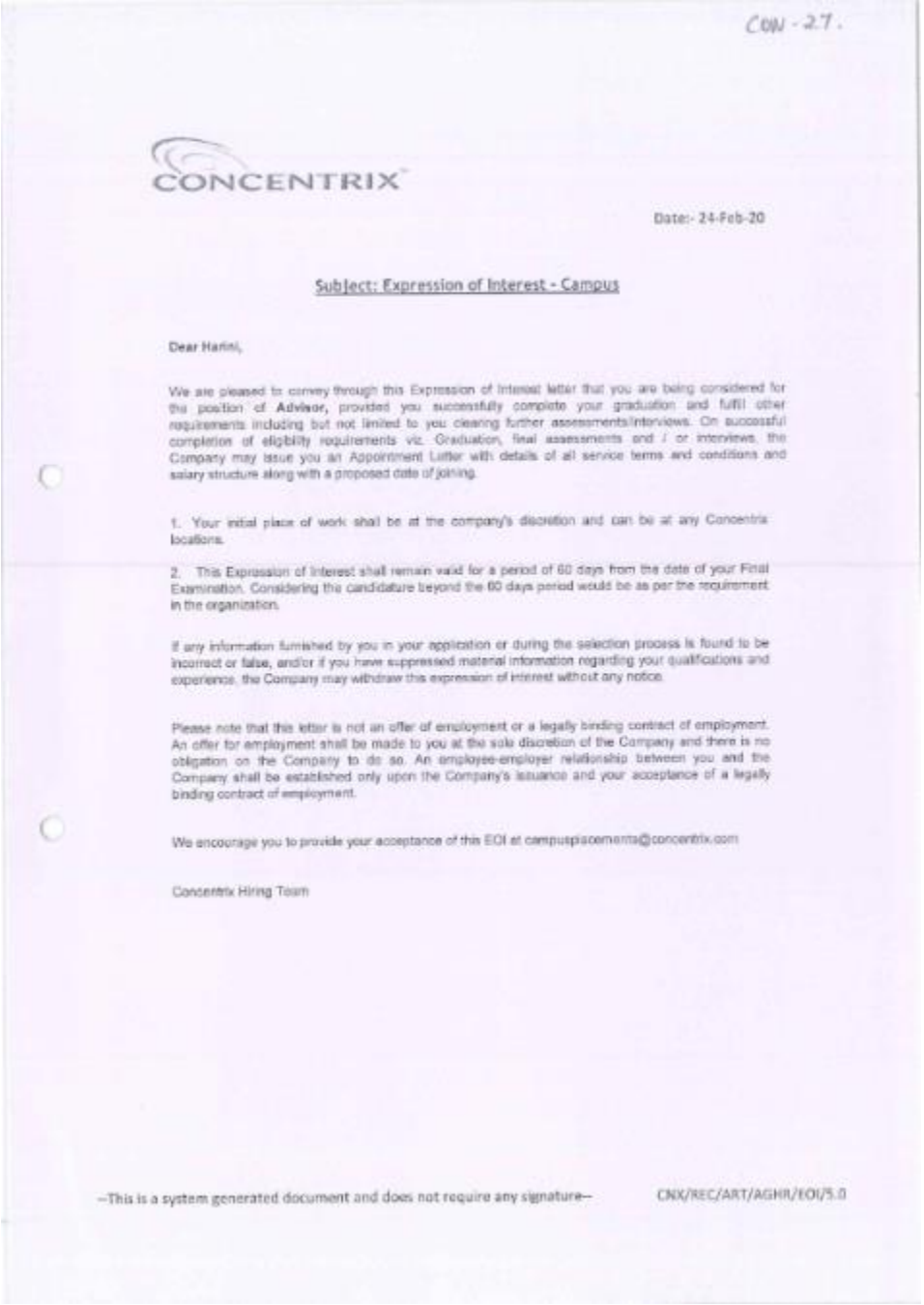
HARINI – CONCENTRIX



CON - 27.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Harini,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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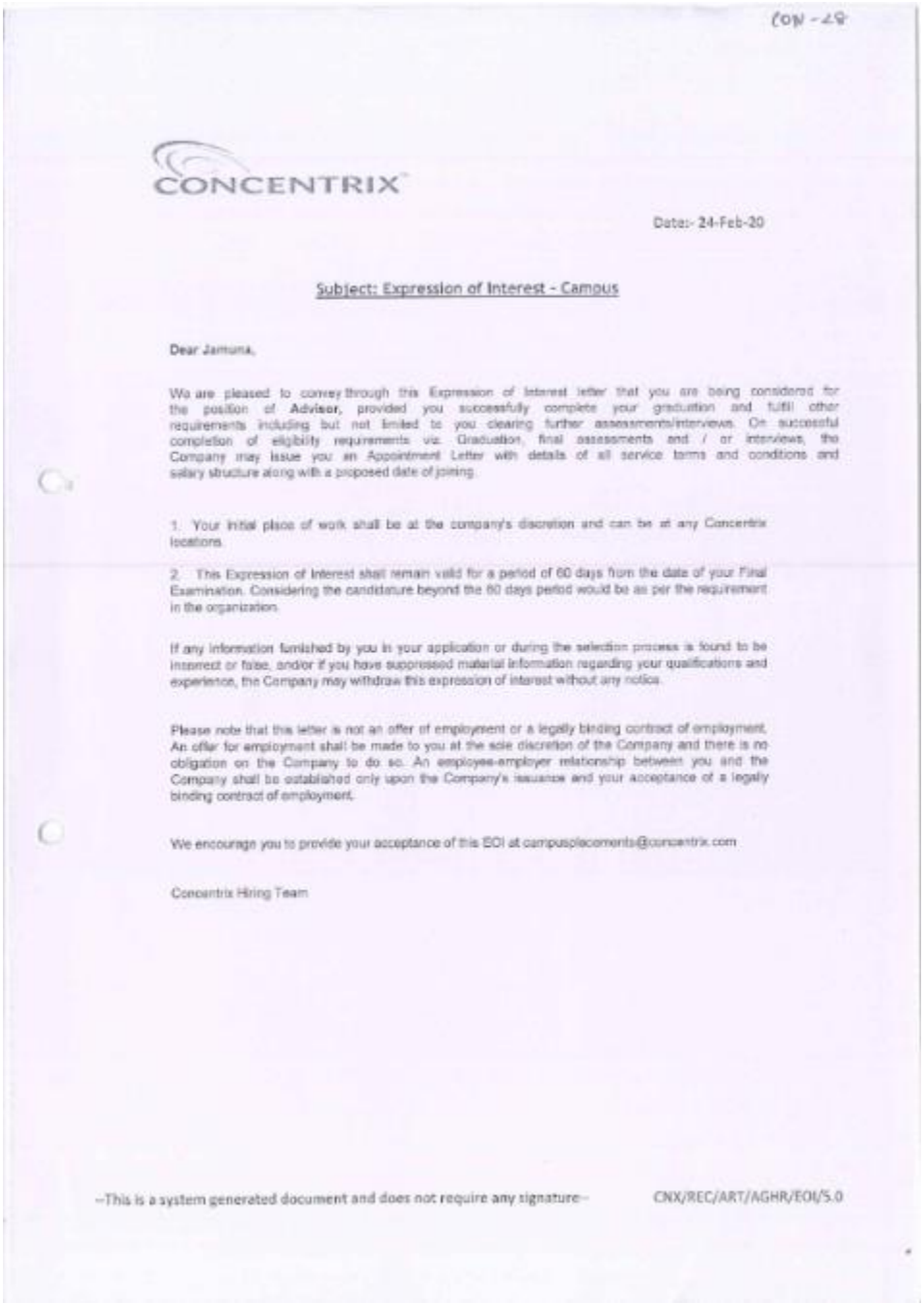
JAMUNA – CONCENTRIX



CON - 29

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Jamuna,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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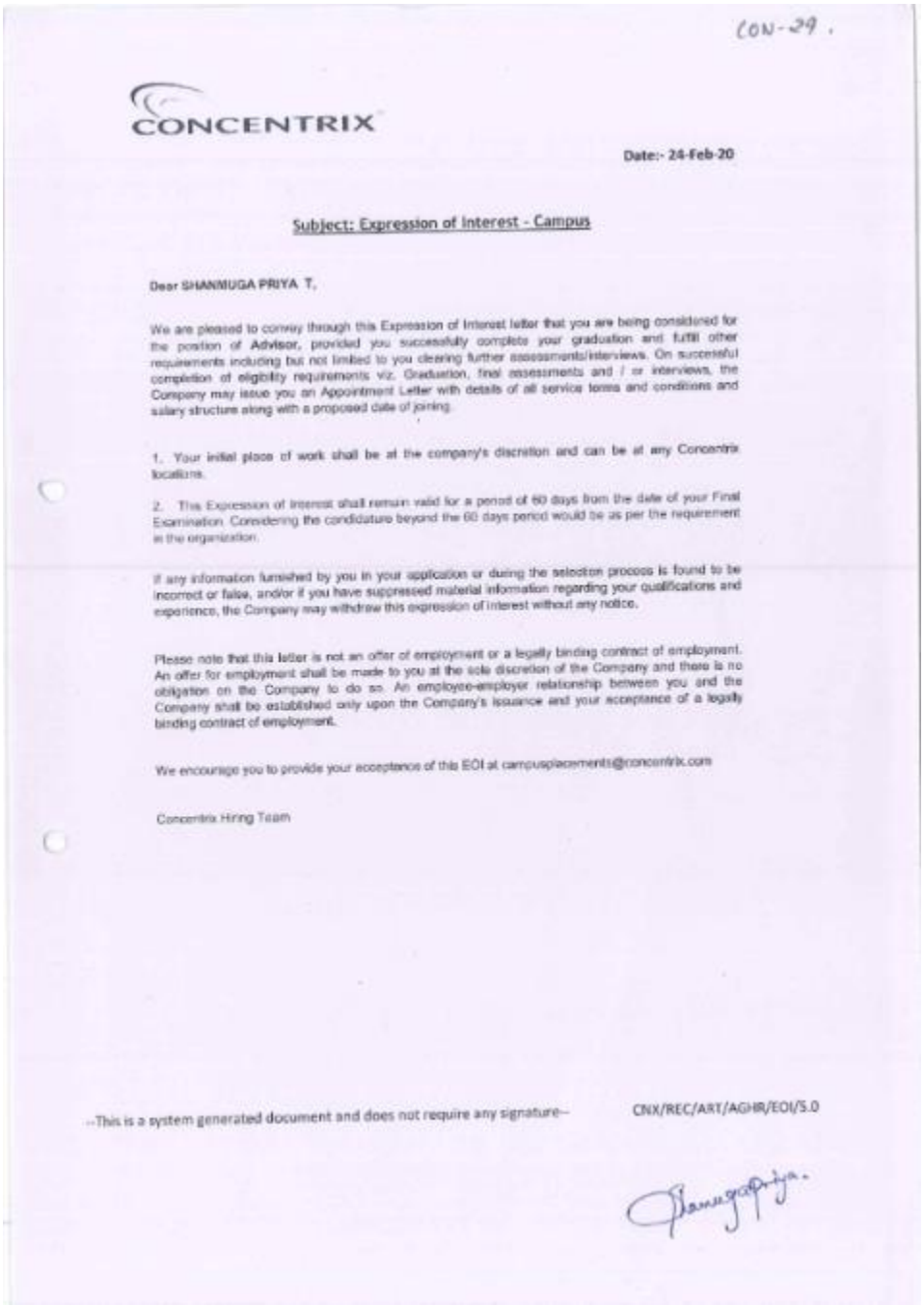
SHANMUGA PRIYA T – CONCENTRIX



CON-29.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear SHANMUGA PRIYA T,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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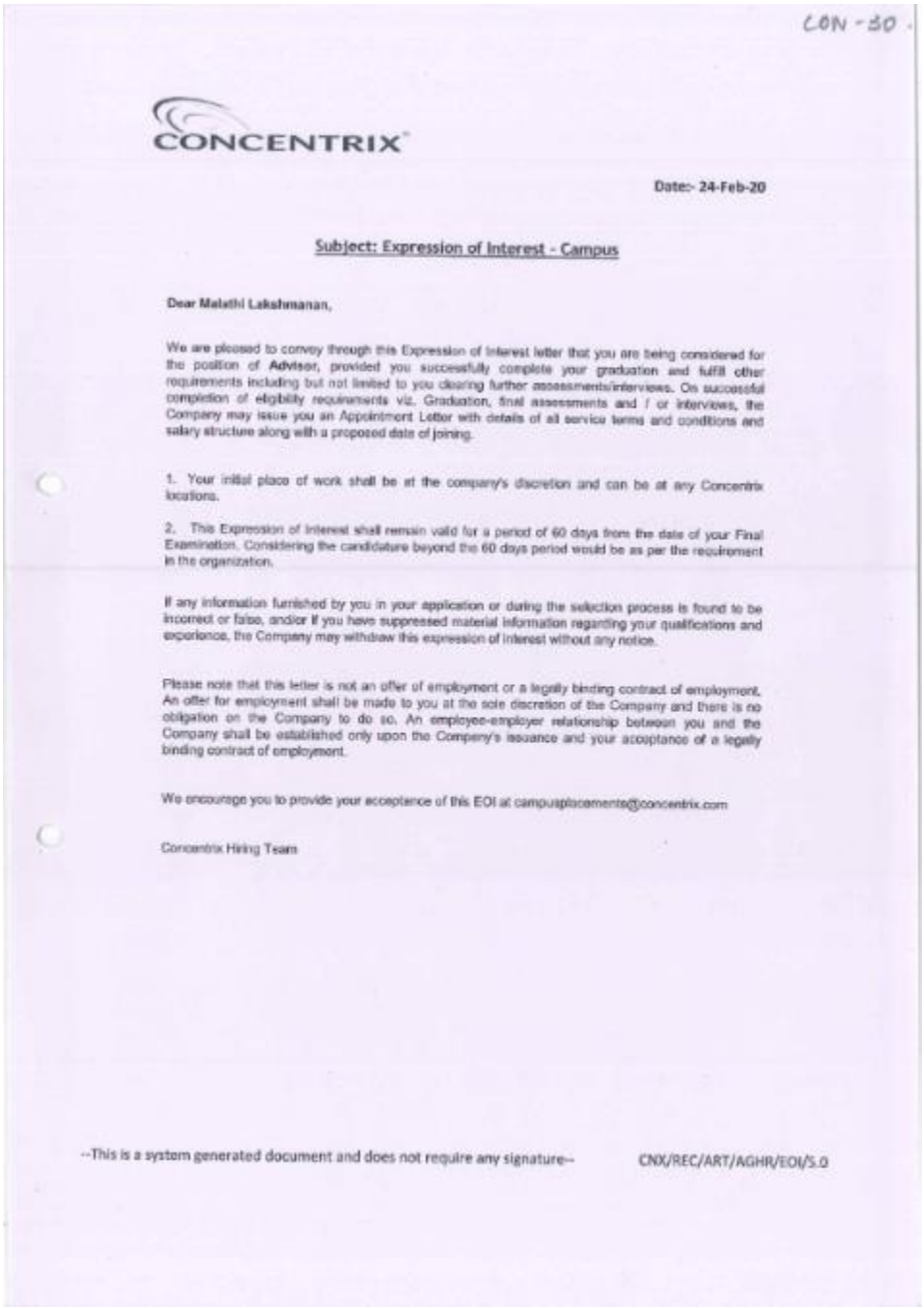
Shanmugapriya.

MALATHI LAKSHMANAN – CONCENTRIX



CON - 30

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Malathi Lakshmanan,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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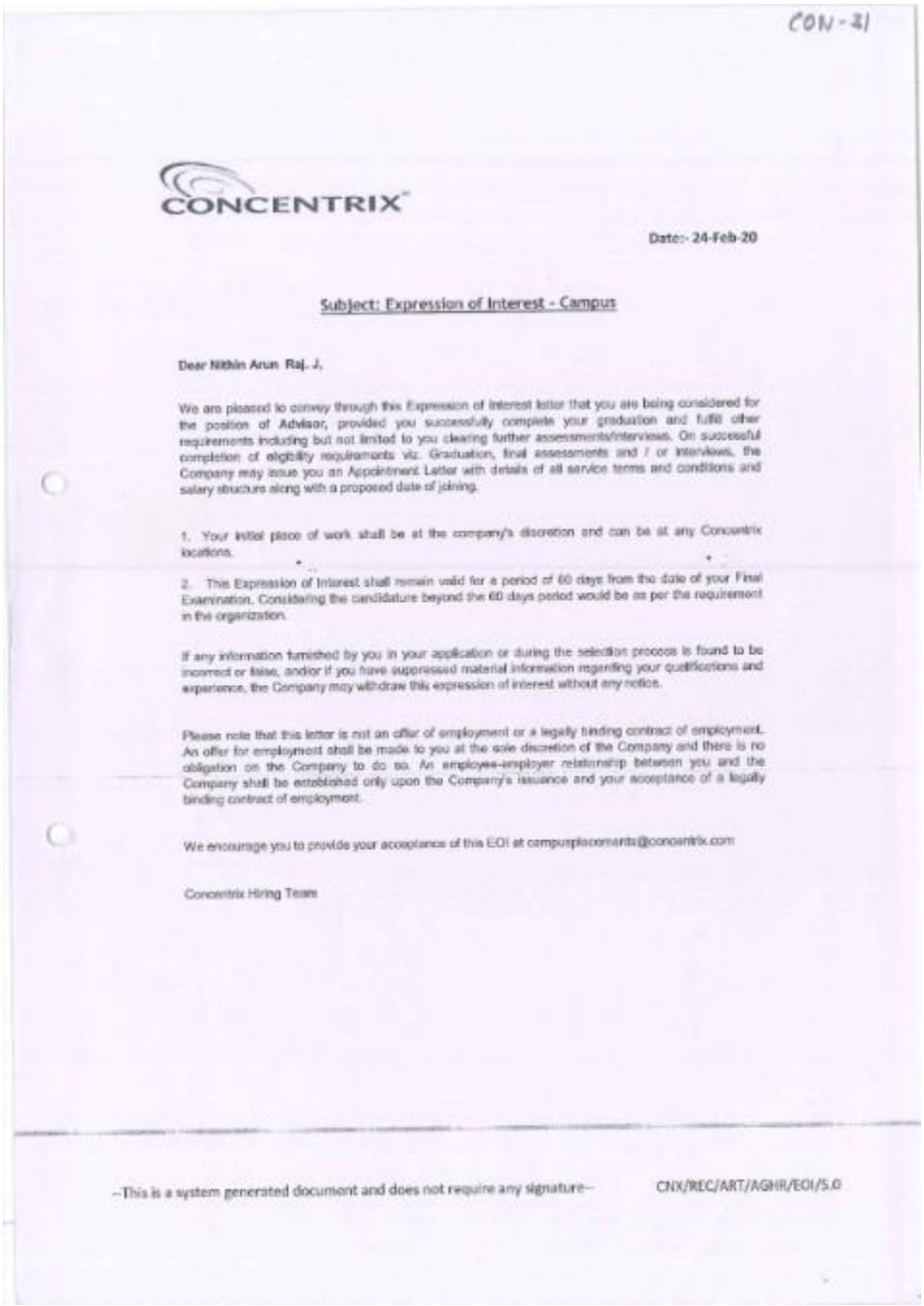
NITHIN ARUN RAJ J – CONCENTRIX



CON-21

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Nithin Arun Raj. J,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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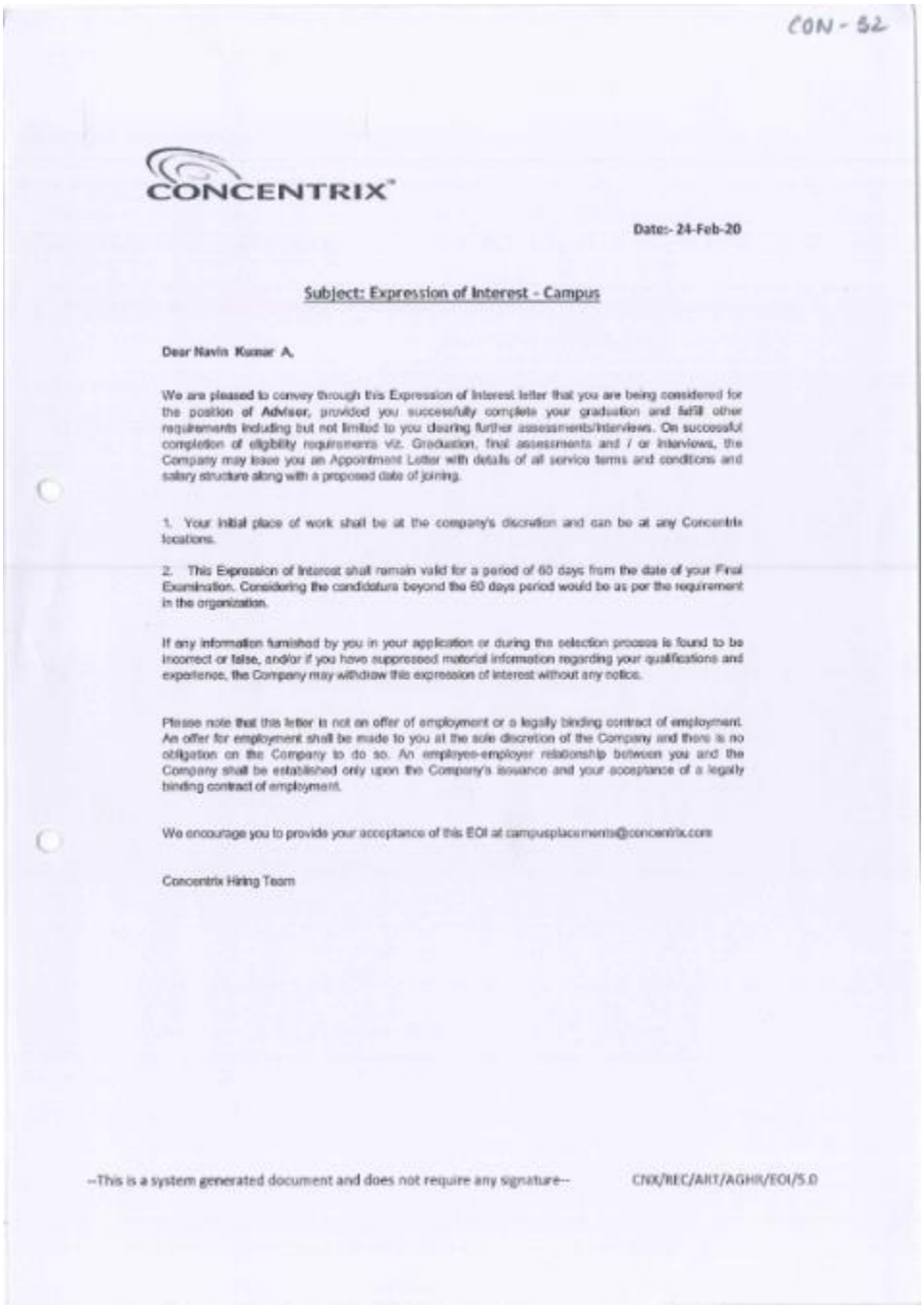
NAVIN KUMAR A – CONCENTRIX



CON - 52

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Navin Kumar A,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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DINESH K K – CONCENTRIX

CON - 85
BPS

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Dinesh KK,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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R. R.

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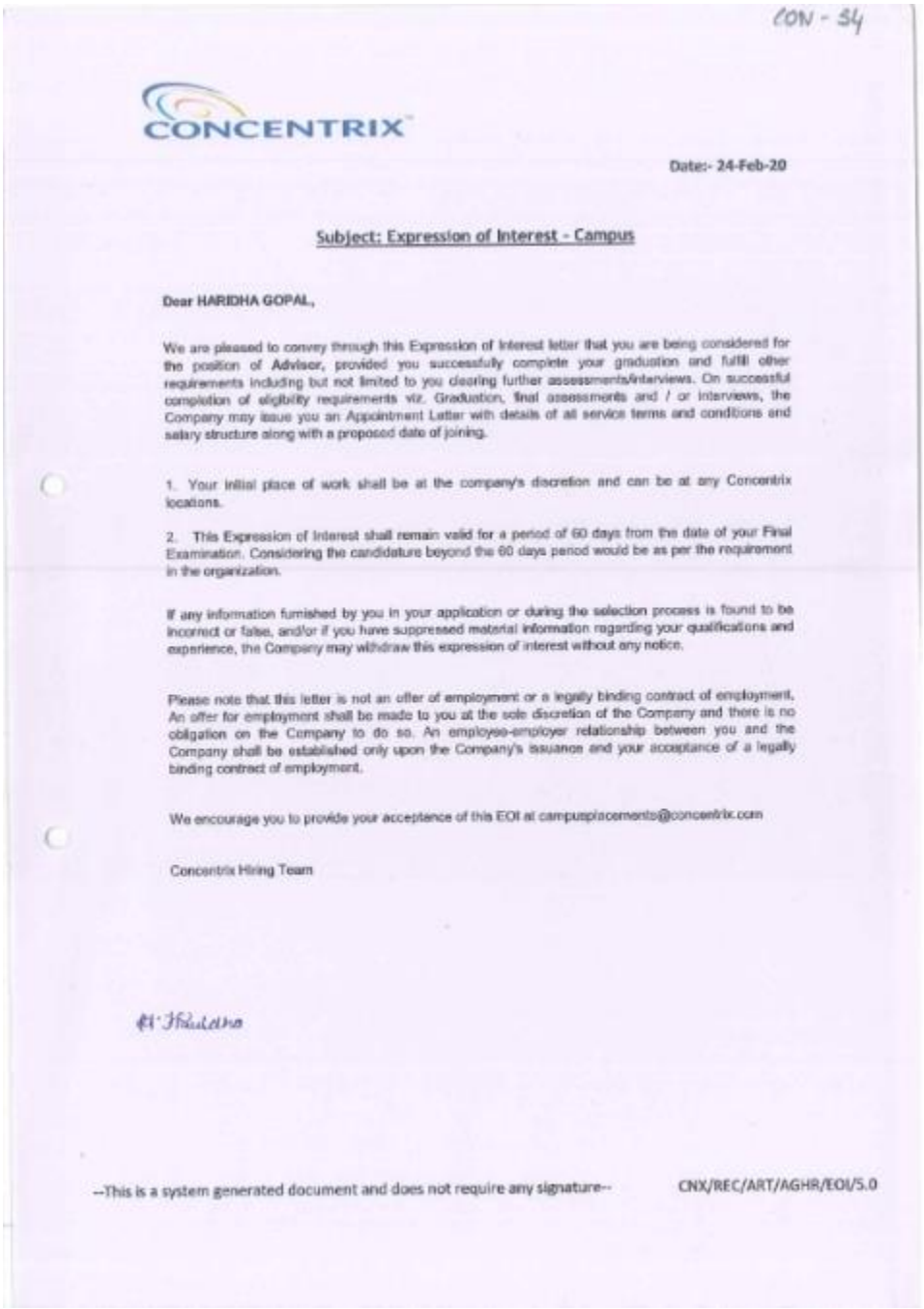
HARIDHA GOPAL – CONCENTRIX



CON - 54

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear HARIDHA GOPAL,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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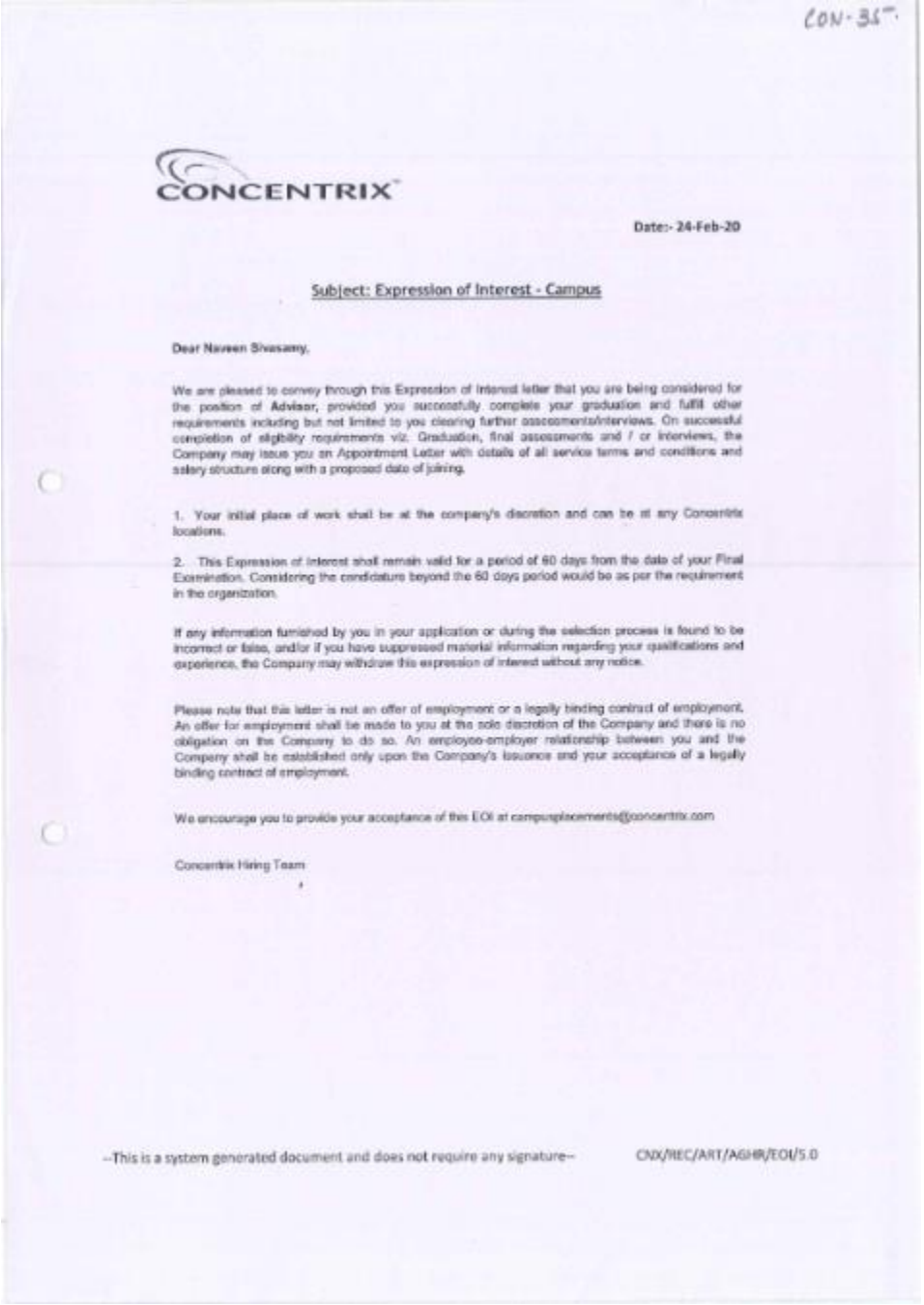
NAVEEN SIVASAMY – CONCENTRIX



CON-36

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Naveen Sivasamy,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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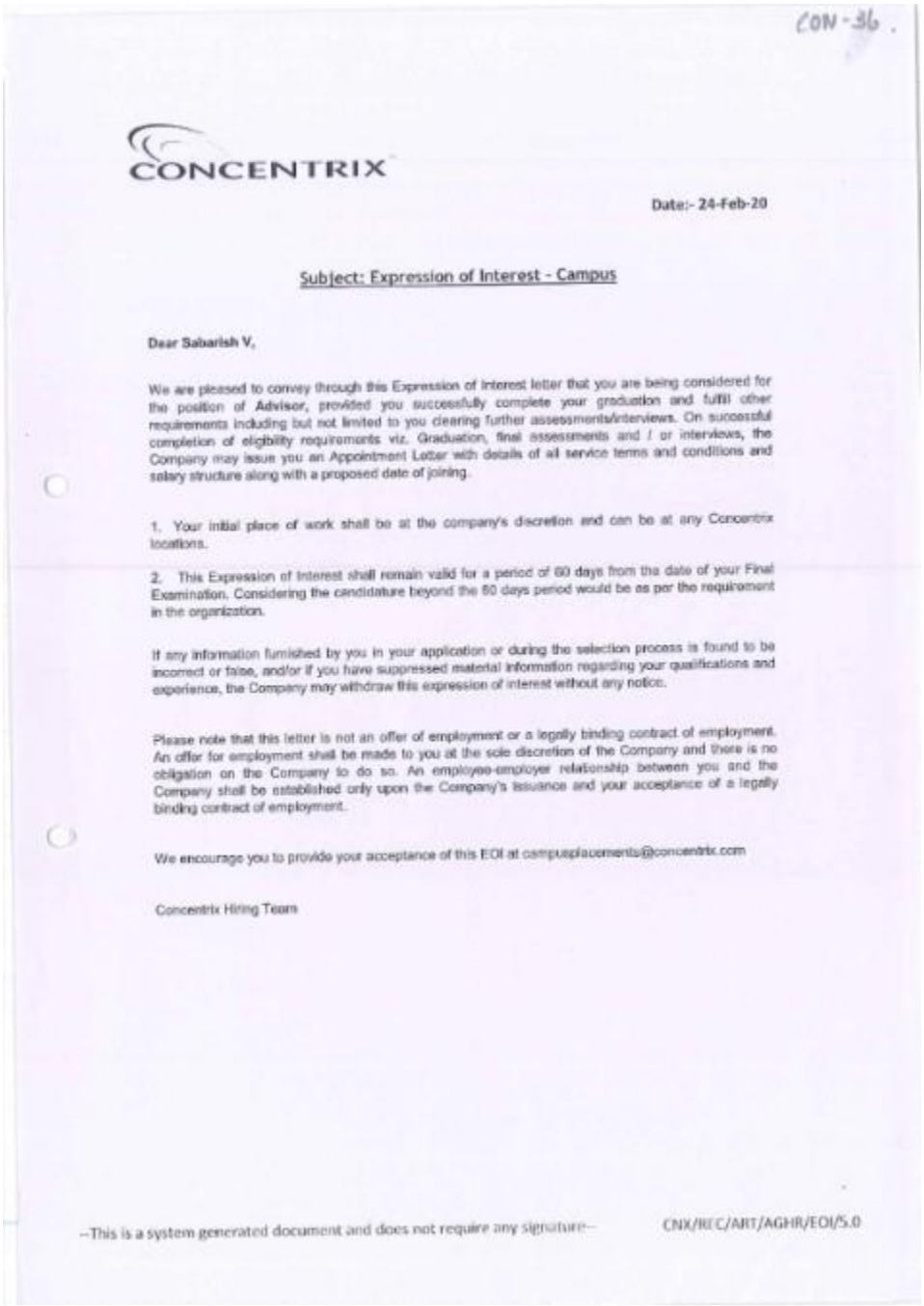
SABARISH V – CONCENTRIX



CON-36

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sabarish V,

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BLESON PAUL – CONCENTRIX

CON - 31

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Bleson Paul,

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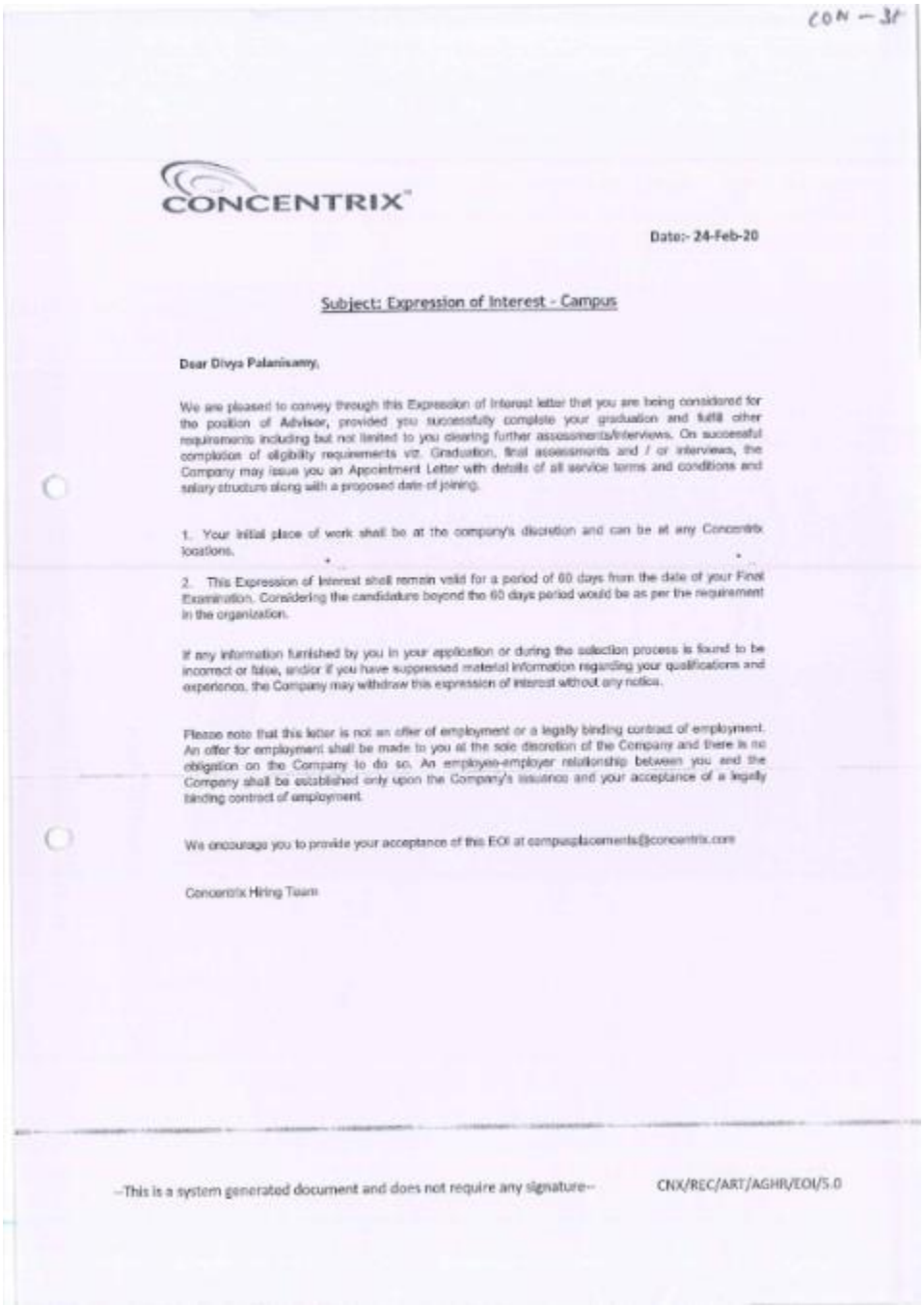
DIVYA PALANISAMY – CONCENTRIX



CON – 31

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Divya Palanisamy,

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NIVEDHA B – CONCENTRIX

CON-40.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Nivedha B,

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SACHIN RAJ – CONCENTRIX

CON-41

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sachin Raj R,

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JEEVITHA RAMESH – CONCENTRIX

CON-42

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Jeevitha Jeevitha Ramesh,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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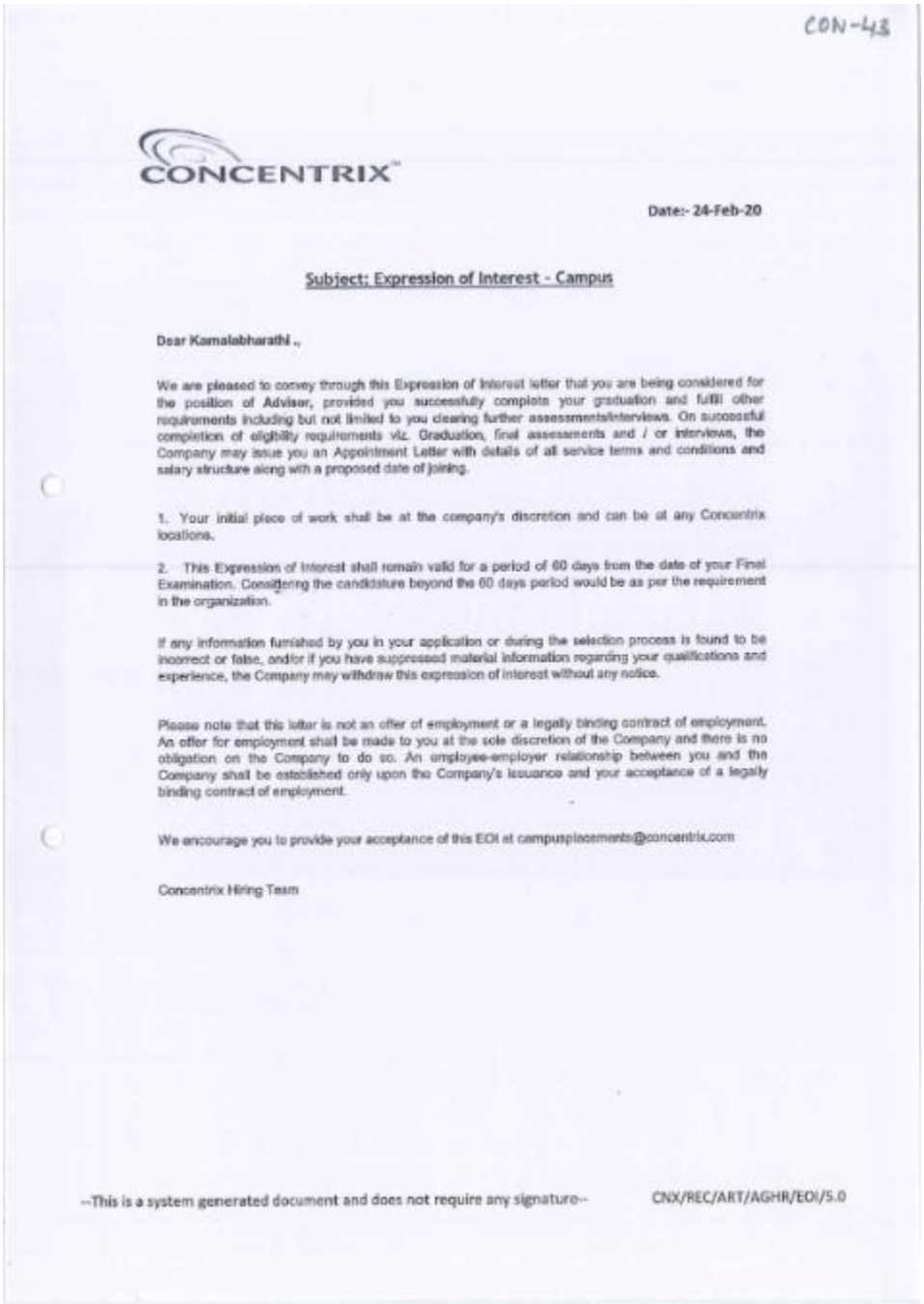
KAMALABHARATHI – CONCENTRIX



CON-43

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Kamalabharathi .,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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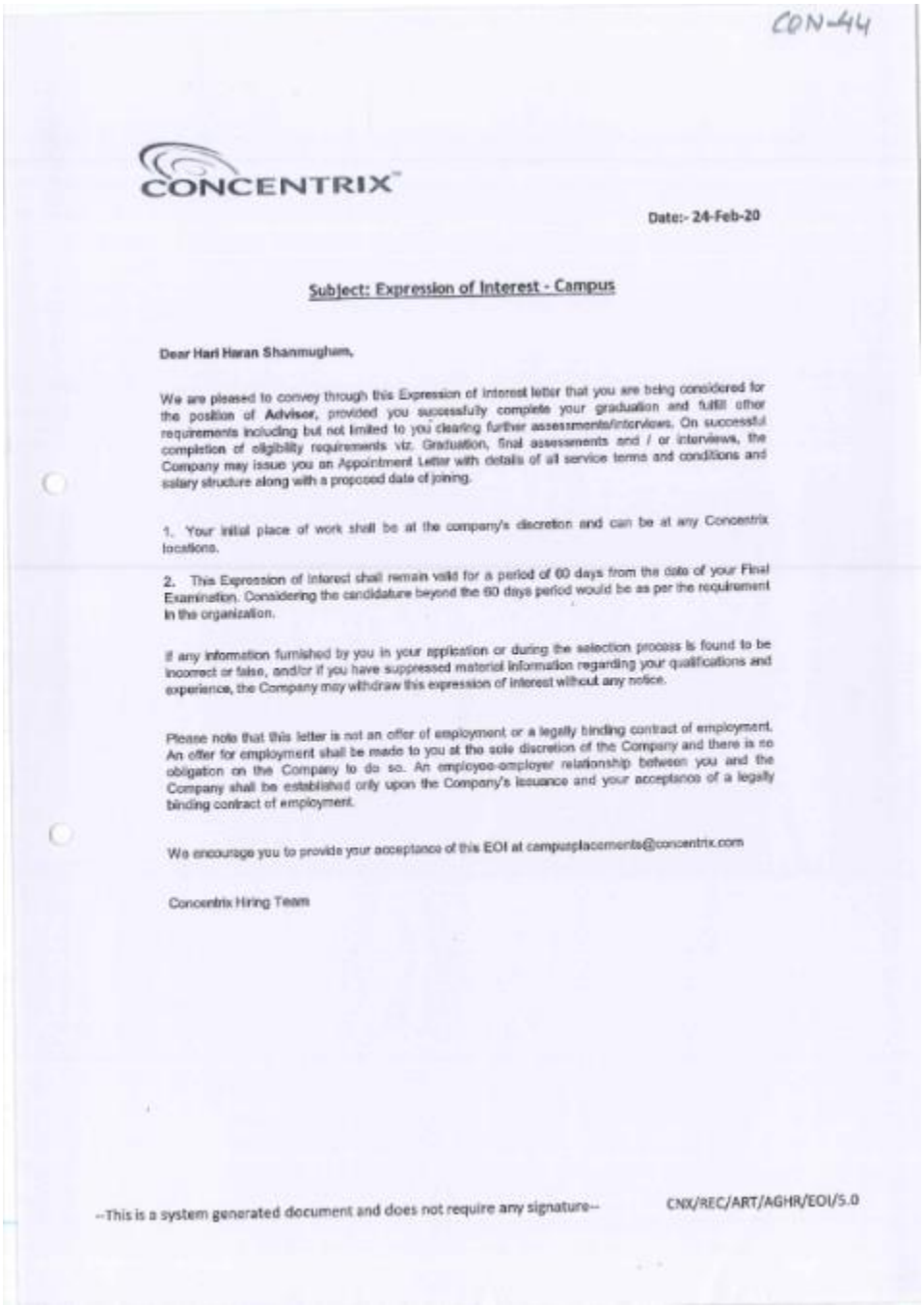
HARI HARAN SHANMUGAM – CONCENTRIX



CON-44

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Hari Haran Shanmugham,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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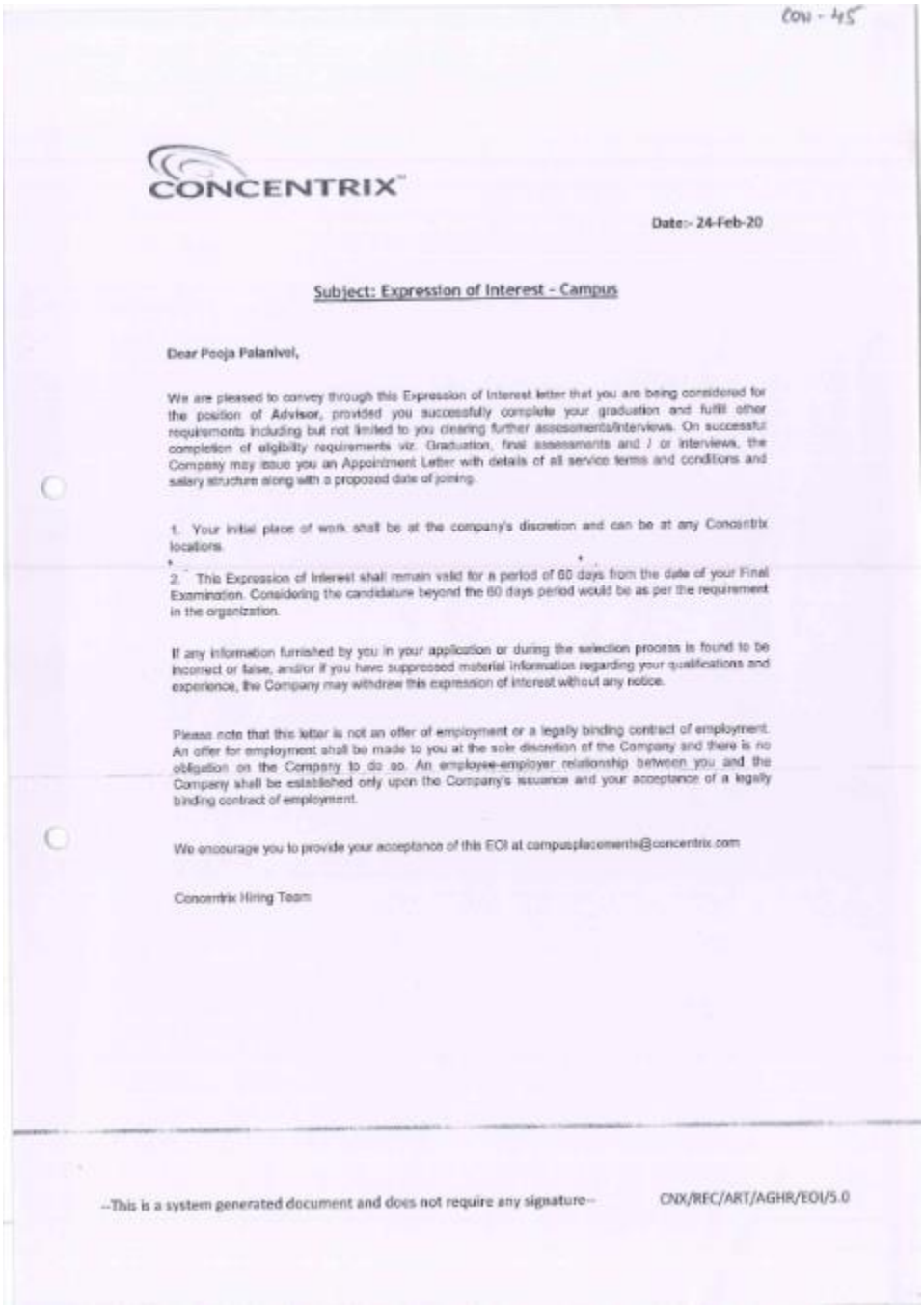
POOJA PALANIVEL – CONCENTRIX



CON - 45

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Pooja Palanivel,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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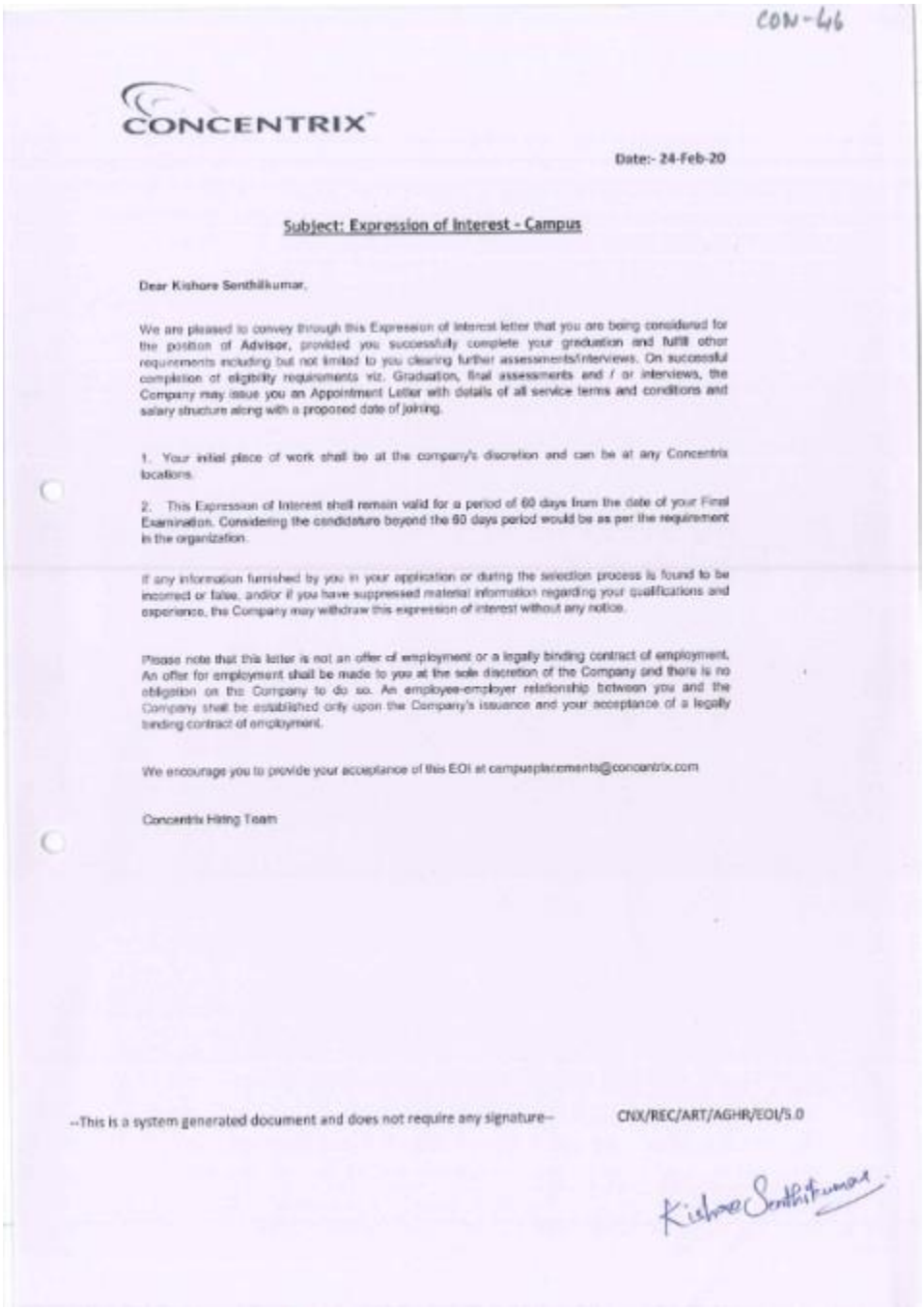
KISHORE SENTHILKUMAR – CONCENTRIX



CON-46

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Kishore Senthilkumar,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Kishore Senthilkumar

MOHAN BALASUBRAMANIAN – CONCENTRIX

CON-47

103

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Mohan Balasubramanian,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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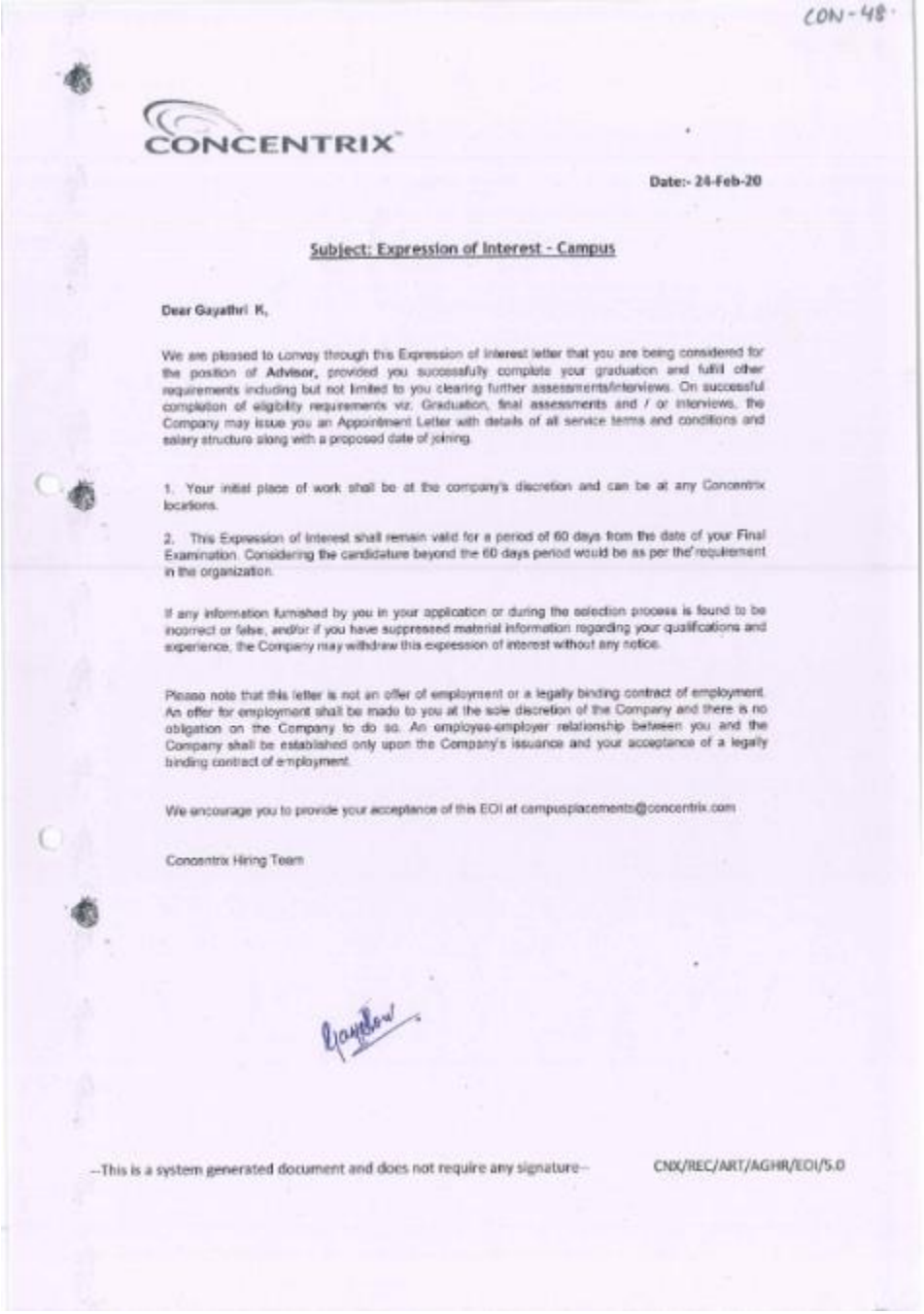
GAYATHRI K – CONCENTRIX



CON-48

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Gayathri K,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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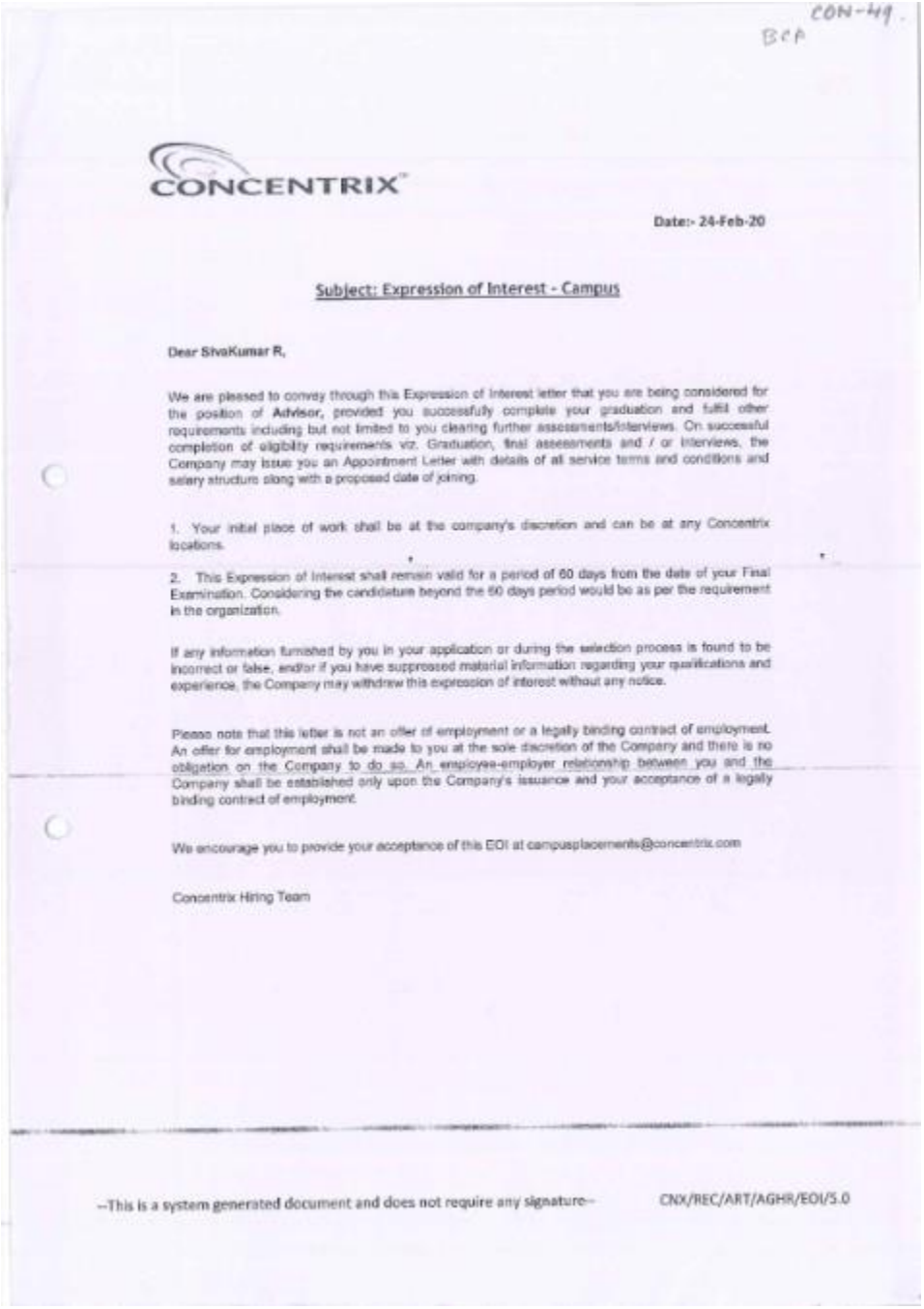
SIVAKUMAR R – CONCENTRIX



CON-49.
BCP

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear SivaKumar R,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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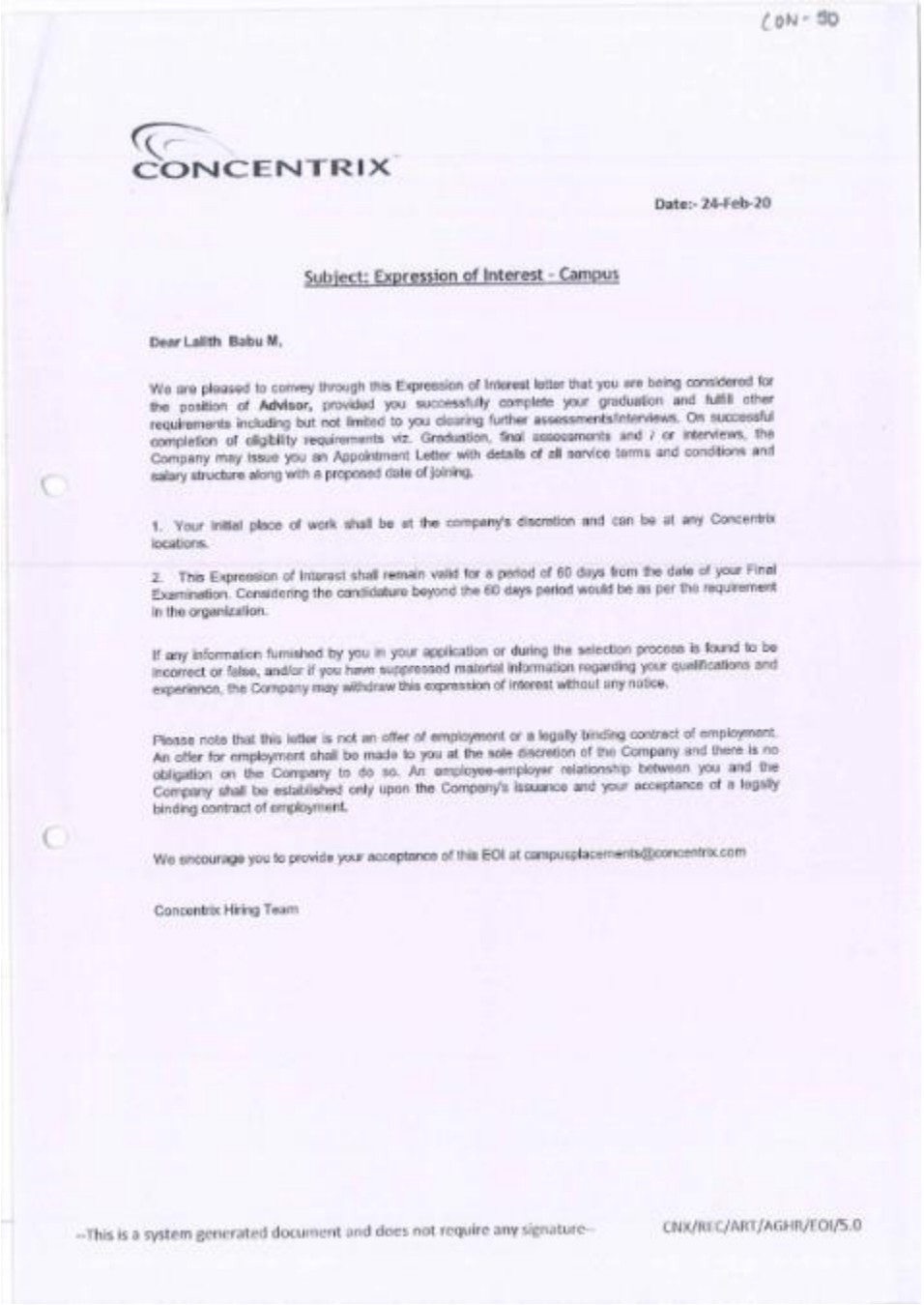
LALITH BABU M – CONCENTRIX



CON - 30

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Lalith Babu M,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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VIGNESH A – CONCENTRIX

CON-51.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Vignesh A,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or Interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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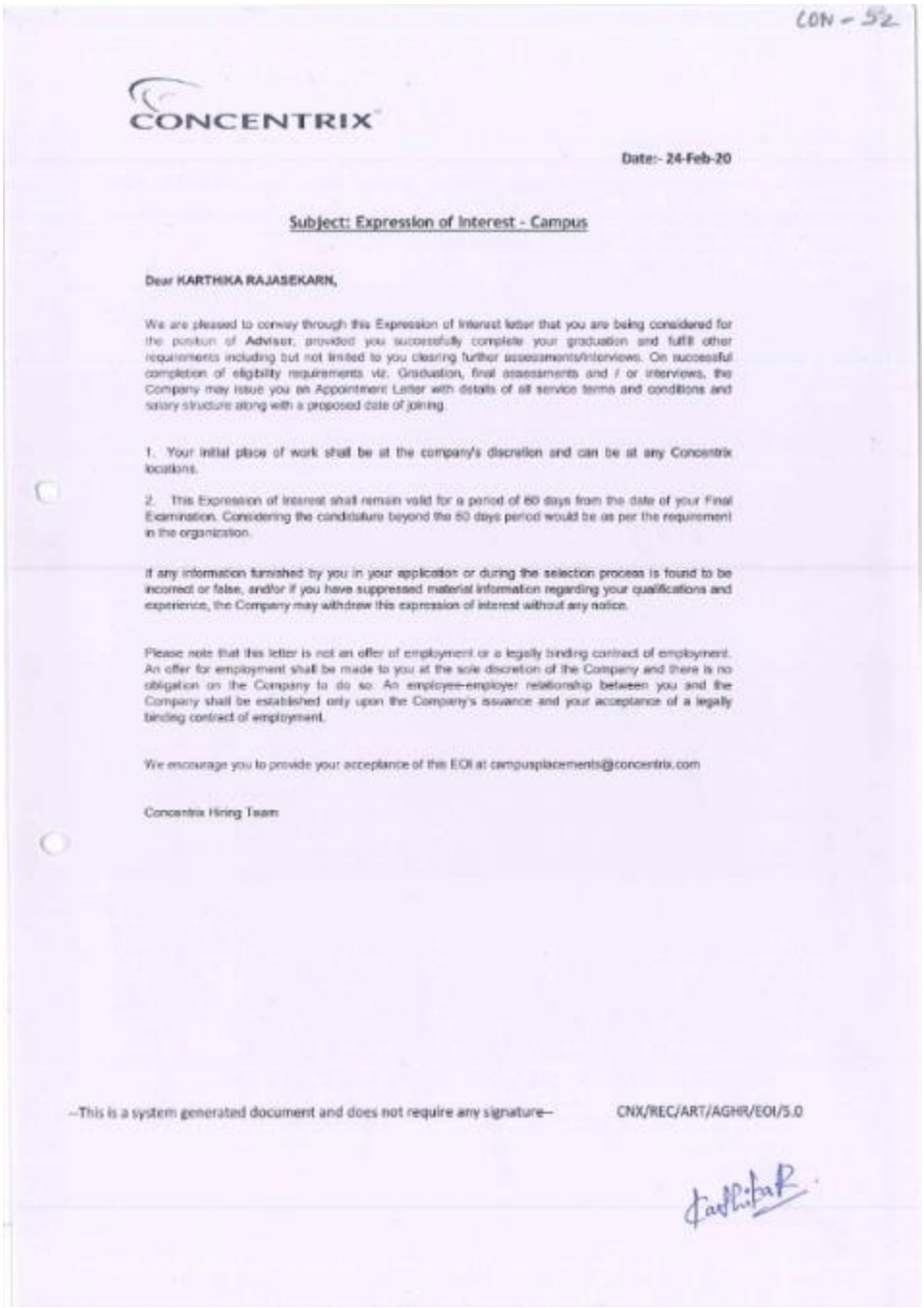
KARTHIKA RAJASEKARAN – CONCENTRIX



CON - 52

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear KARTHIKA RAJASEKARN,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of Adviser, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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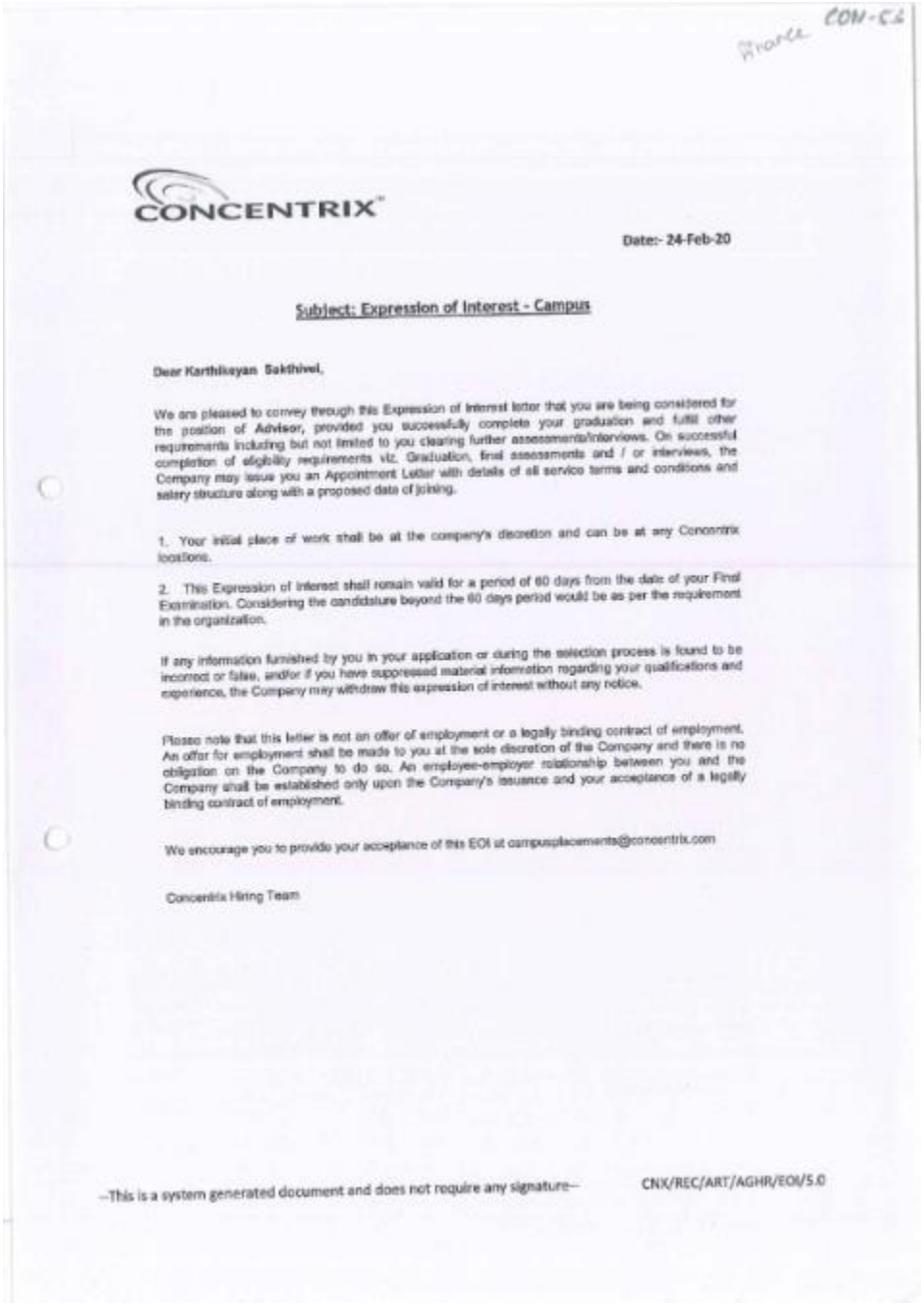
KARTHIKEYAN SAKTHIVEL – CONCENTRIX



CON-CE

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Karthikeyan Sakthivel,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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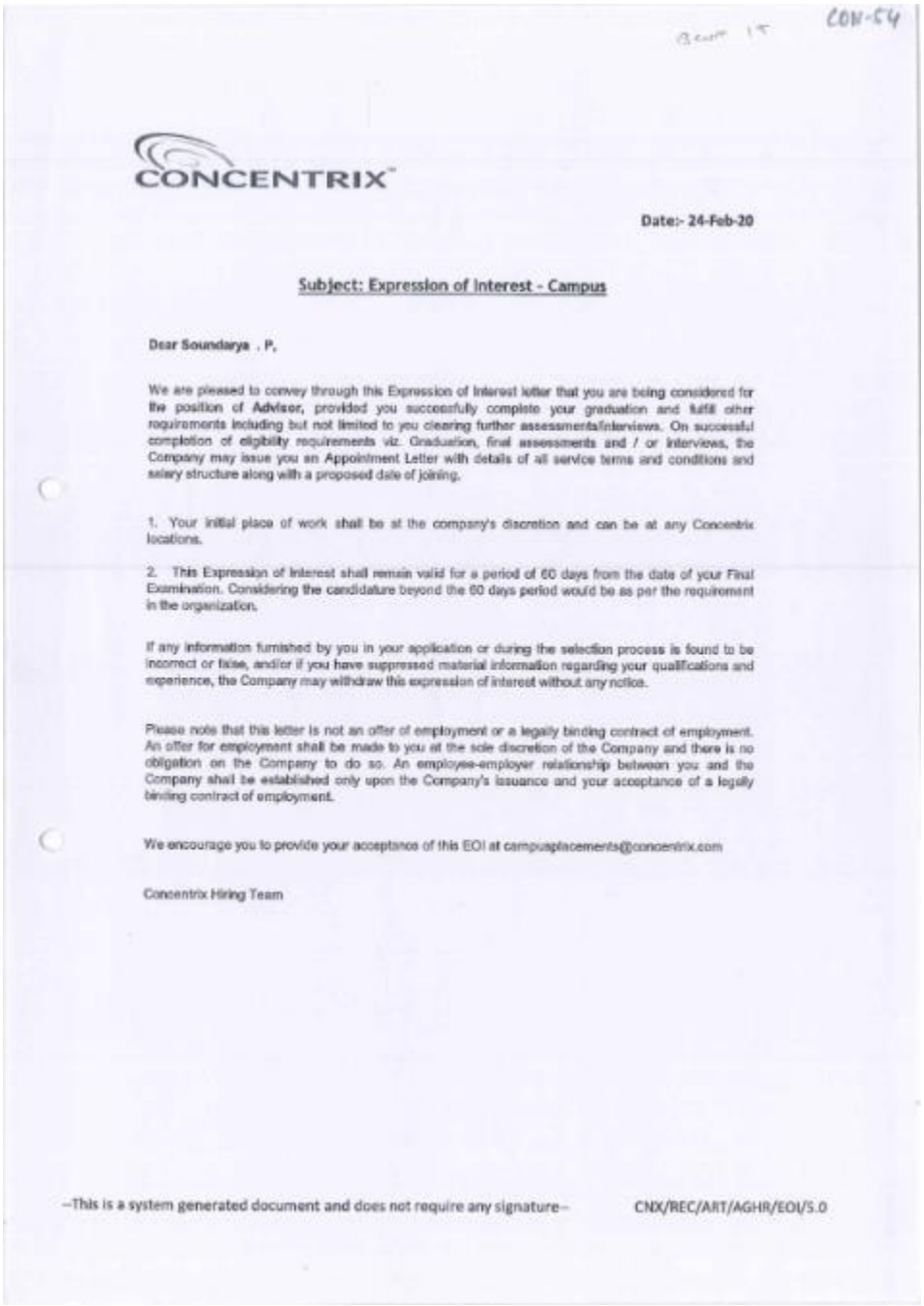
SOUNDARYA P – CONCENTRIX



CON-54

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Soundarya . P,

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DEVIKA G – CONCENTRIX

CON-CS

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Devika G,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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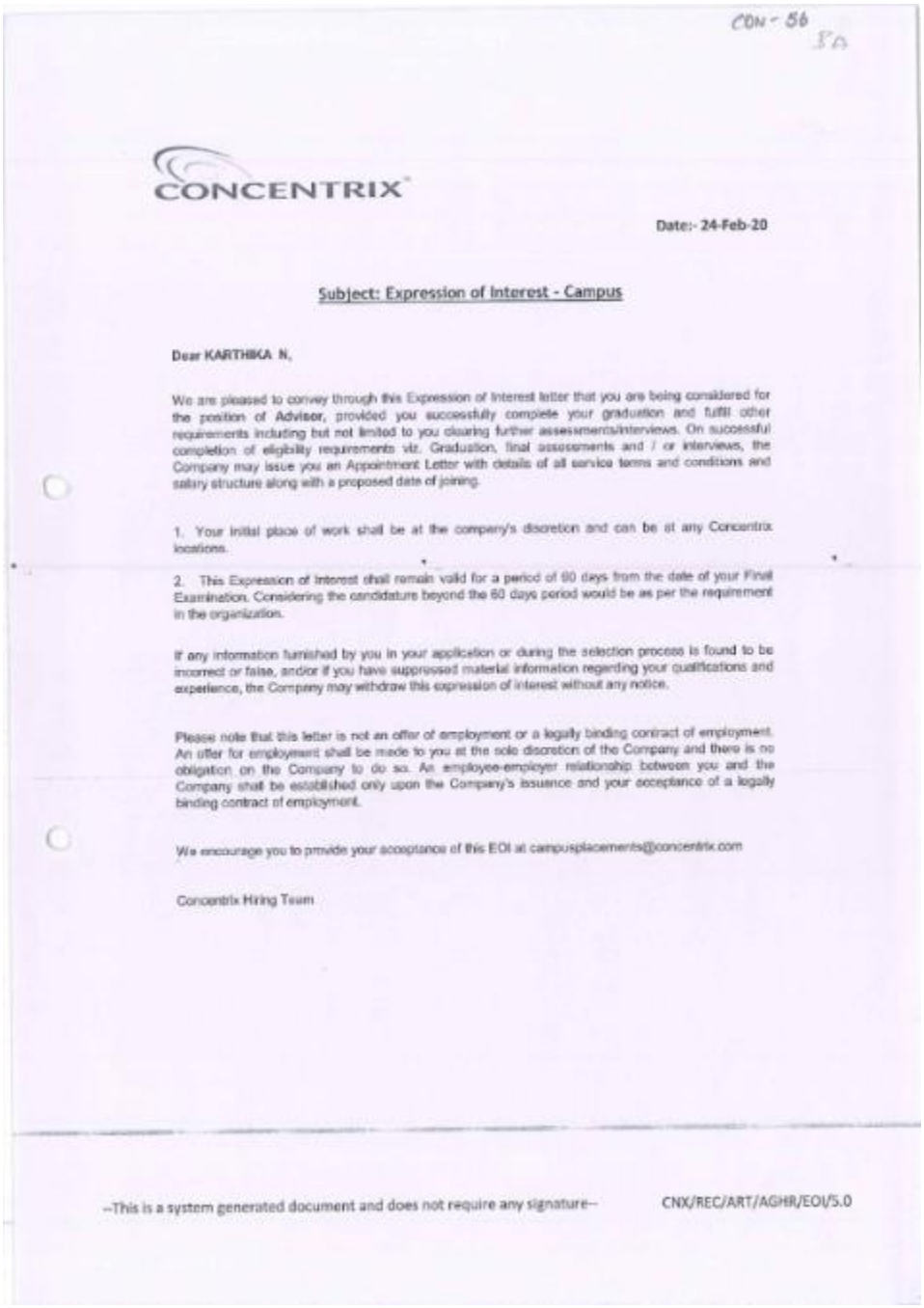
KARTHIKA N – CONCENTRIX



CON - 56

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear KARTHIKA N,

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DHANALAKSHMI VIJAYAKUMAR – CONCENTRIX

CON-57

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Dhanalakshmi Vijayakumar,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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NIVETHA BALAKANDHASAMY – CONCENTRIX

CON - 58

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Nivetha Balakandhasamy,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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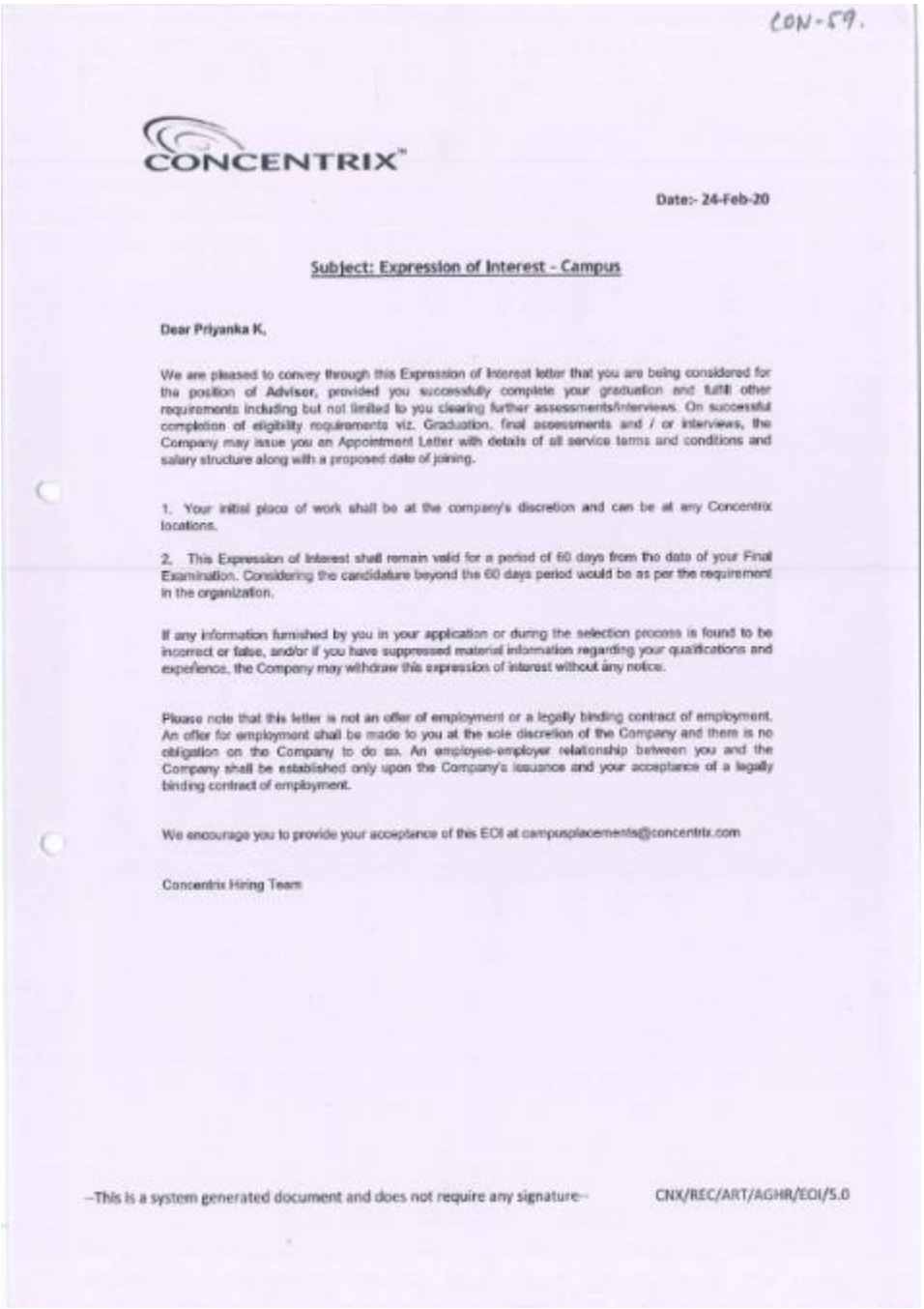
PRIYANKA K – CONCENTRIX



CON-59.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Priyanka K,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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ARAVIND THIRUMOORTHI – CONCENTRIX

CON-60

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Aravind Thirumoorthi,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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ASWINI V – CONCENTRIX

CON-61

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Aswini . V,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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GUNASEELAN KUPPUSAMY – CONCENTRIX

CON-62

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Gunaseelan Kuppusamy,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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KEERTHANA V – CONCENTRIX

CON-63

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Keerthana V,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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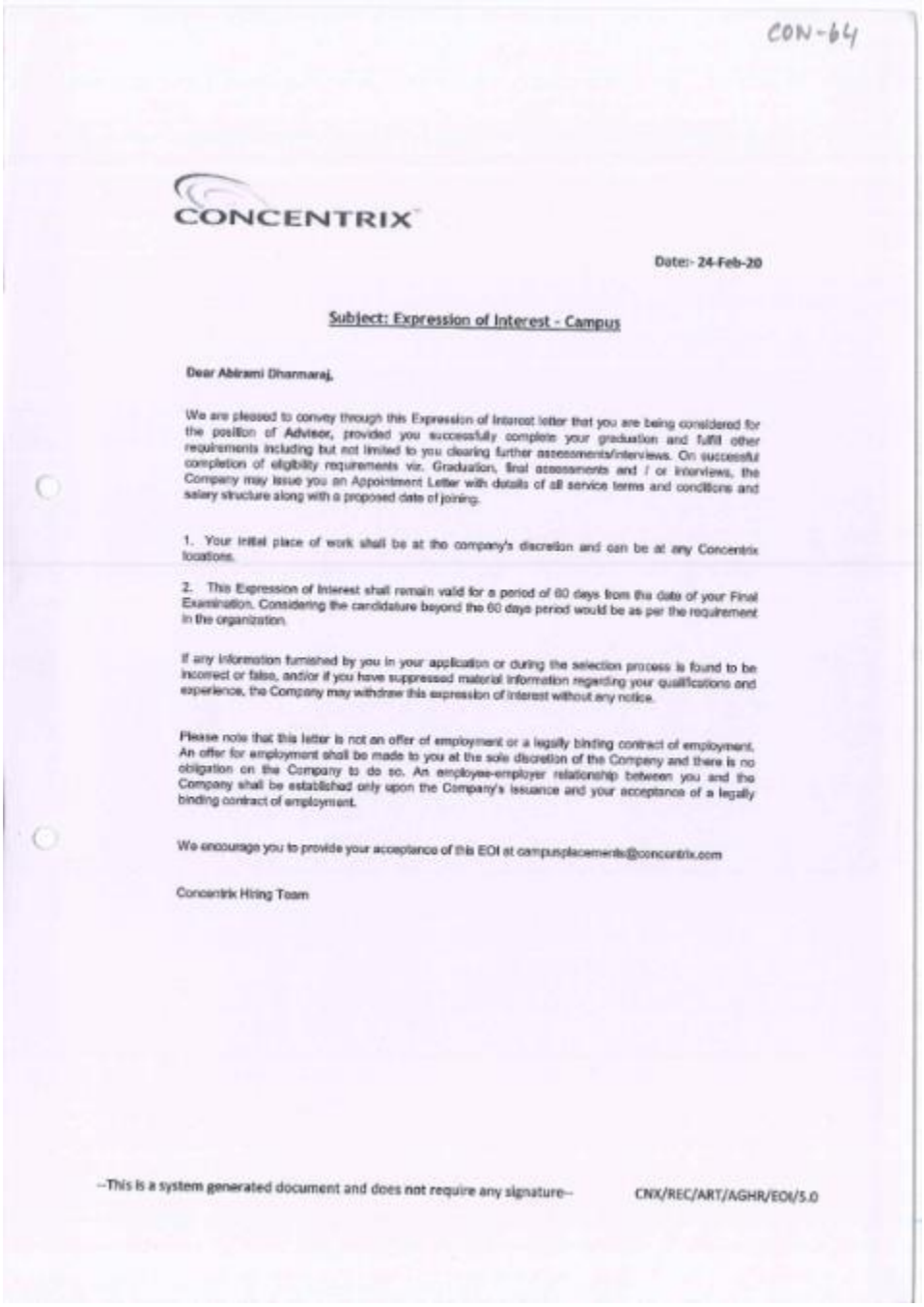
ABIRAMI DHARMARAJ – CONCENTRIX



CON-64

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Abirami Dharmaraj,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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BHUVANA KALIYAPPAN – CONCENTRIX

CON-61

17

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Bhuvana Kaliyappan,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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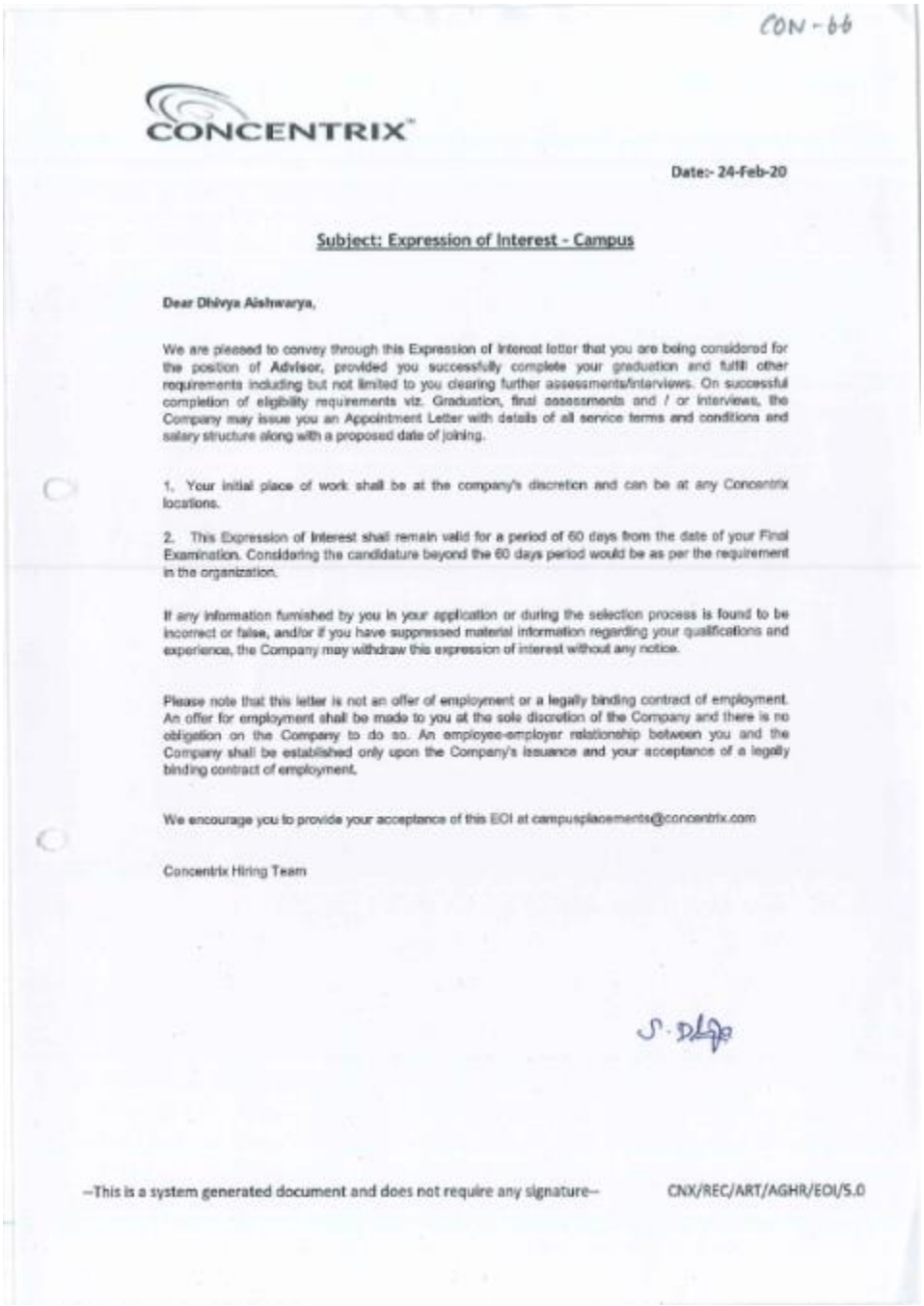
DHIVYA AISHWARYA – CONCENTRIX



CON-66

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Dhivya Aishwarya,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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S. Dhya

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MADAN VENKADACHALAM – CONCENTRIX

CON-67

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Madan Venkatachalam,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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MEENAKSHI KANNAN – CONCENTRIX

CON-66

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Meenakshi Kannan,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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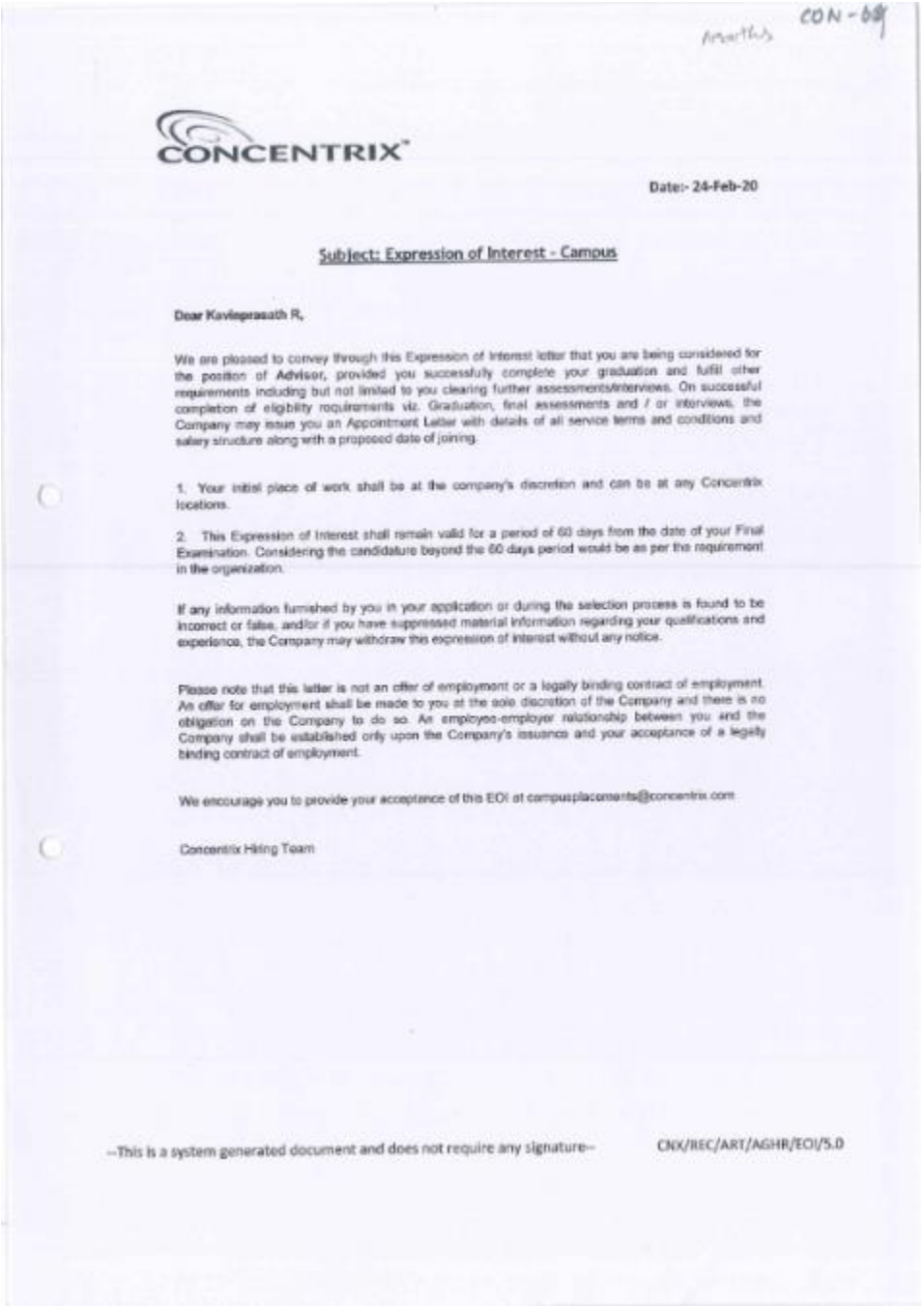
KAVINPRASATH R – CONCENTRIX



CON-68

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Kavinprasath R,

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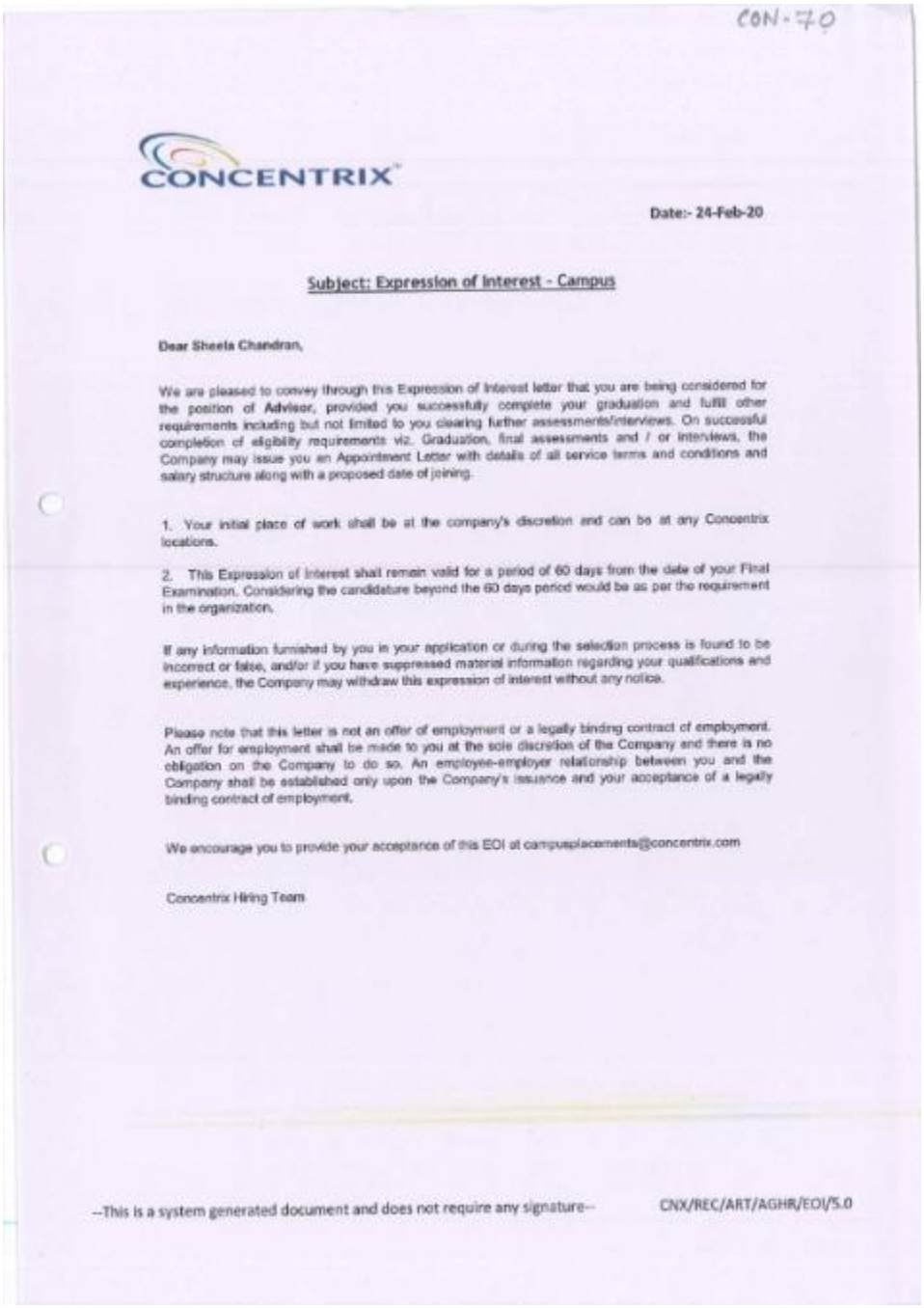
SHEELA CHANDRAN – CONCENTRIX



CON-70

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sheela Chandran,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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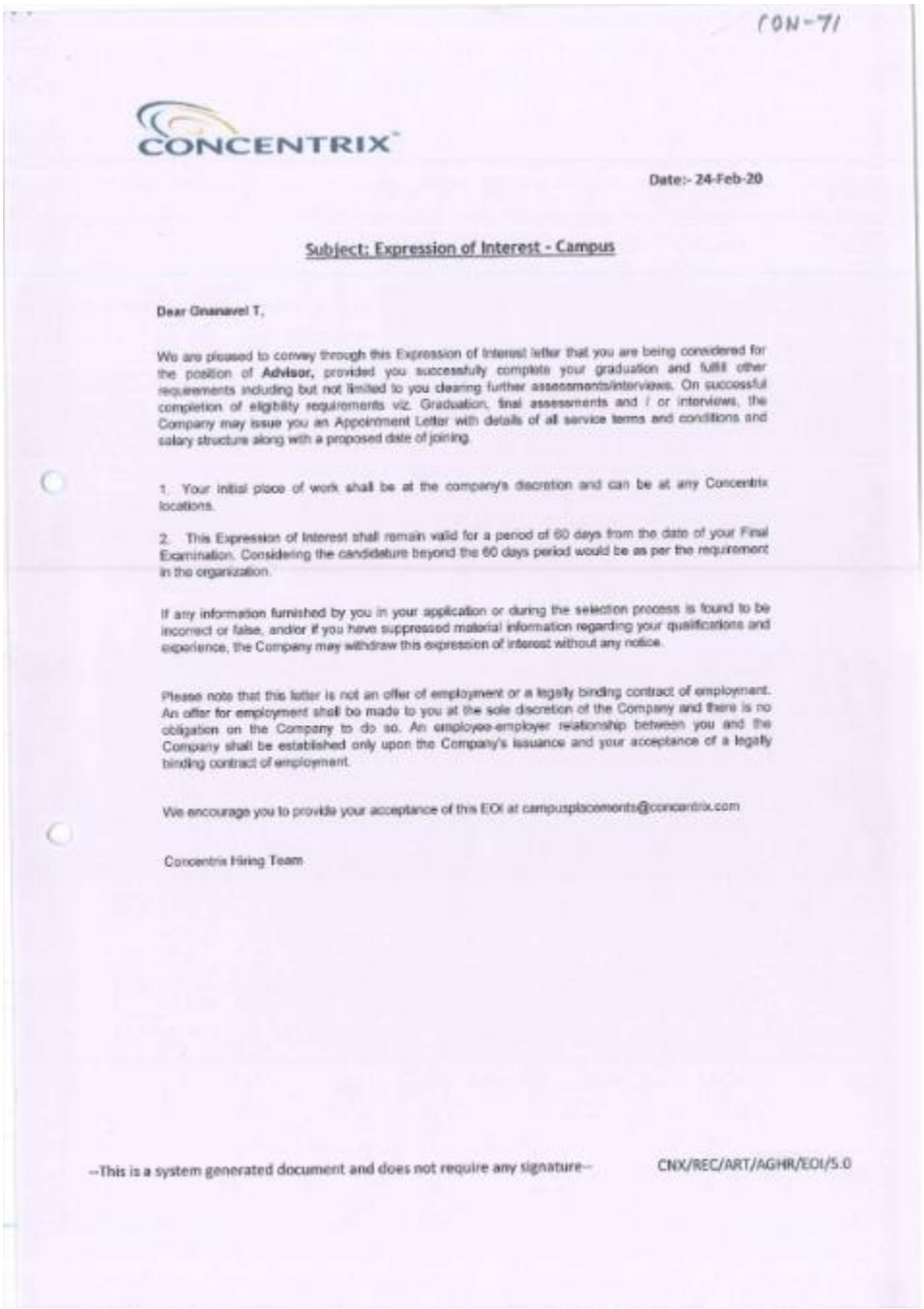
GNANAVEL T – CONCENTRIX



CON-71

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Gnanavel T,

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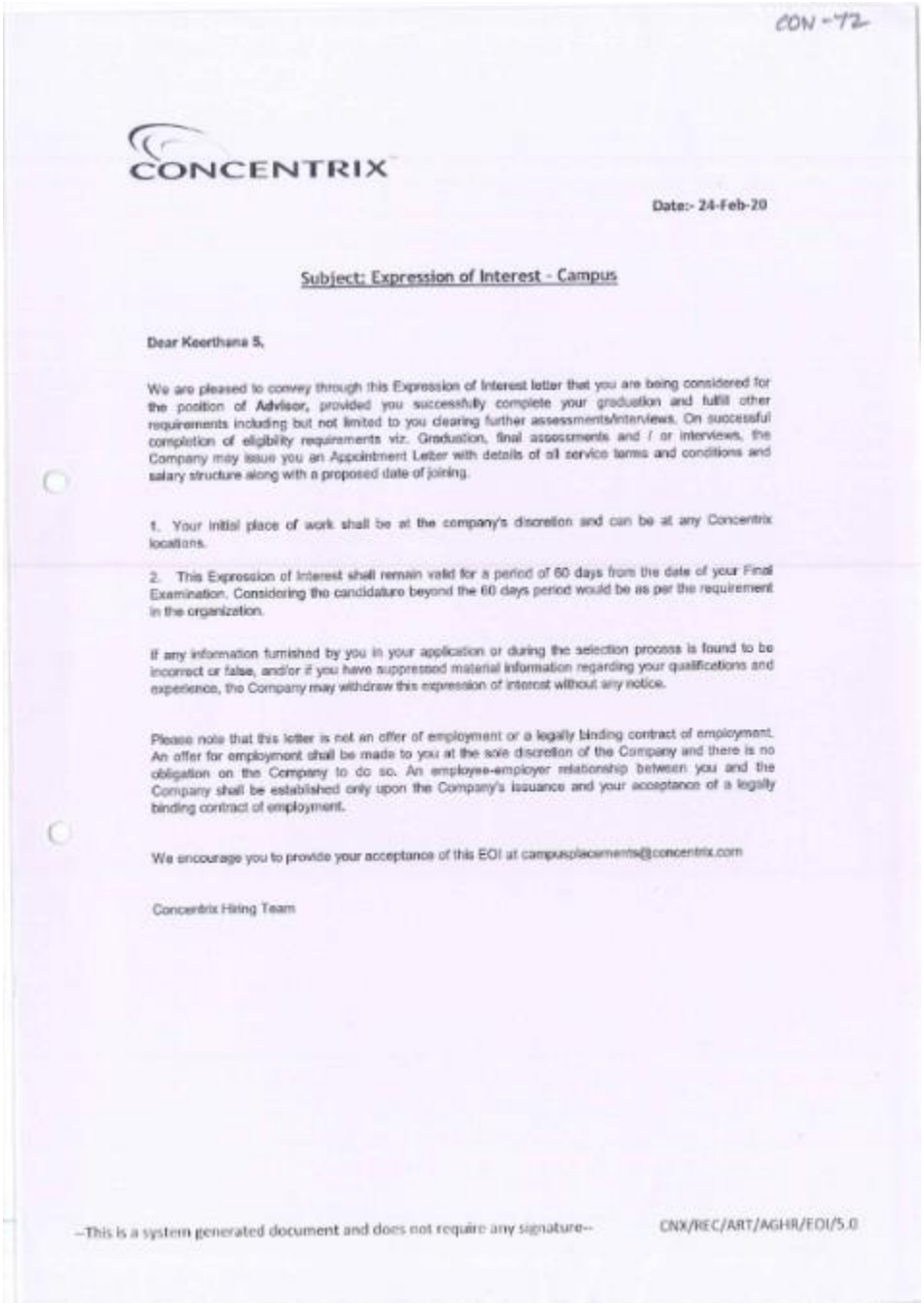
KEERTHANA S – CONCENTRIX



CON-72

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Keerthana S,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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MENAKA MOORTHY – CONCENTRIX

CON-73

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Menaka Moorthy,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of Advisor, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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SAI GANESH S – CONCENTRIX

CON-74

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear SAI GANESH S,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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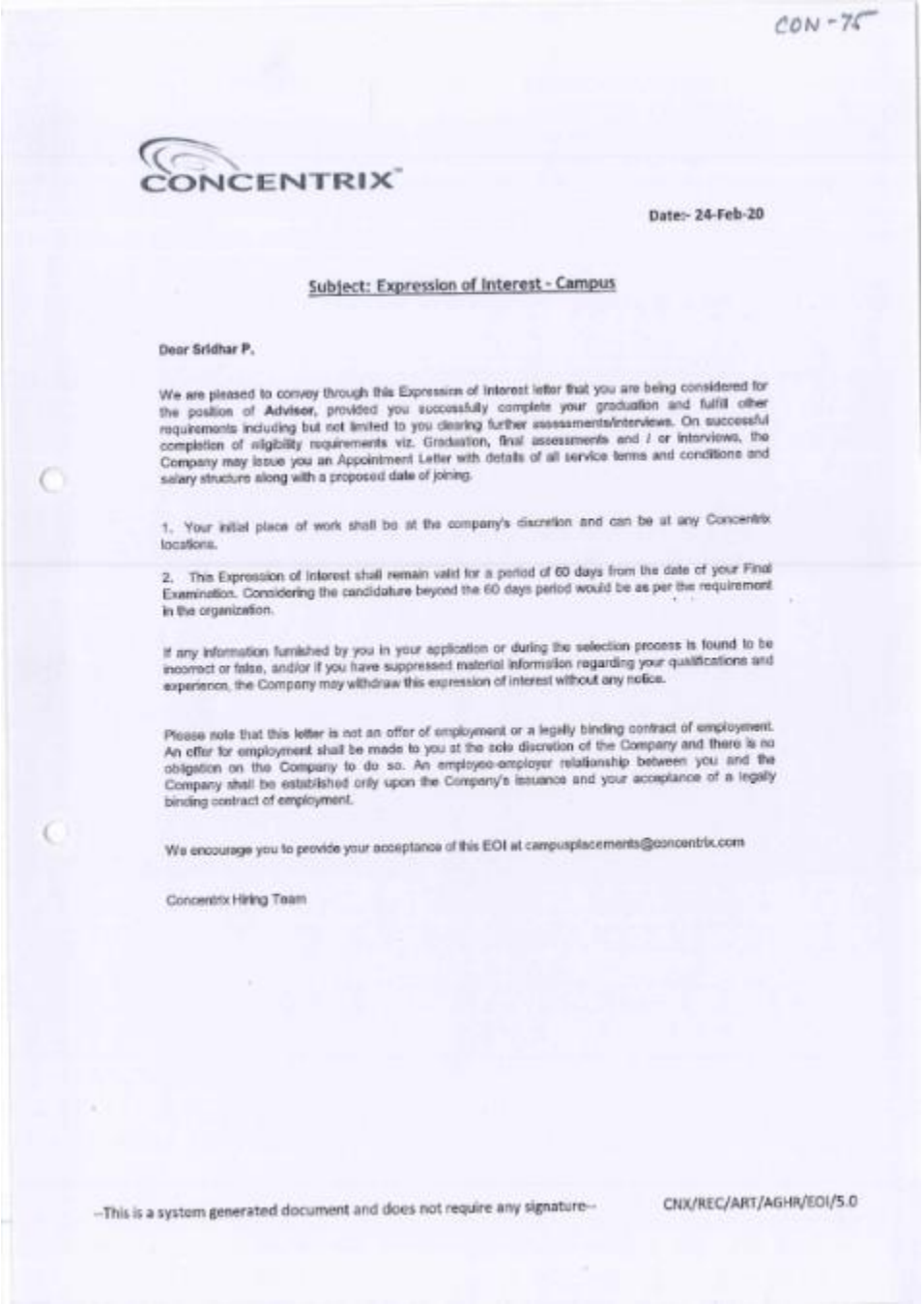
SRIDHAR P – CONCENTRIX



CON - 75

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sridhar P,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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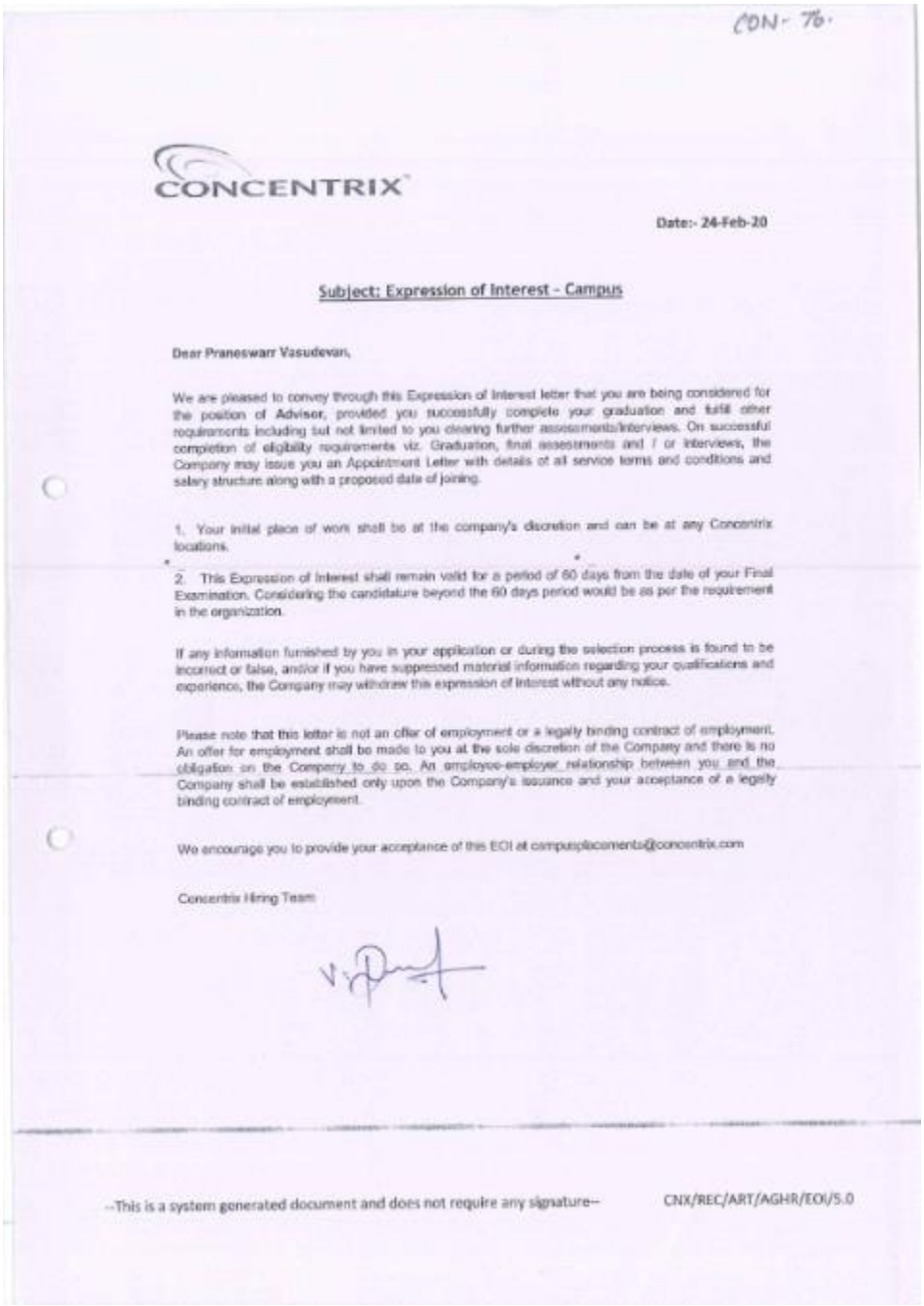
PRANESWARR VASUDEVAN – CONCENTRIX



CON- 76.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Praneswarr Vasudevan,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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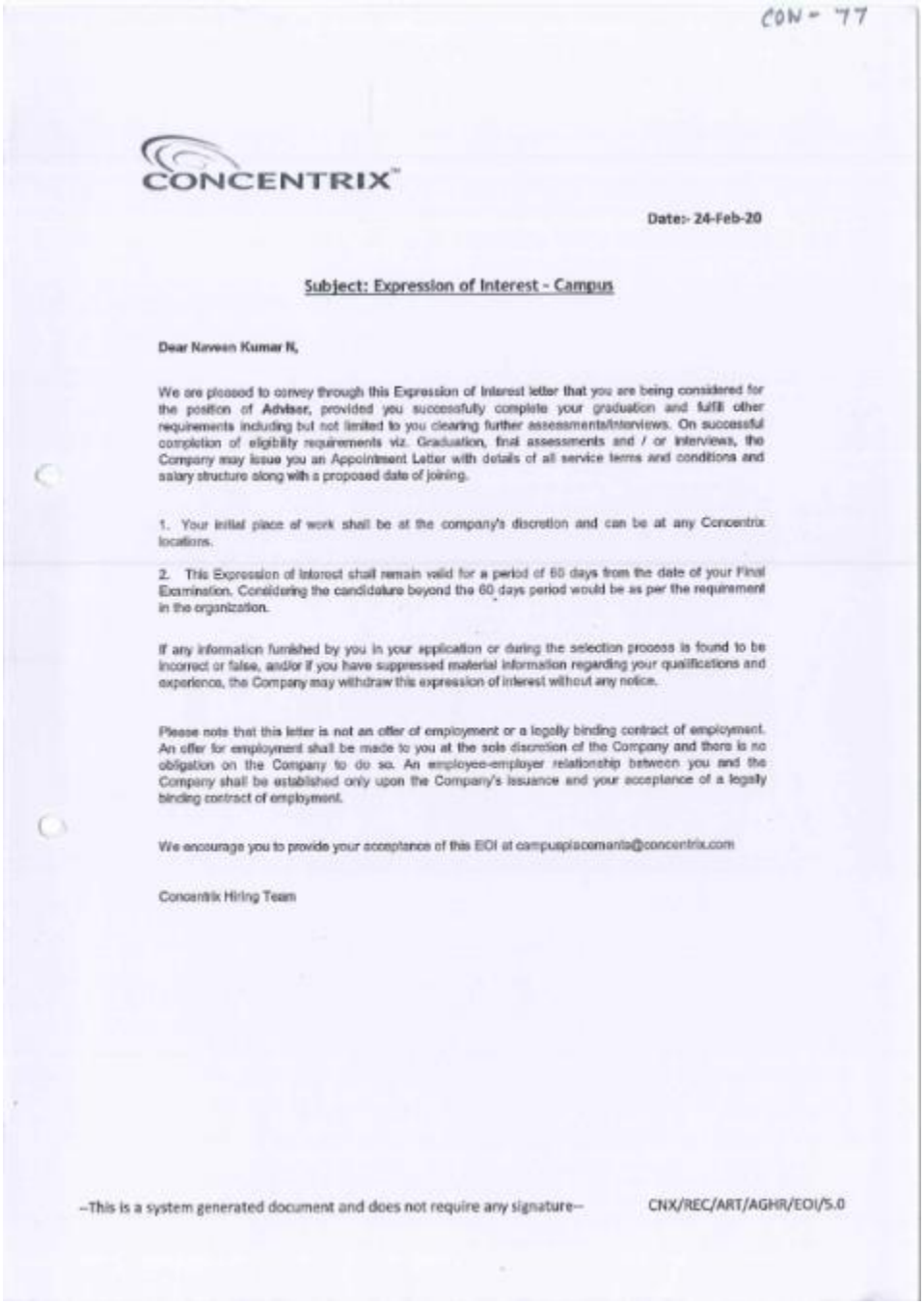
NAVEEN KUMAR N – CONCENTRIX



CON - 77

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Naveen Kumar N,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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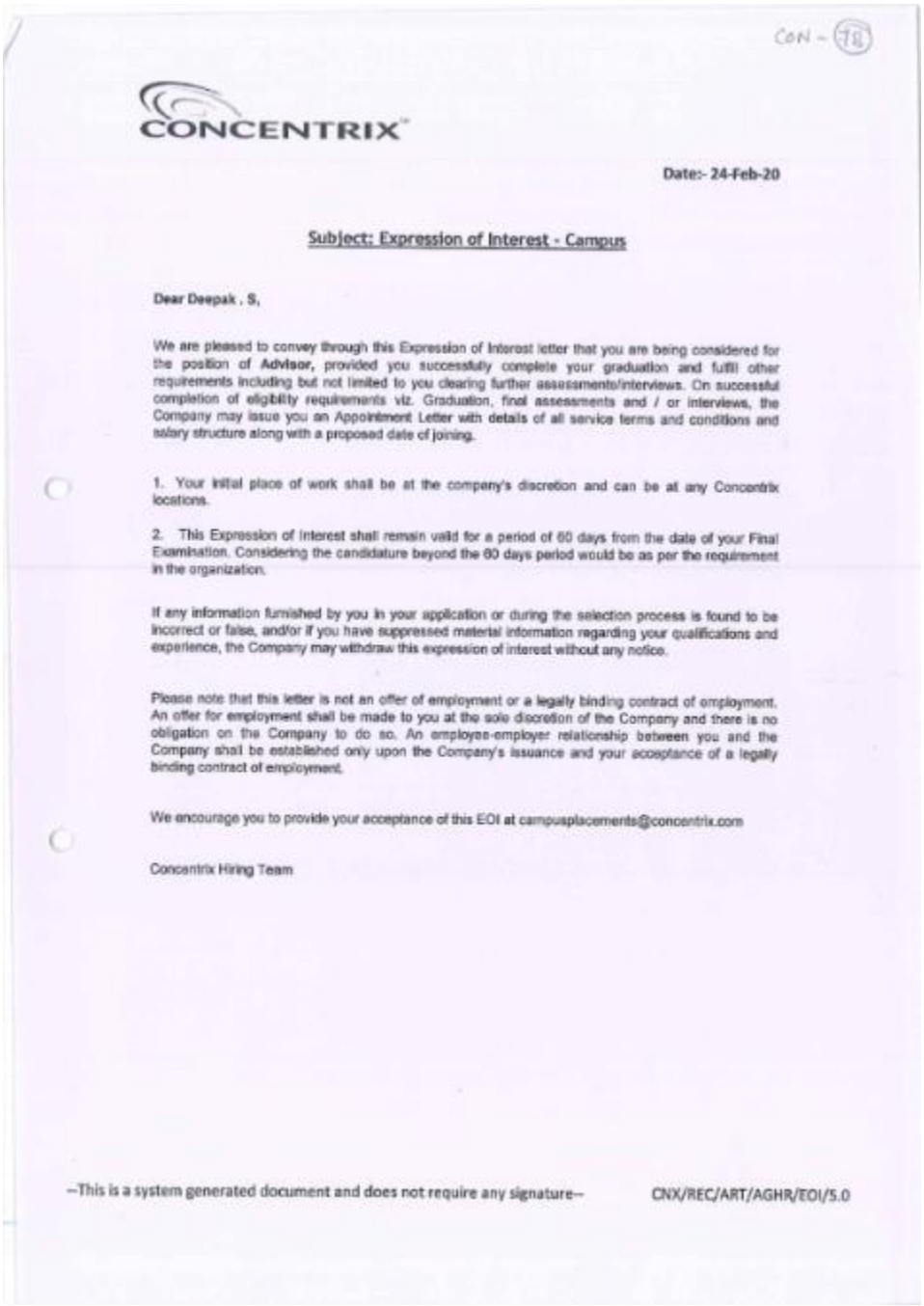
DEEPAK S – CONCENTRIX



CON - 78

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Deepak . S,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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NIVITHA S – CONCENTRIX

CON-79

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Nivitha . S,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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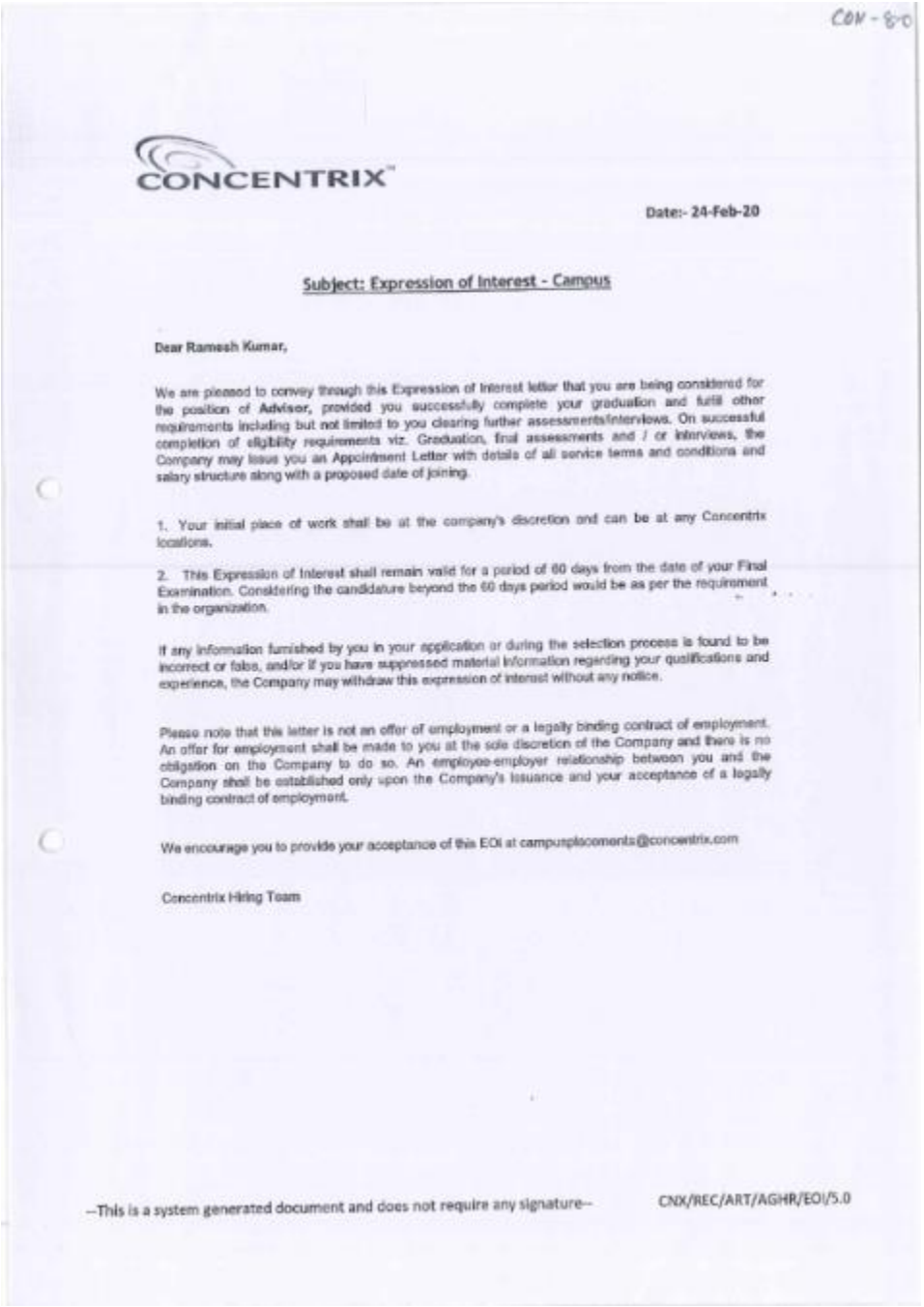
RAMESH KUMAR – CONCENTRIX



CON - 80

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Ramesh Kumar,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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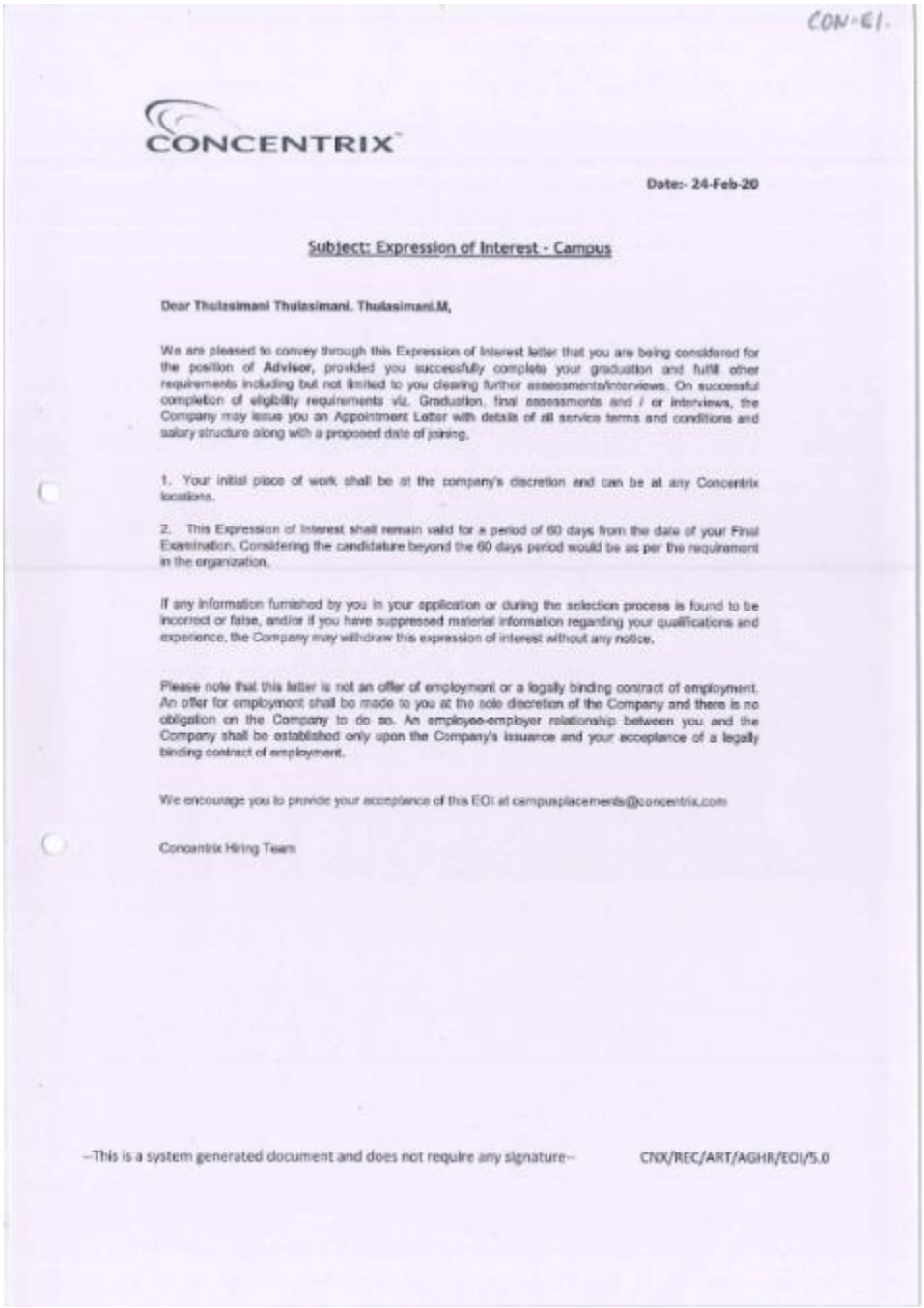
THULASIMANI M – CONCENTRIX



CON-61.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Thulasimani Thulasimani. Thulasimani.M,

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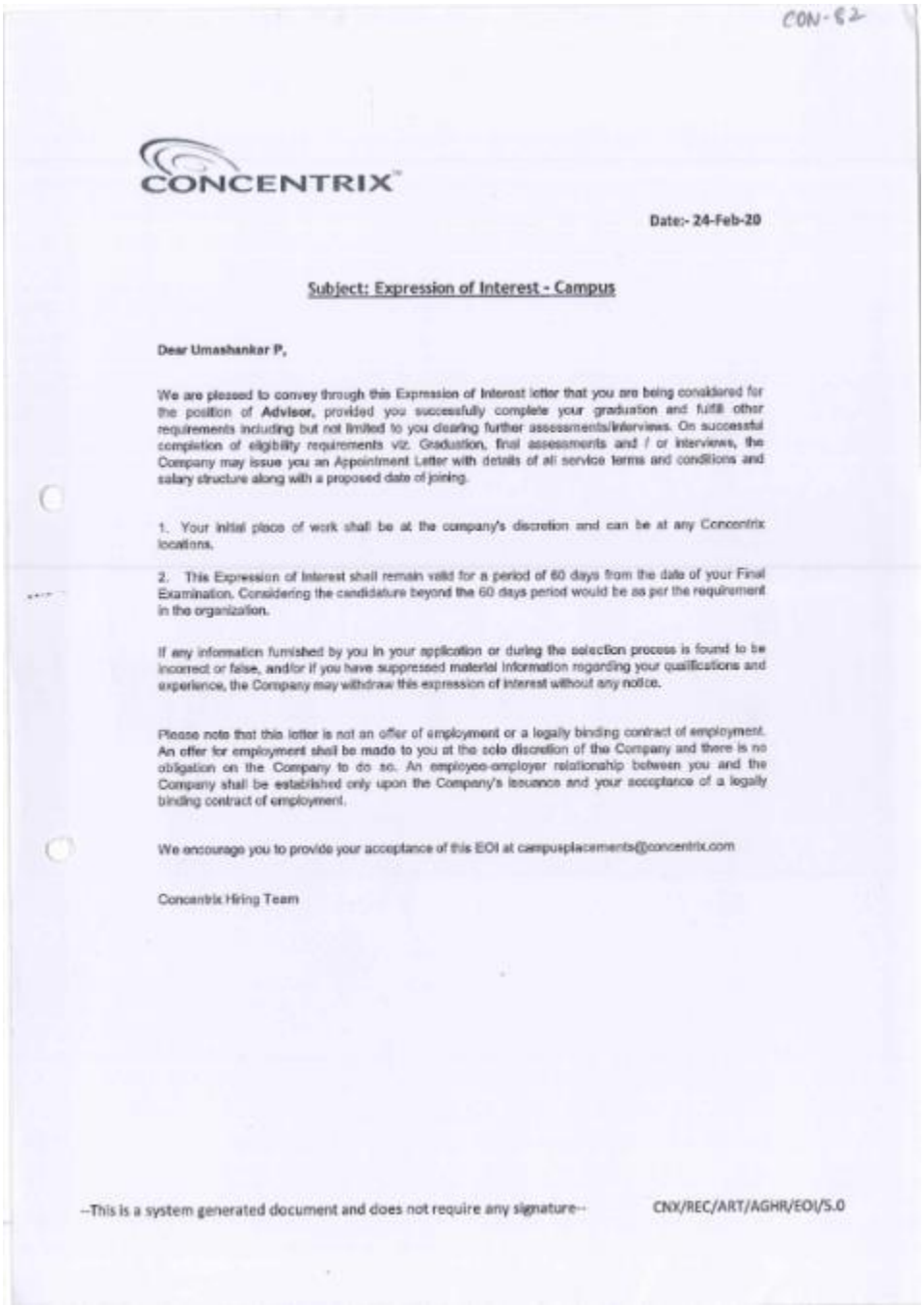
UMASHANKAR P – CONCENTRIX



CON-62

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Umashankar P,

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JANANI G – CONCENTRIX

CON-E2

Bcom CA

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear JANANI G,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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BHAVANI B – CONCENTRIX

CON - 64

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Bhavani B,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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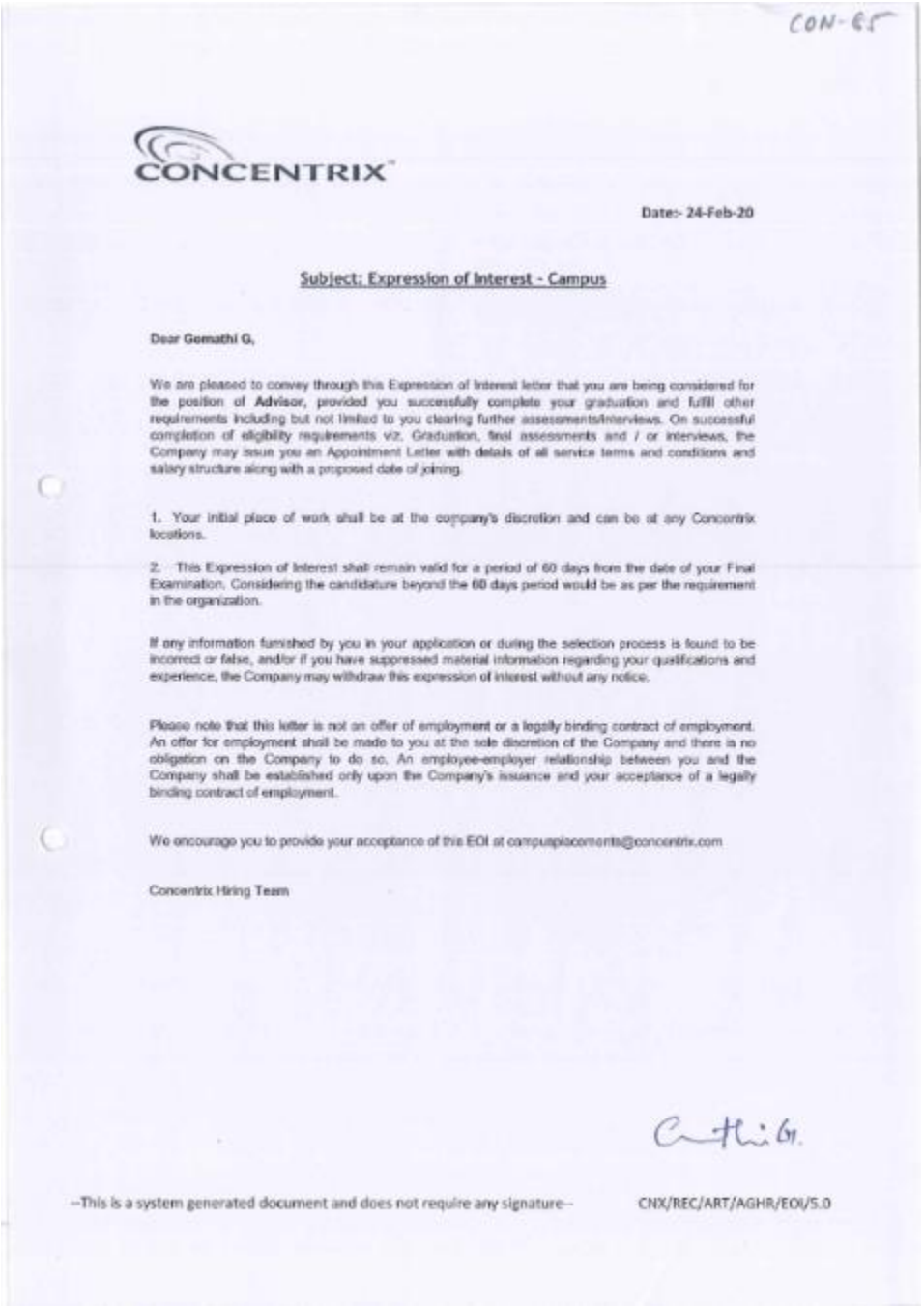
GOMATHI G – CONCENTRIX



CON-65

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Gomathi G,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Gomathi G.

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NANDHAKKUMAR RAMARAJ – CONCENTRIX

CON-86.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Nandhakkumar Ramaraj,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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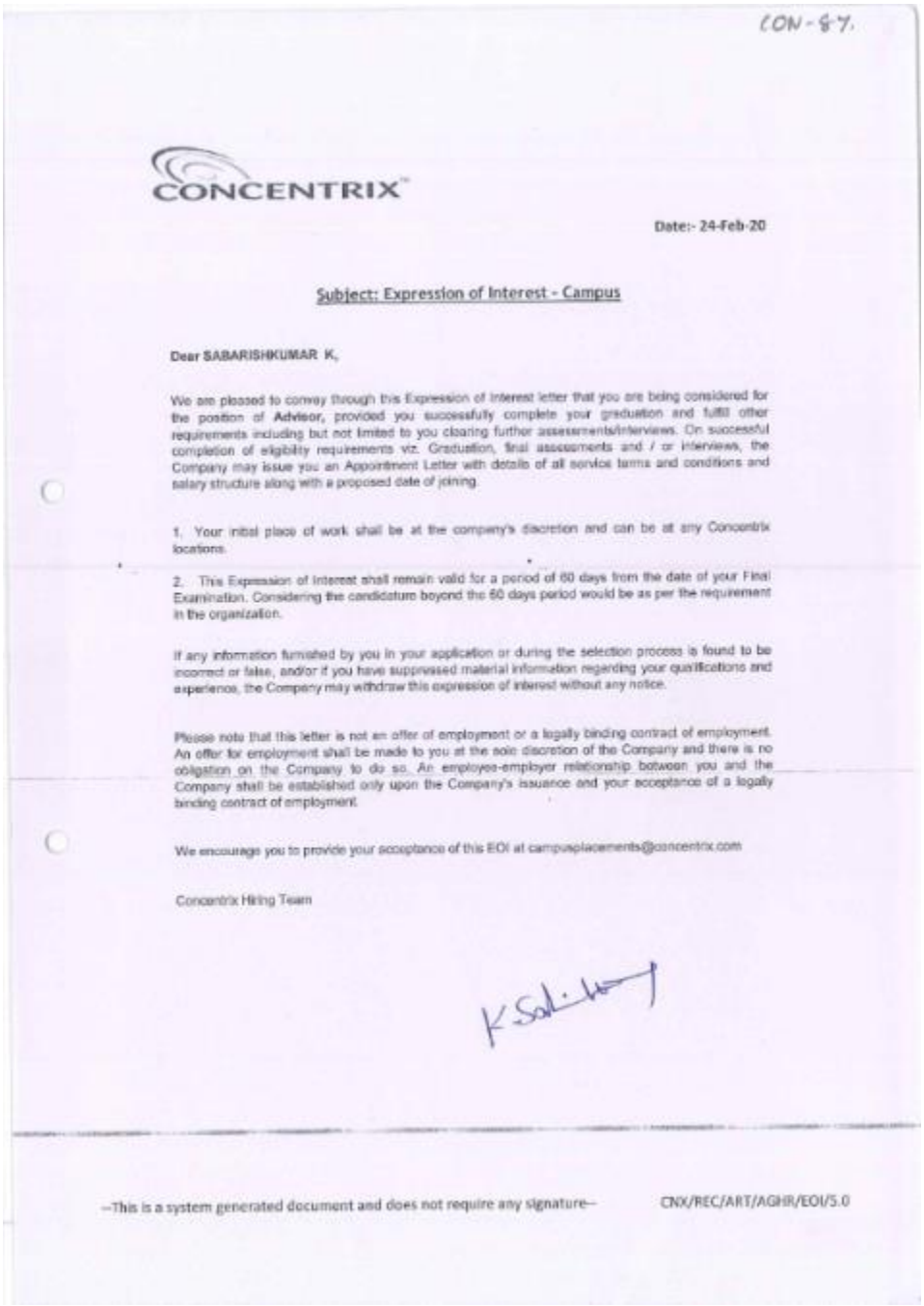
SABARISHKUMAR K – CONCENTRIX



CON-87.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear SABARISHKUMAR K,

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K Sabi

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SATHISH B – CONCENTRIX

CON-66

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear SATHISH B,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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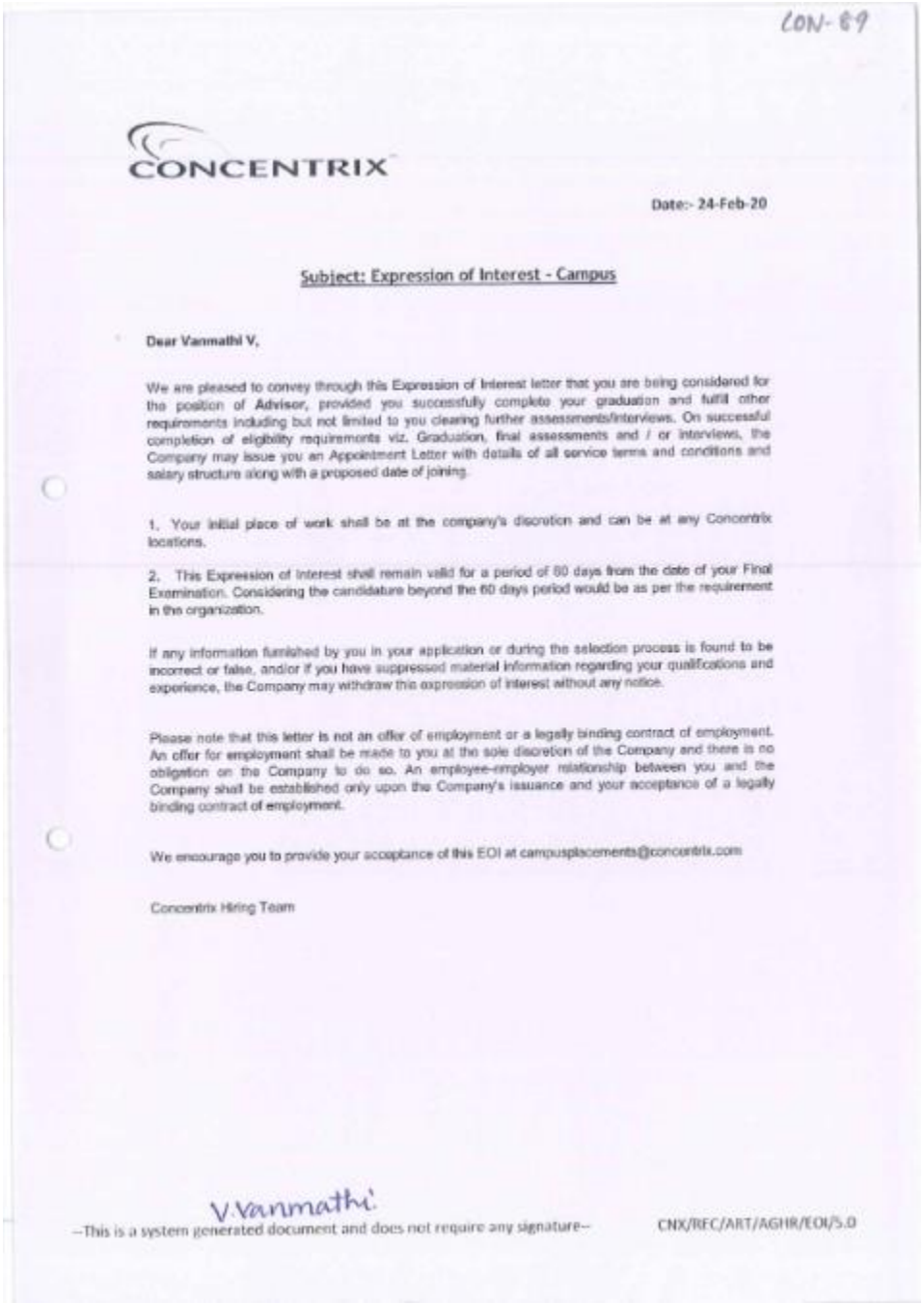
VANMATHI V – CONCENTRIX



CON-69

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Vanmathi V,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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V.Vanmathi

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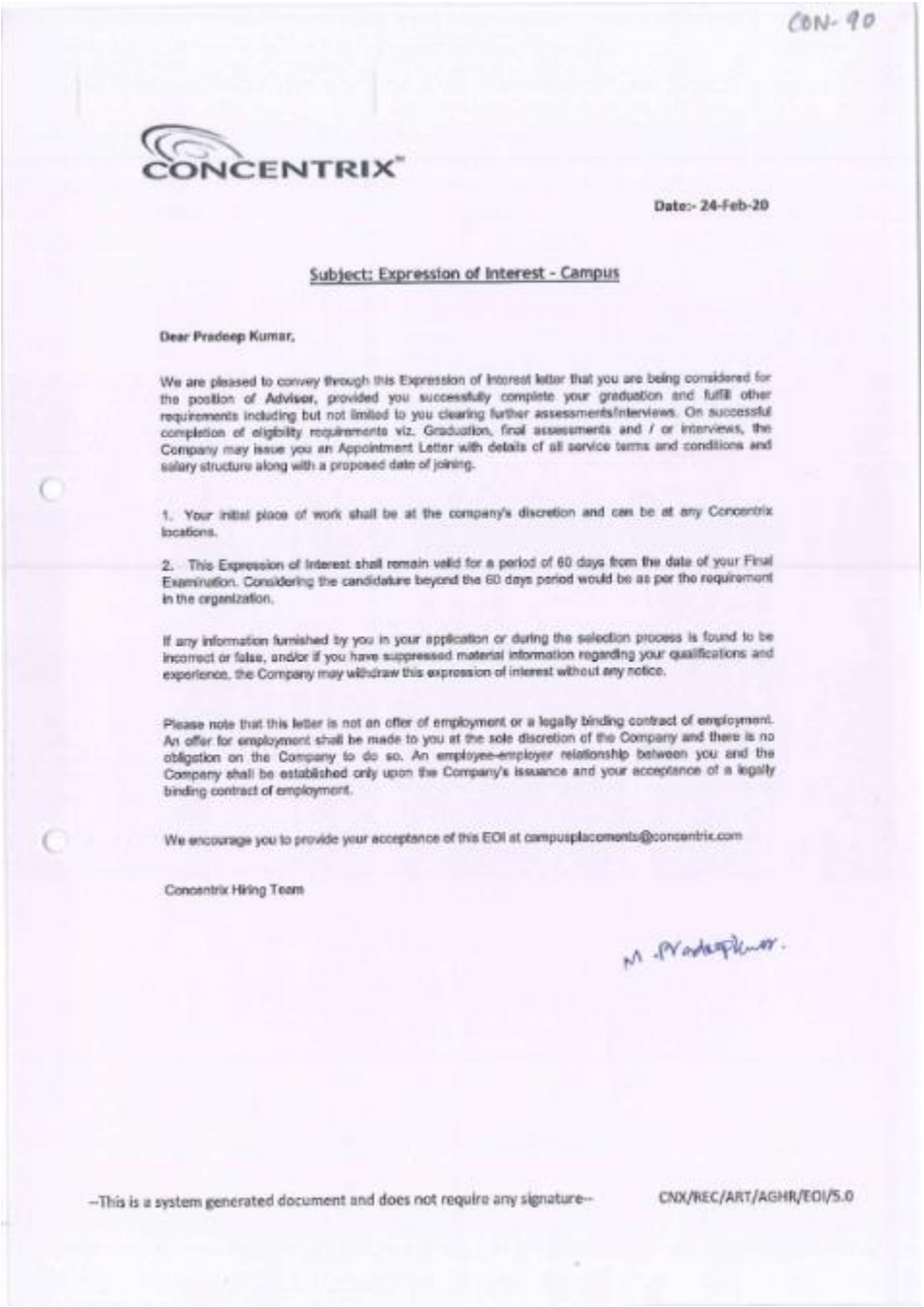
PRADEEP KUMAR – CONCENTRIX



CON-90

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Pradeep Kumar,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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M. Pradeepkumar.

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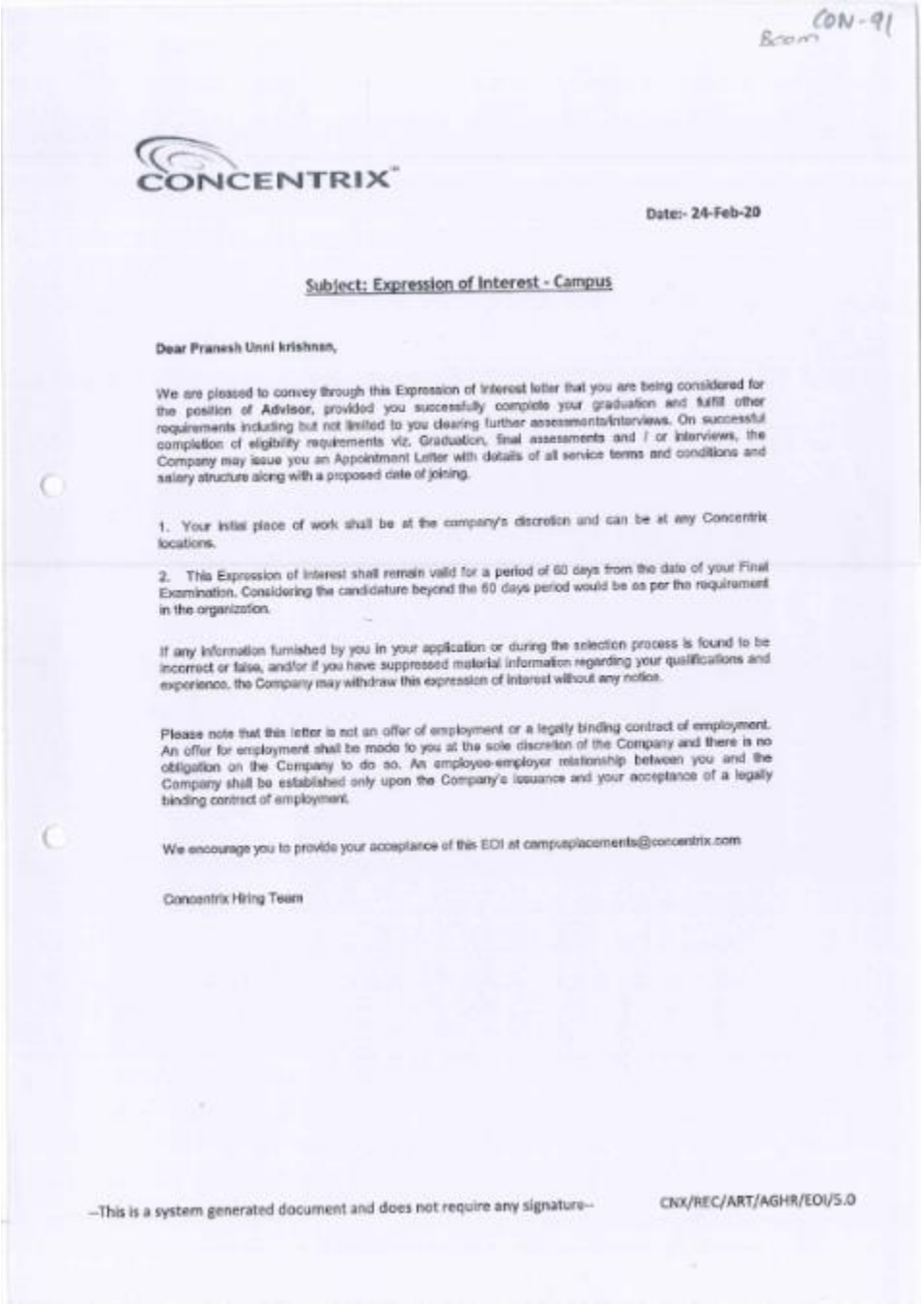
PRANESH UNNI KRISHNAN – CONCENTRIX



CON-91
B.com

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Pranesh Unni krishnan,

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ESHWAR S – CONCENTRIX

CON-92

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Eshwar s Eshwar S,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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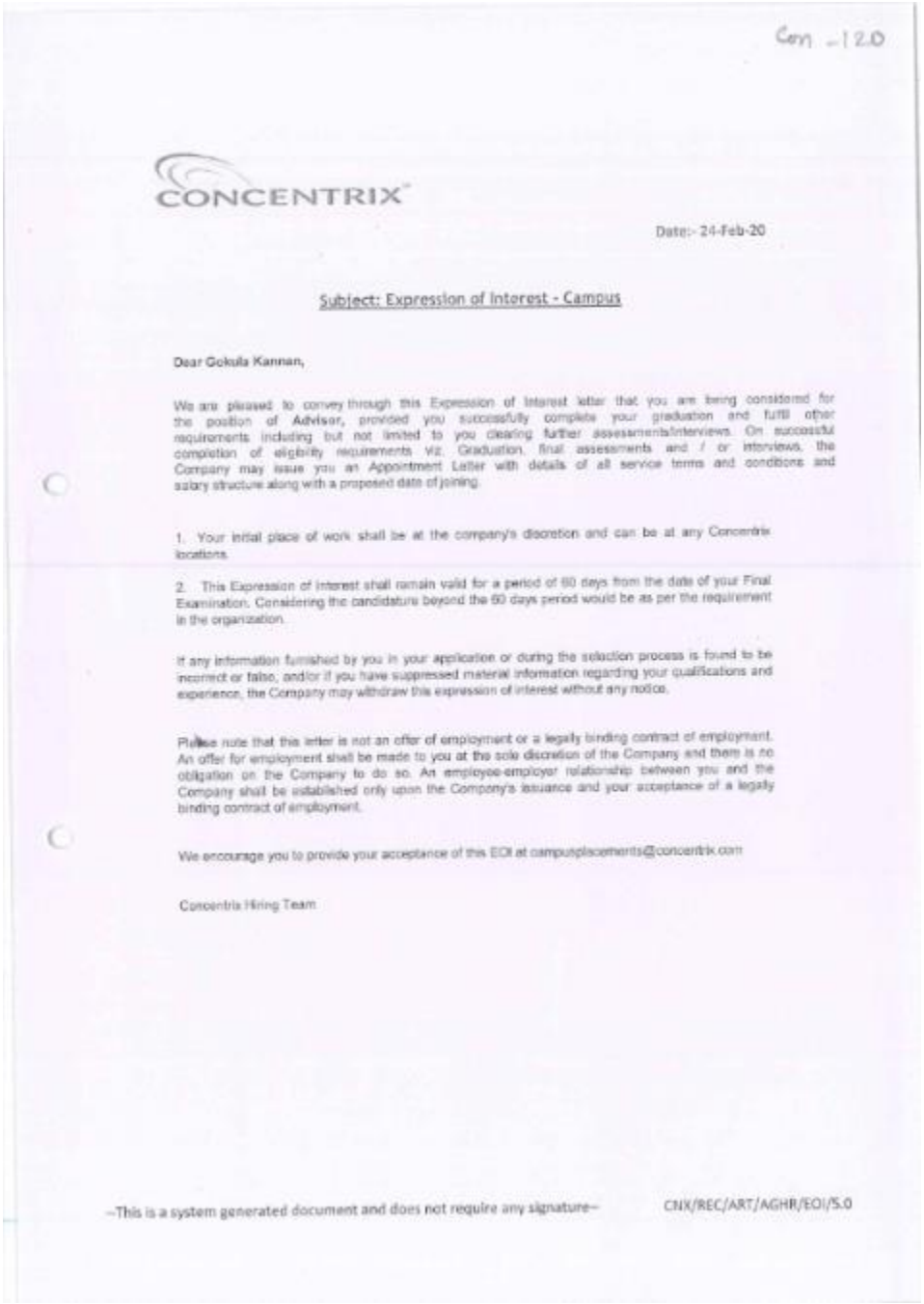
GUKULA KANNAN – CONCENTRIX



Con ...120

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Gokula Kannan,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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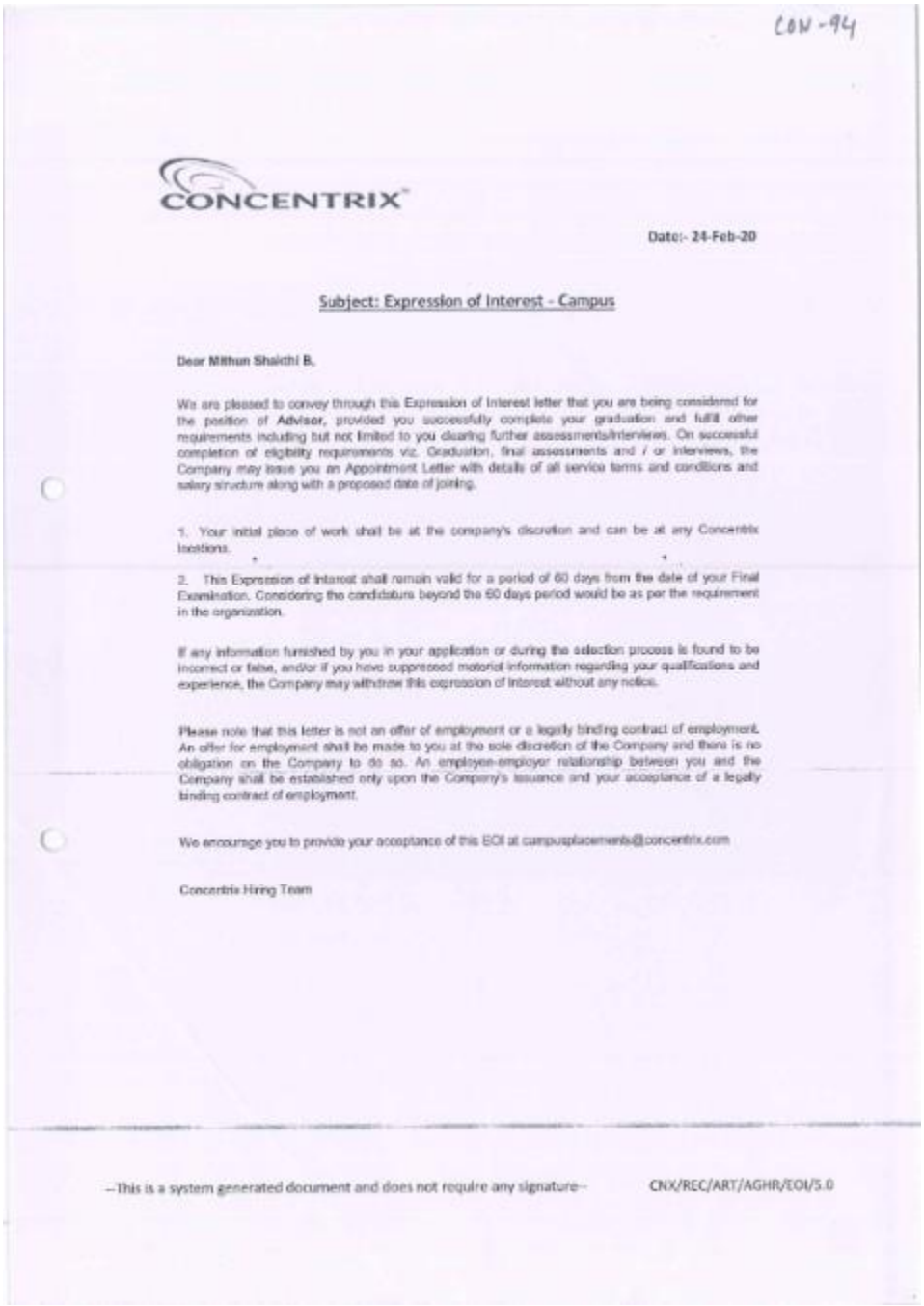
MITHUN SAKTHI R – CONCENTRIX



COM-94

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Mithun Shakthi B,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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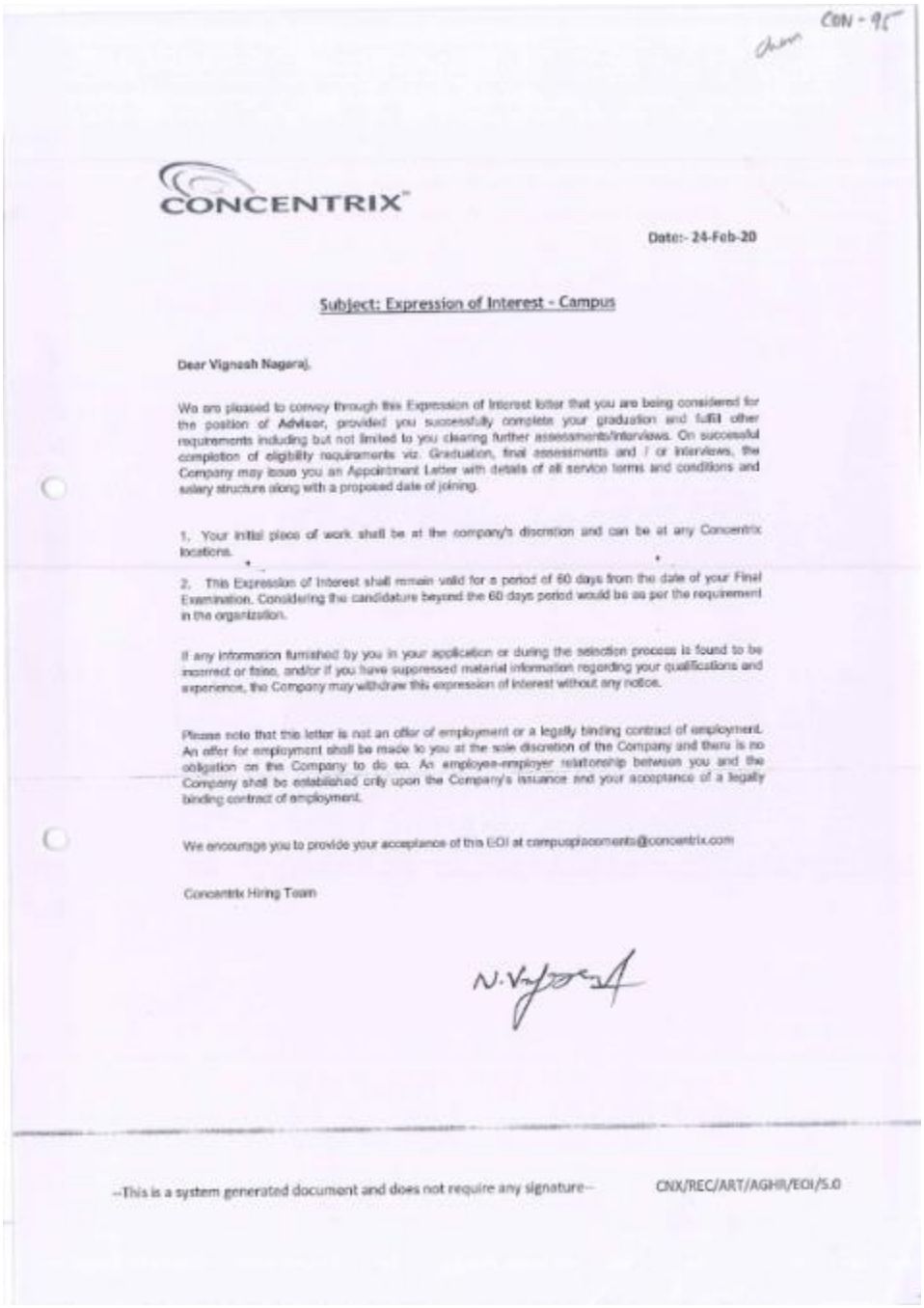
VIGNESH NAGARAJ – CONCENTRIX



CON - 95

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Vignesh Nagaraj,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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N. Vignesh

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VINITHA E – CONCENTRIX

CON-96

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Vinitha E,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Adviser**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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ABINESH T – CONCENTRIX

CON-97.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Abinesh T,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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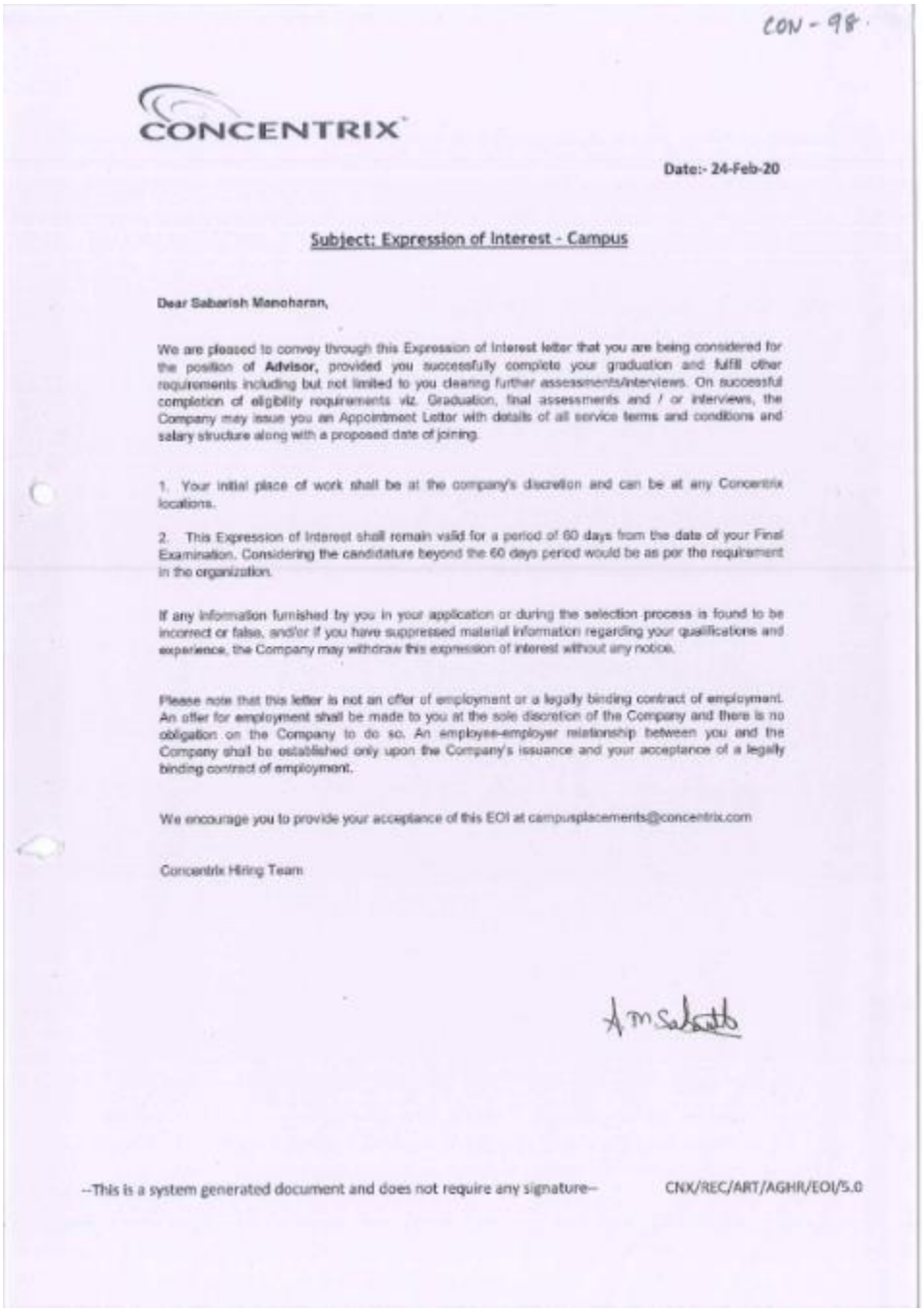
SABARISH MANIHARAN – CONCENTRIX



CON - 98

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sabarish Manoharan,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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A m Sabarish

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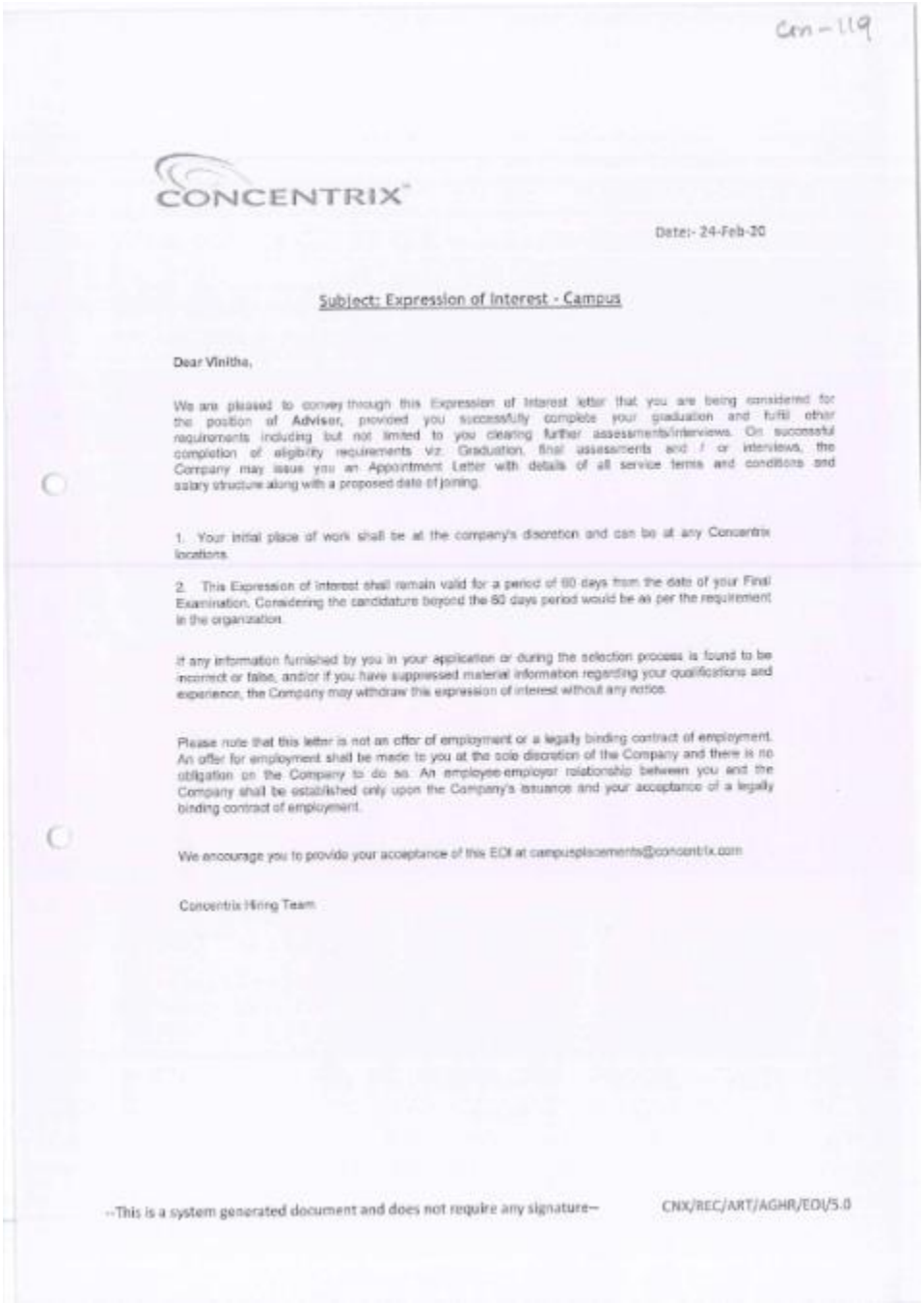
VINITHA – CONCENTRIX



Crn – 119

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Vinitha,

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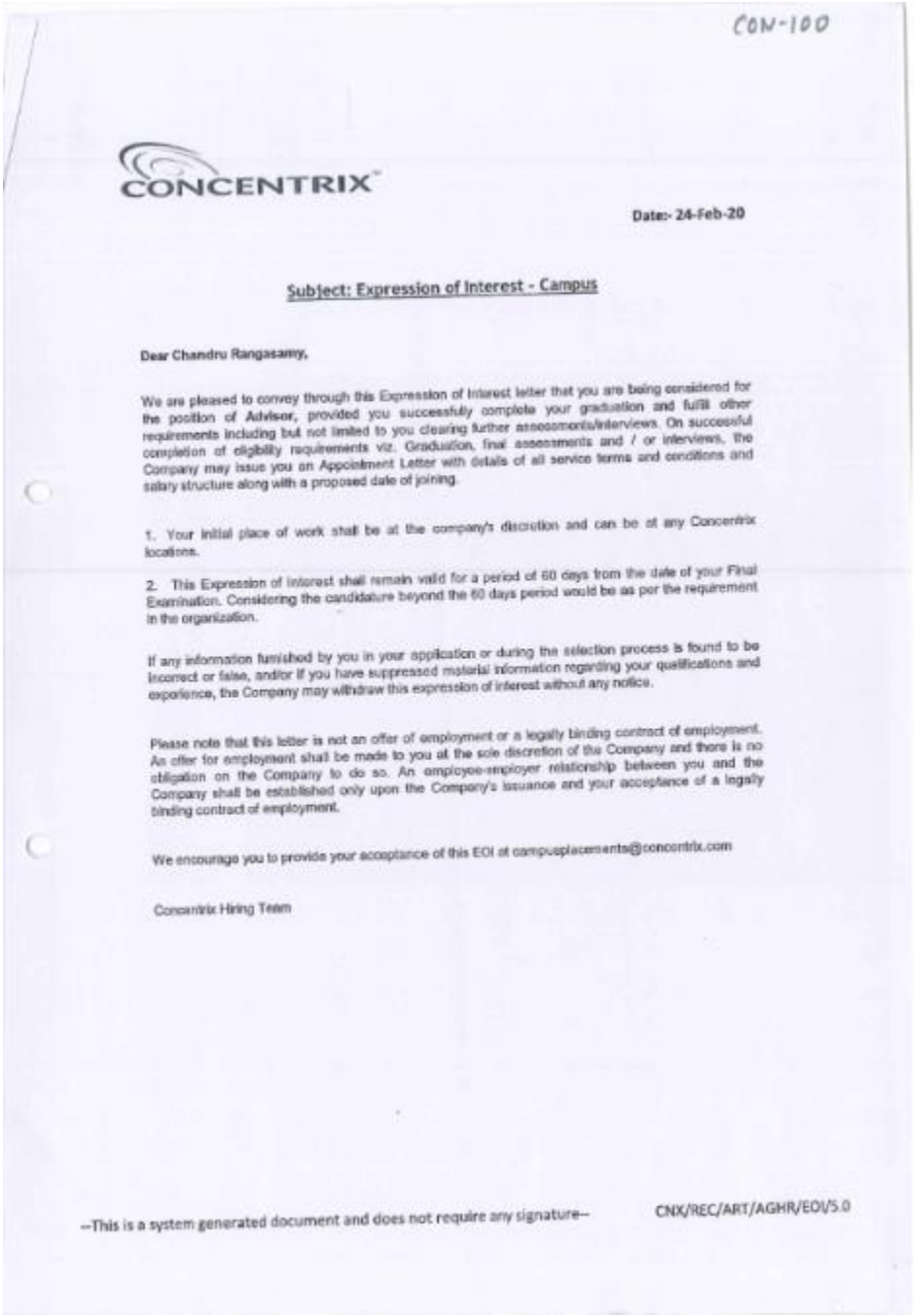
CHANDRU RANGASAMY – CONCENTRIX



CON-100

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Chandru Rangasamy,

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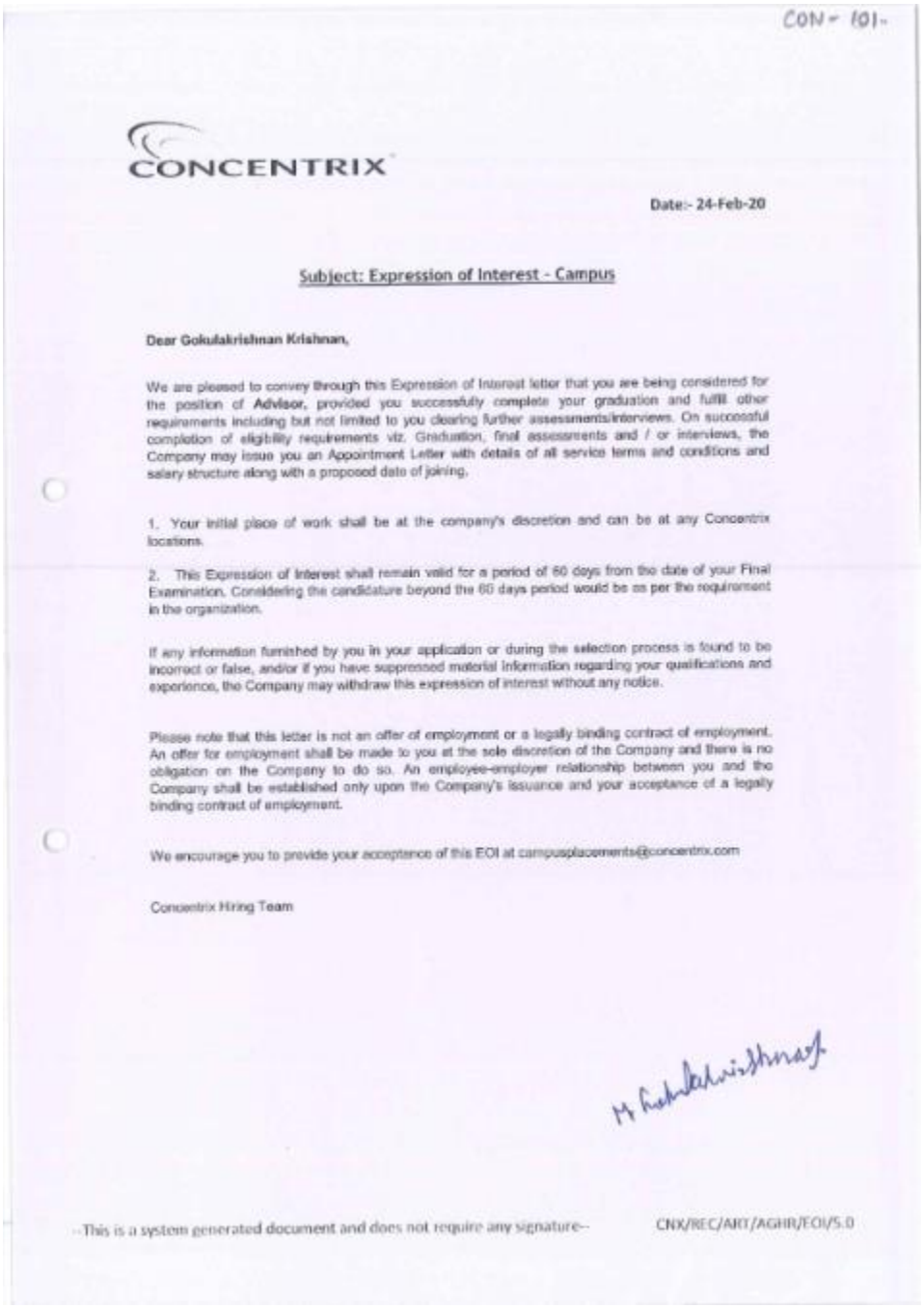
GOKULA KRISHNAN – CONCENTRIX



CON- 101-

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Gokulakrishnan Krishnan,

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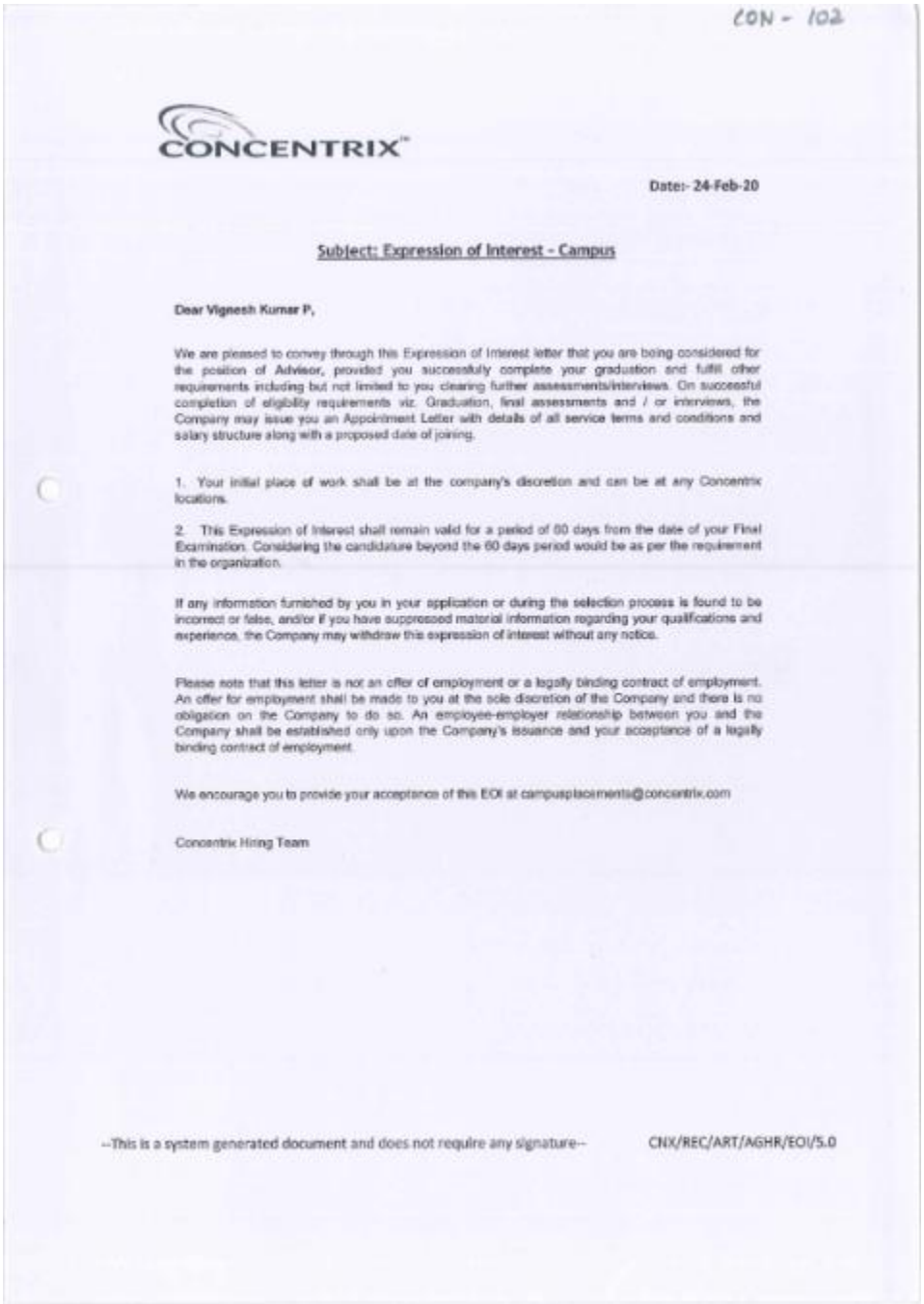
VIGNESH KUMAR P – CONCENTRIX



CON - 102

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Vignesh Kumar P,

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VASANTHAKUMAR M – CONCENTRIX

CON-103

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Vasanthakumar M,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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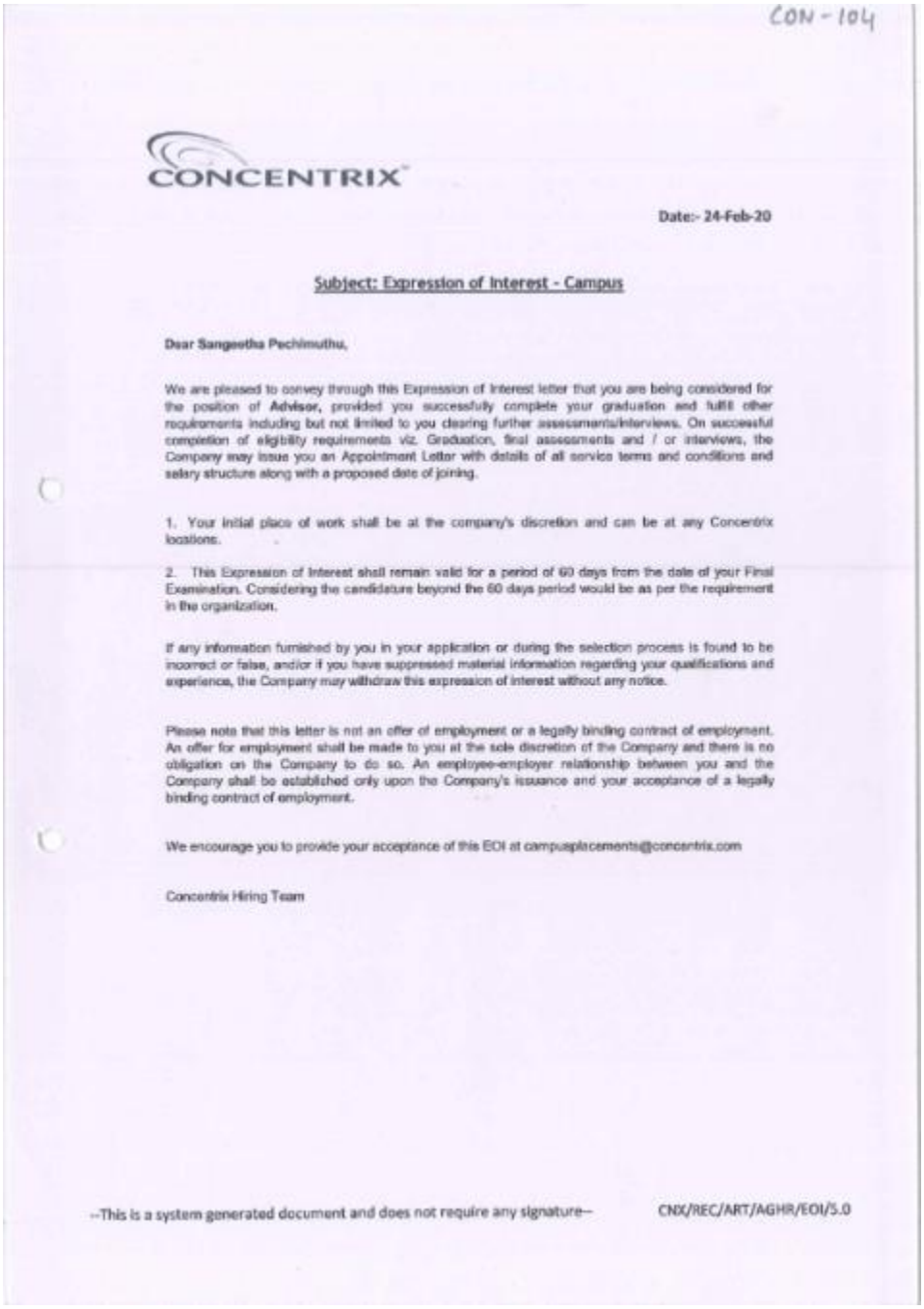
SANGEETHA PECHIMUTHU – CONCENTRIX



CON - 104

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Sangeetha Pechimuthu,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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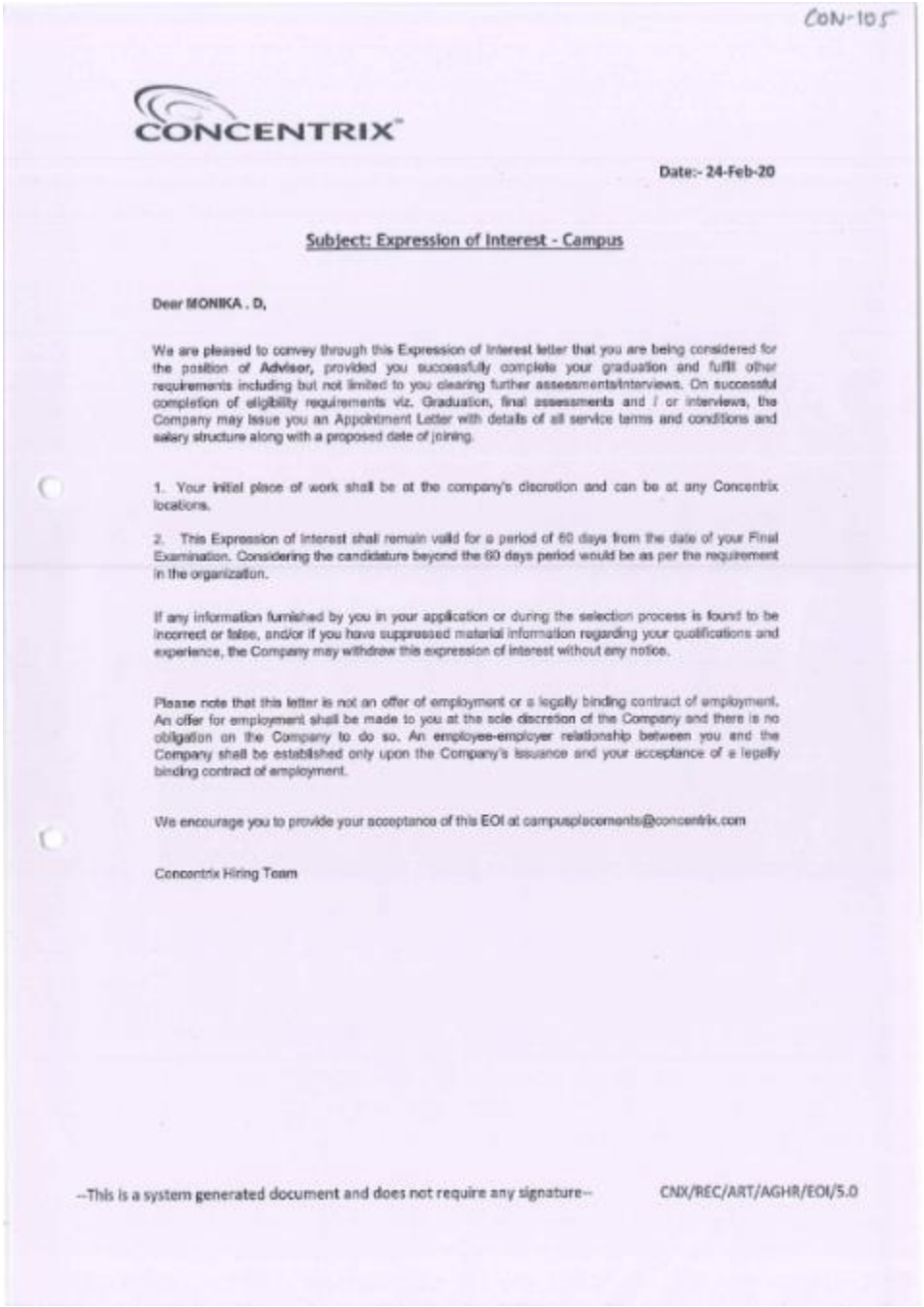
MONIKA D – CONCENTRIX



CON-105

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear MONIKA . D,

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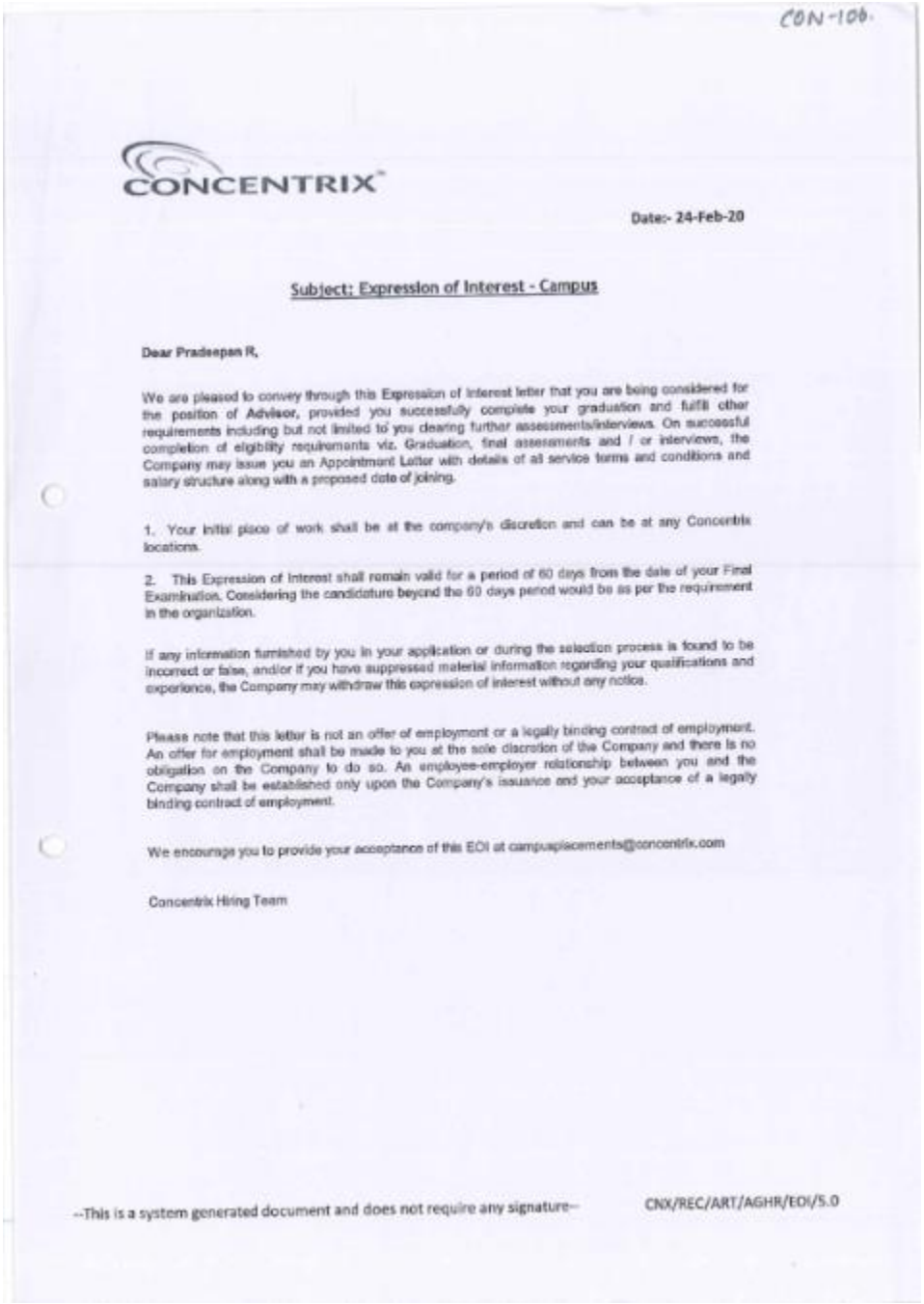
PRADEEPAN R – CONCENTRIX



CON-100

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Pradeepan R,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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LOGESH R – CONCENTRIX

CON-107

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Logesh logesh Ruthamoorthy,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.

2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of Interest without any notice.

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com

Concentrix Hiring Team

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SRIMAAN P – CONCENTRIX

CON-106

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Srimaan P,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

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Concentrix Hiring Team

Srimaan P

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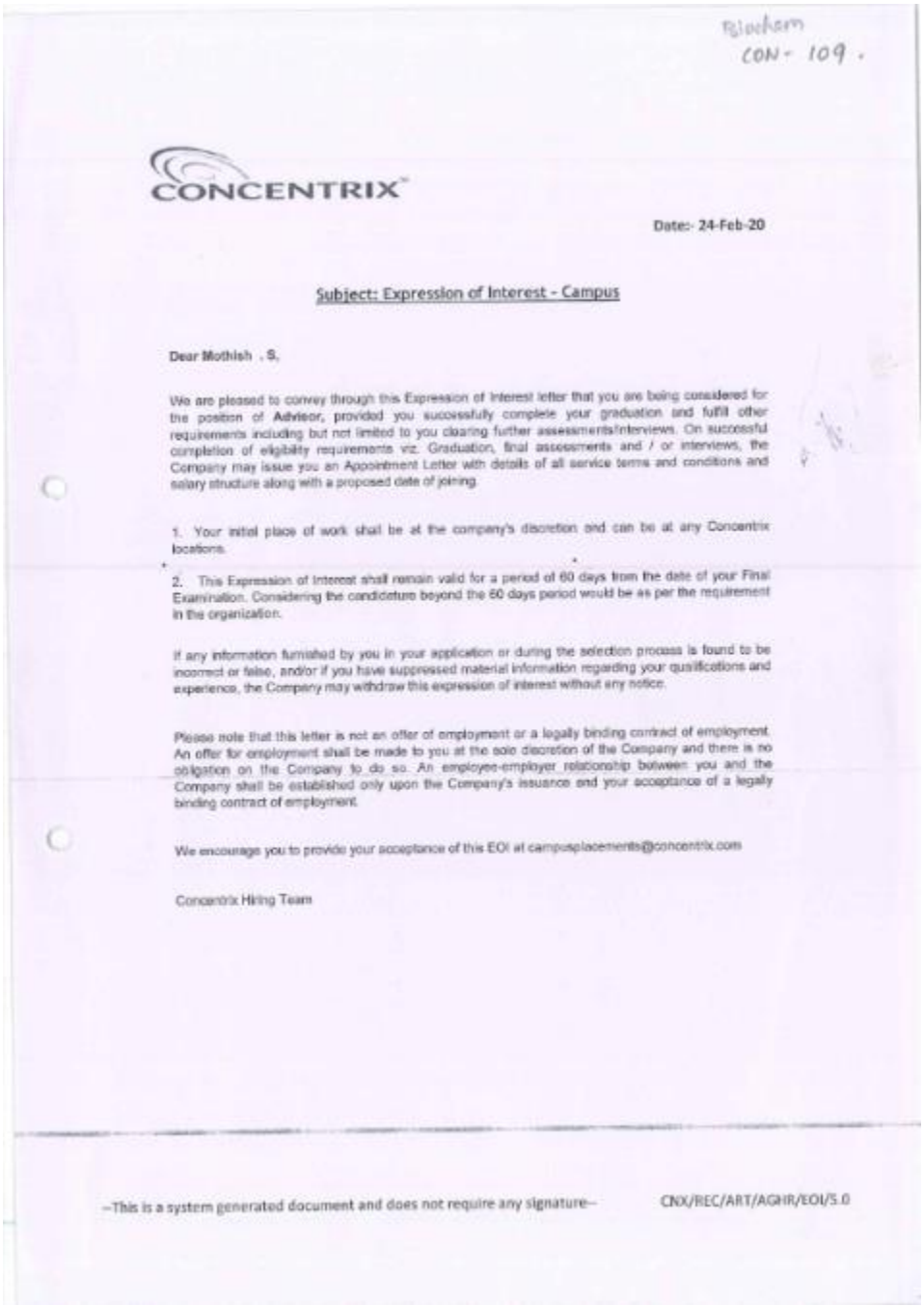
MOTHISH S – CONCENTRIX



Bloeham
CON- 109.

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Mothish . S,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com

Concentrix Hiring Team

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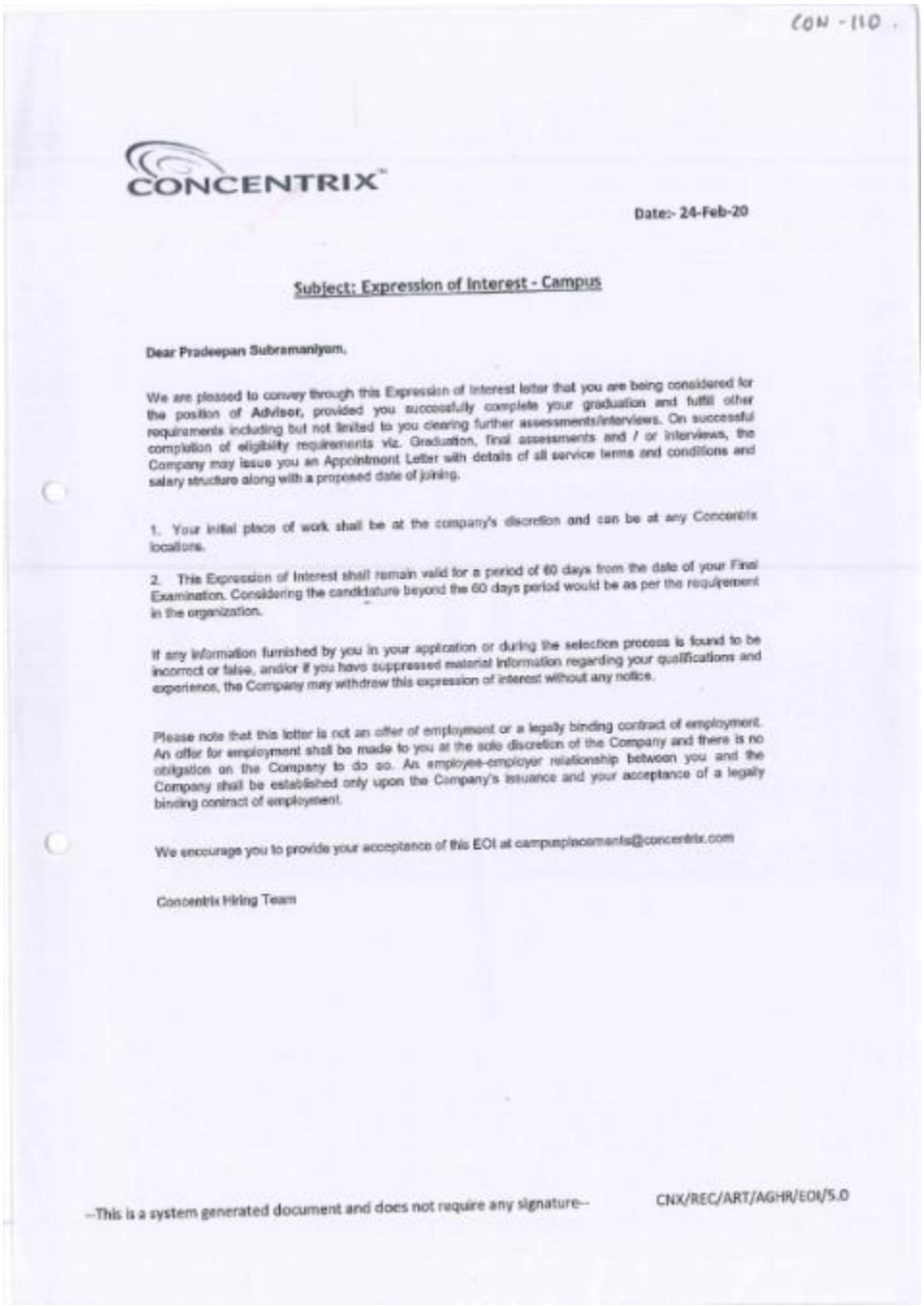
PRADEEPAN S – CONCENTRIX



CON - 110 .

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Pradeepan Subramaniyam,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.

2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

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Concentrix Hiring Team

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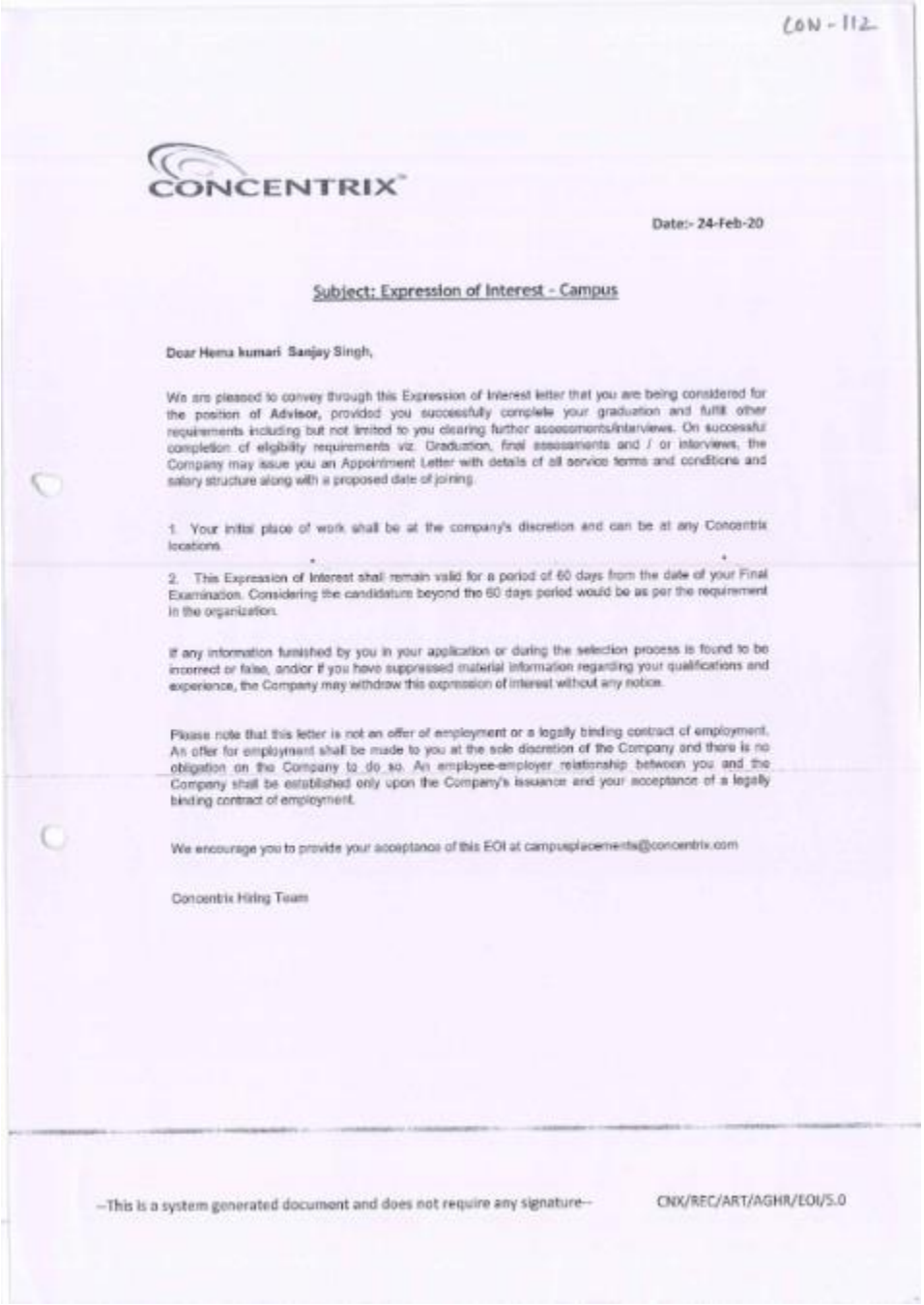
HEMA KUMARI S – CONCENTRIX



CON - 112

CONCENTRIX

Date:- 24-Feb-20

Subject: Expression of Interest - Campus

Dear Hema kumari Sanjay Singh,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor,** provided you successfully complete your graduation and fulfil other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team

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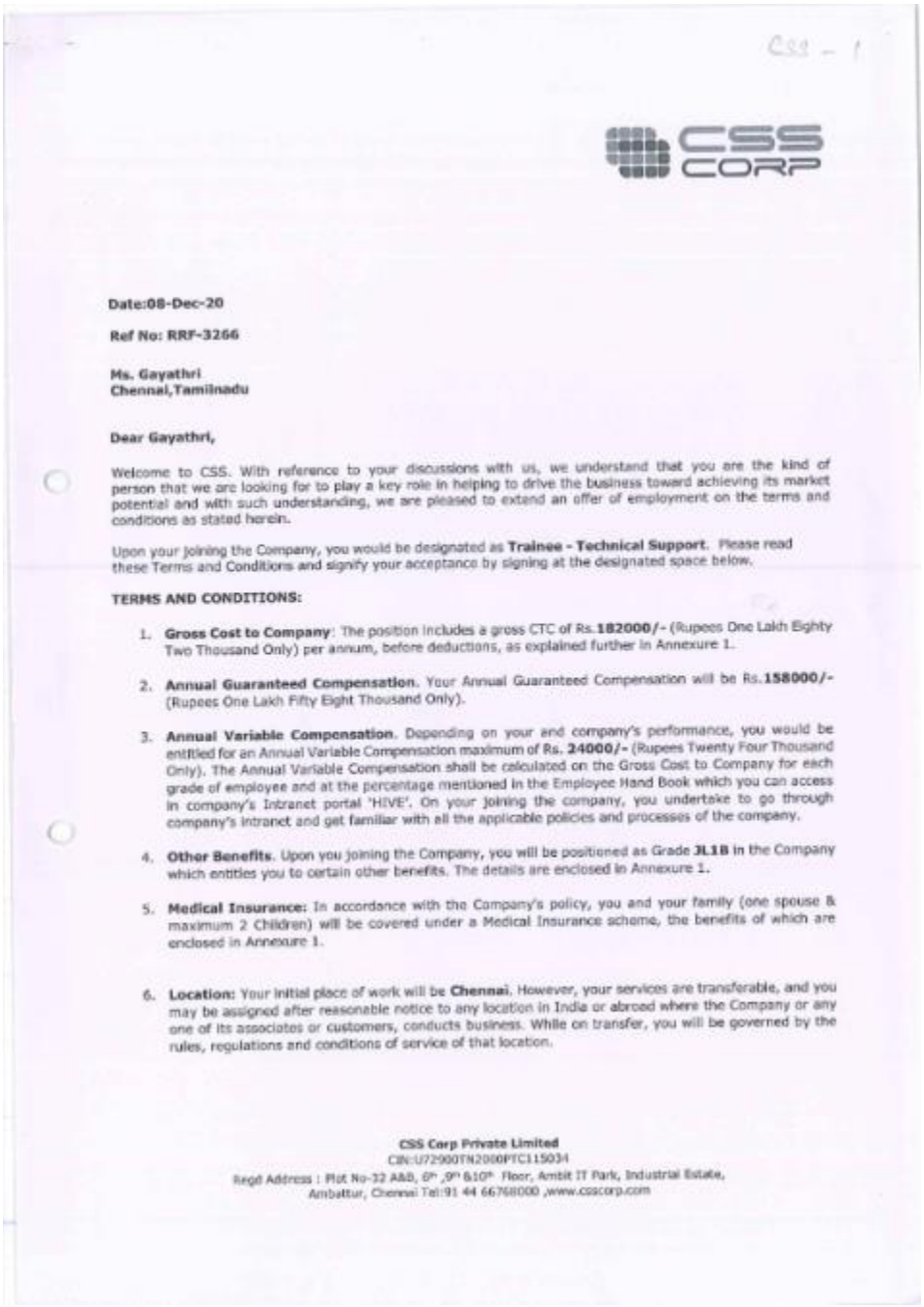
GAYATHRI – CSS CORP PVT LTD

CSS-1

CSS CORP

Salary Working			
Name: Gayathri			
Designation : Trainee - Technical Support		**Grade:**	**JL 1 B**
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	2,071	24,851
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	964	11,565
Total Guaranteed Compensation (TGC)		**13,167**	**1,58,000**
Variable Component			
Variable Performance Pay**			**24,000**
Gross Cost to Company (CTC)			**1,82,000**
Bonus			
Graduation Bonus***			**10,000**
Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			6,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit upto	60 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			
***One time gradution Bonus is payable in two equal installments - 1st payment on completion of 6 months from DOJ and 2nd payment on completion of 12 months			

CSS Corp Private Limited
CIN:U72900TN2000PTC115034
Regd Address : Plot No-32 A&B, 6th ,9th &10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com



CSS CORP

Date:08-Dec-20

Ref No: RRF-3266

Ms. Gayathri
Chennai,Tamilnadu

Dear Gayathri,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.**182000/-** (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.**158000/-** (Rupees One Lakh Fifty Eight Thousand Only).
3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

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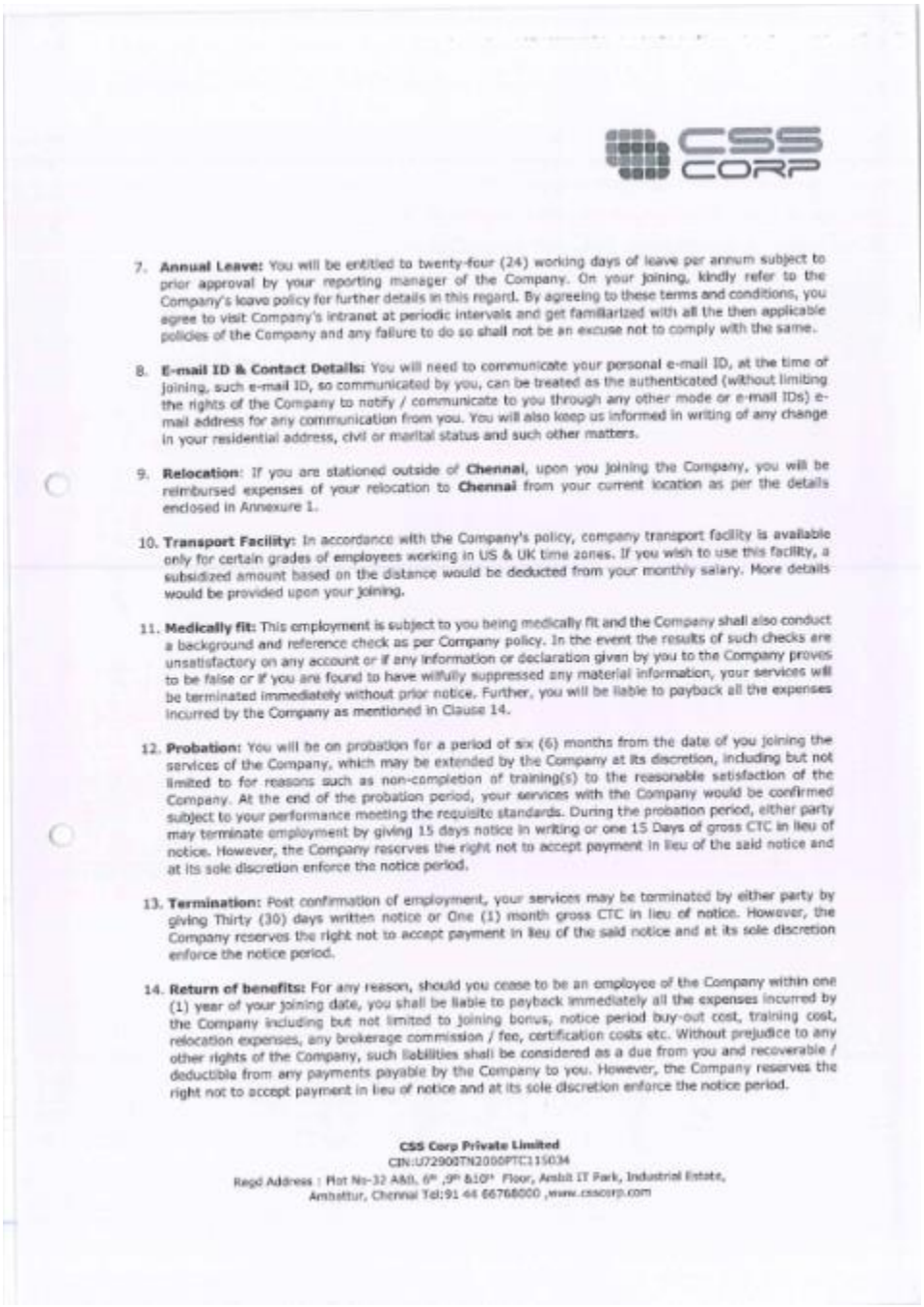

CSS CORP

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days notice in writing or one 15 Days of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

CSS Corp Private Limited
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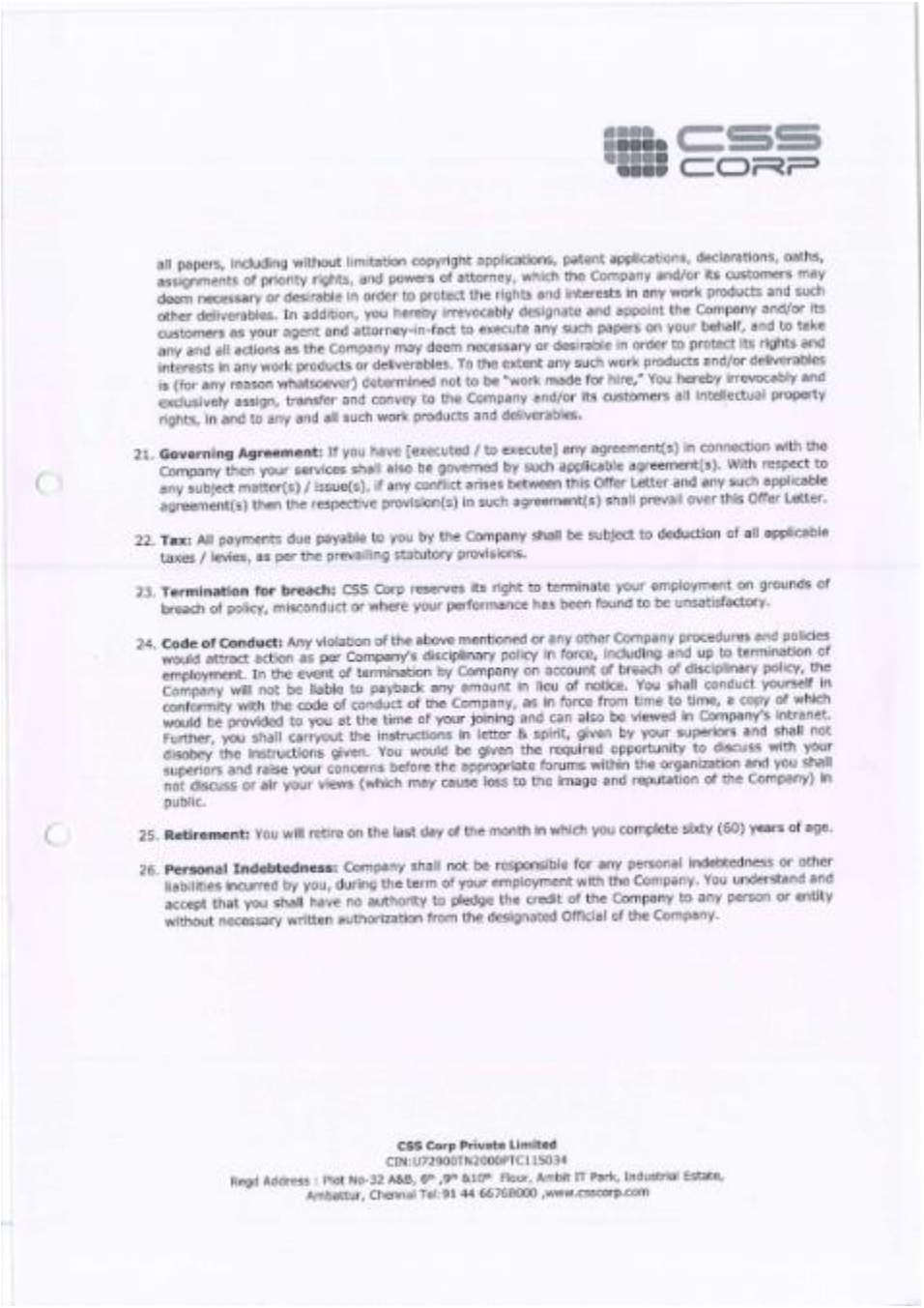
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com



all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

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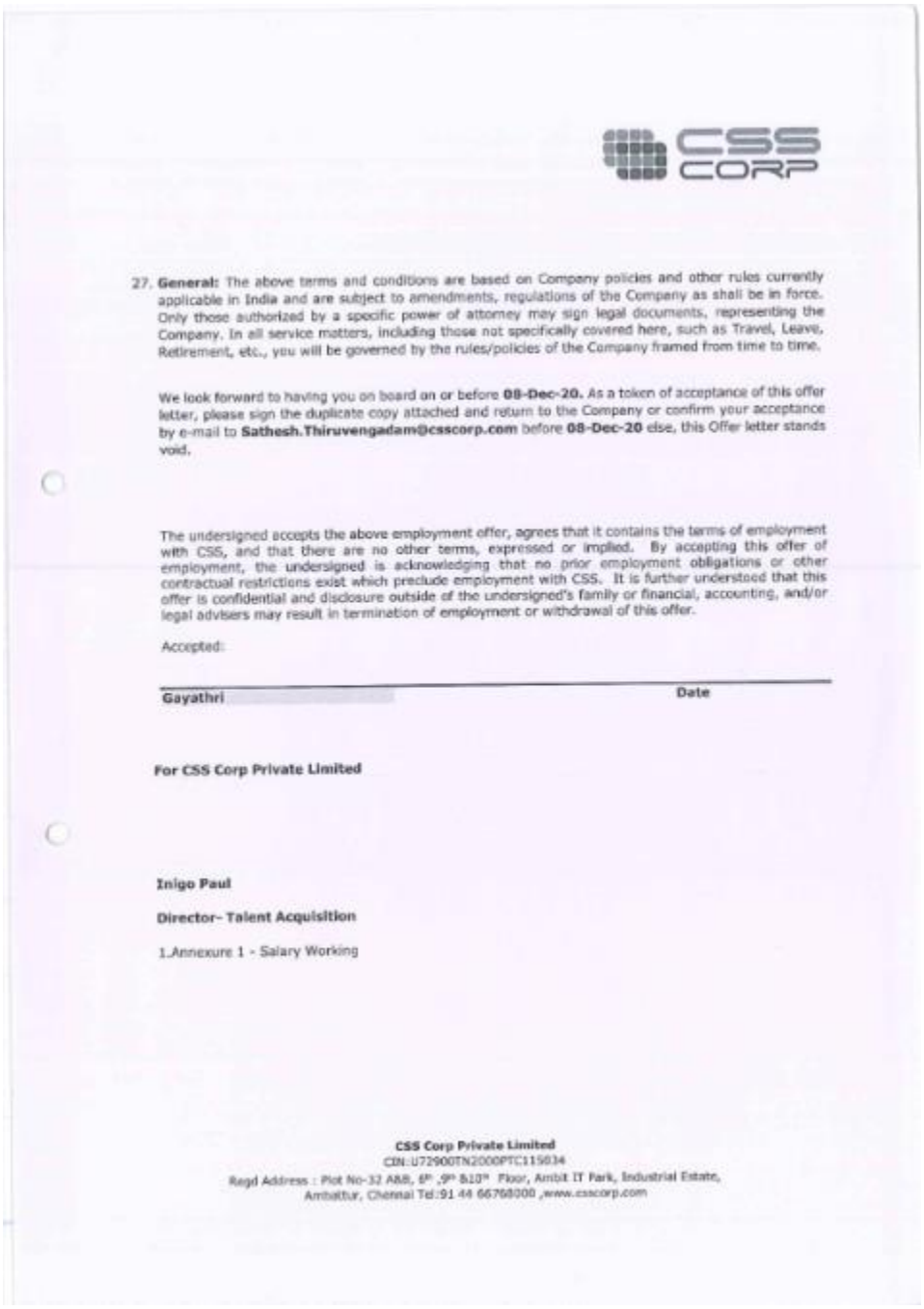

CSS CORP

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **08-Dec-20.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **Sathesh.Thiruvengadam@csscorp.com** before **08-Dec-20** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Gayathri **Date**

For CSS Corp Private Limited

Inigo Paul

Director- Talent Acquisition

1.Annexure 1 - Salary Working

CSS Corp Private Limited
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SAI BALAJI – CSS CORP PVT LTD

CSS – 2

CSS CORP

Salary Working			
Name: Sai Balaji			
Designation : Trainee - Technical Support		**Grade:**	**JL 1 B**
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	2,071	24,851
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	964	11,565
Total Guaranteed Compensation (TGC)		**13,167**	**1,58,000**
Variable Component			
Variable Performance Pay**			**24,000**
Gross Cost to Company (CTC)			**1,82,000**
Bonus			
Graduation Bonus***			**10,000**
Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			6,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit upto	60 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			
***One time gradution Bonus is payable in two equal installments - 1st payment on completion of 6 months from DOJ and 2nd payment on completion of 12 months			

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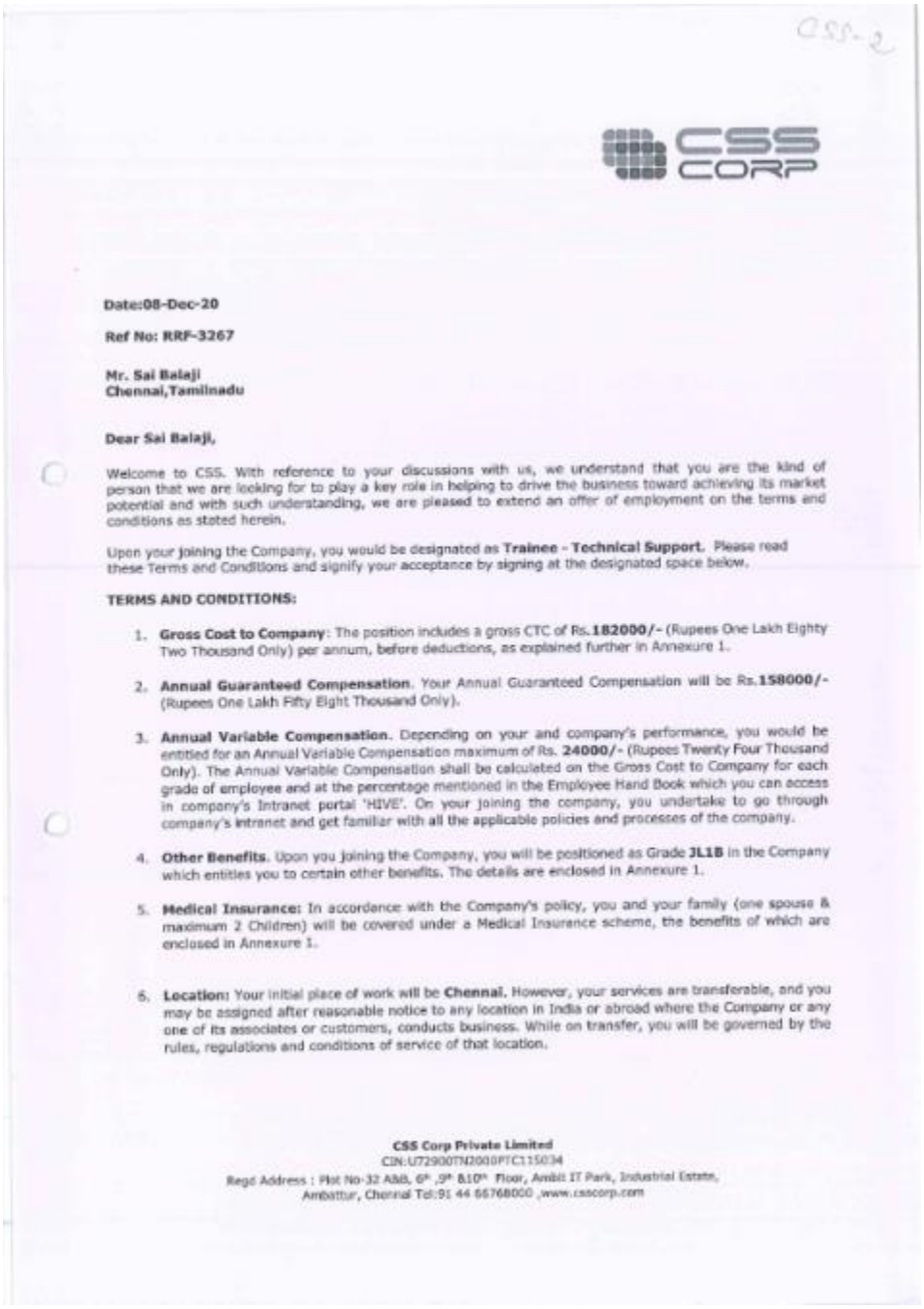

CSS-2

CSS CORP

Date:08-Dec-20

Ref No: RRF-3267

Mr. Sai Balaji
Chennai,Tamilnadu

Dear Sai Balaji,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.**182000/-** (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.**158000/-** (Rupees One Lakh Fifty Eight Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai.** However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

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7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days notice in writing or one 15 Days of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

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15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute

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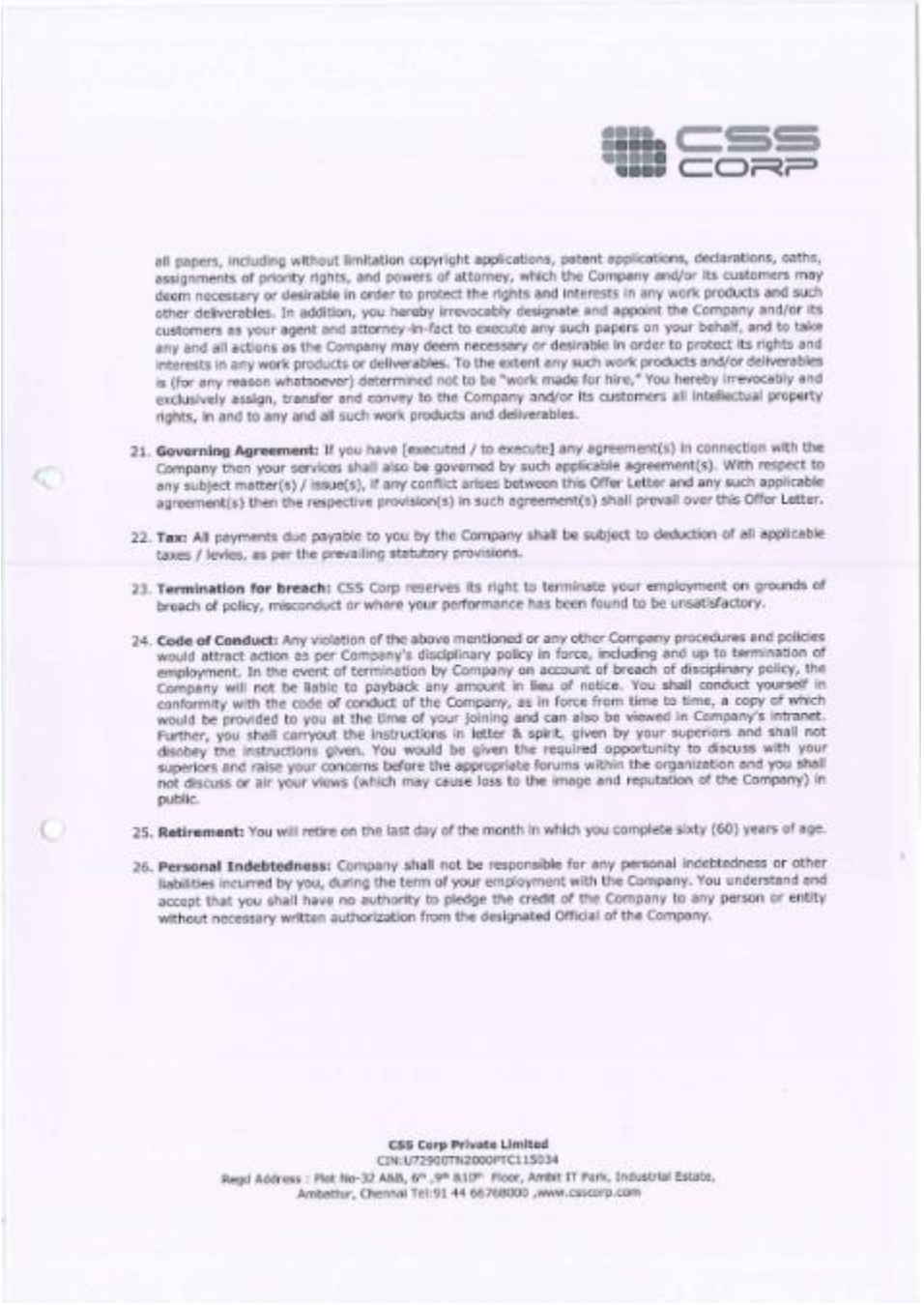

all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

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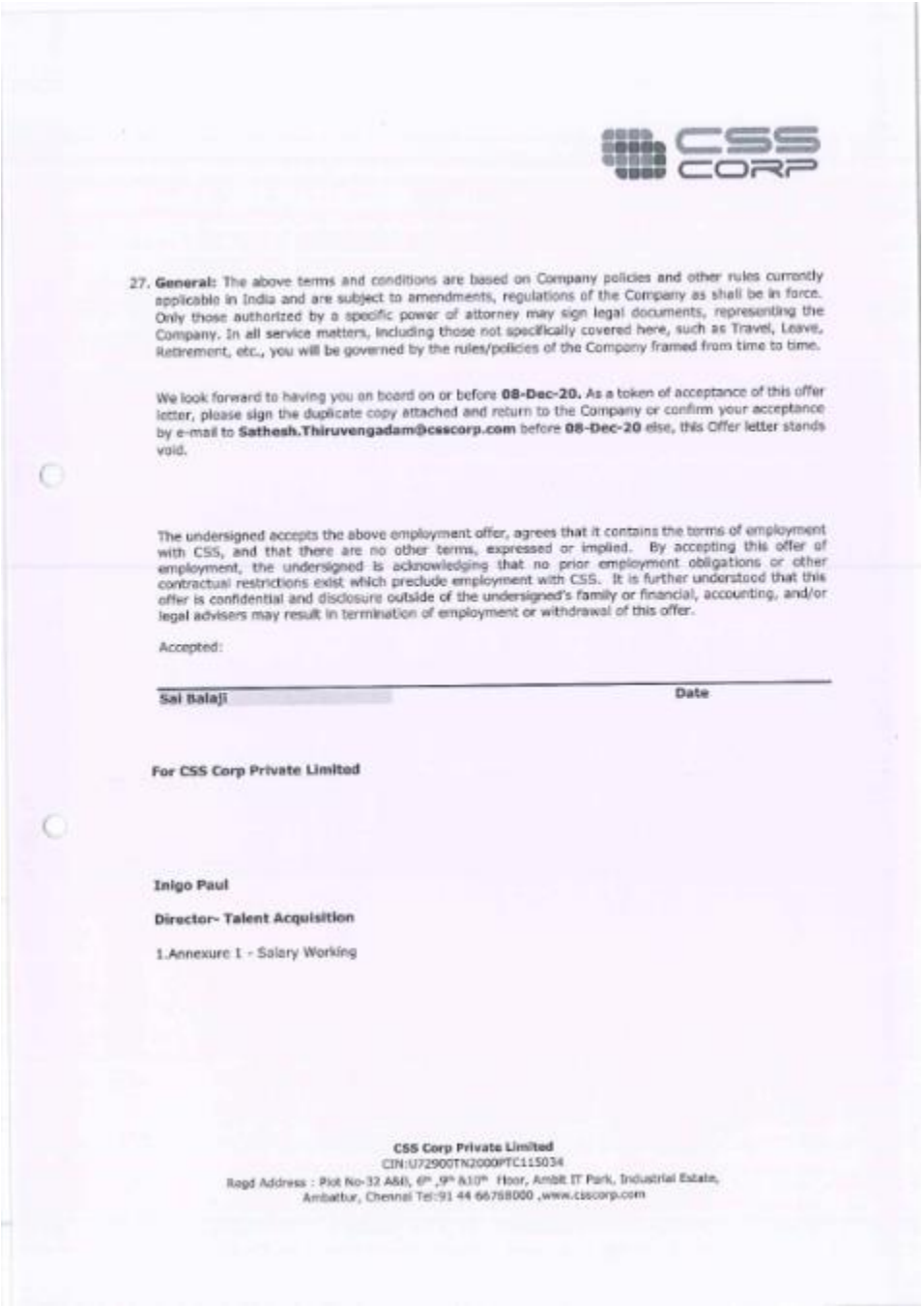

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27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **08-Dec-20.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **Sathesh.Thiruvengadam@csscorp.com** before **08-Dec-20** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Sai Balaji **Date**

For CSS Corp Private Limited

Inigo Paul

Director- Talent Acquisition

1.Annexure I - Salary Working

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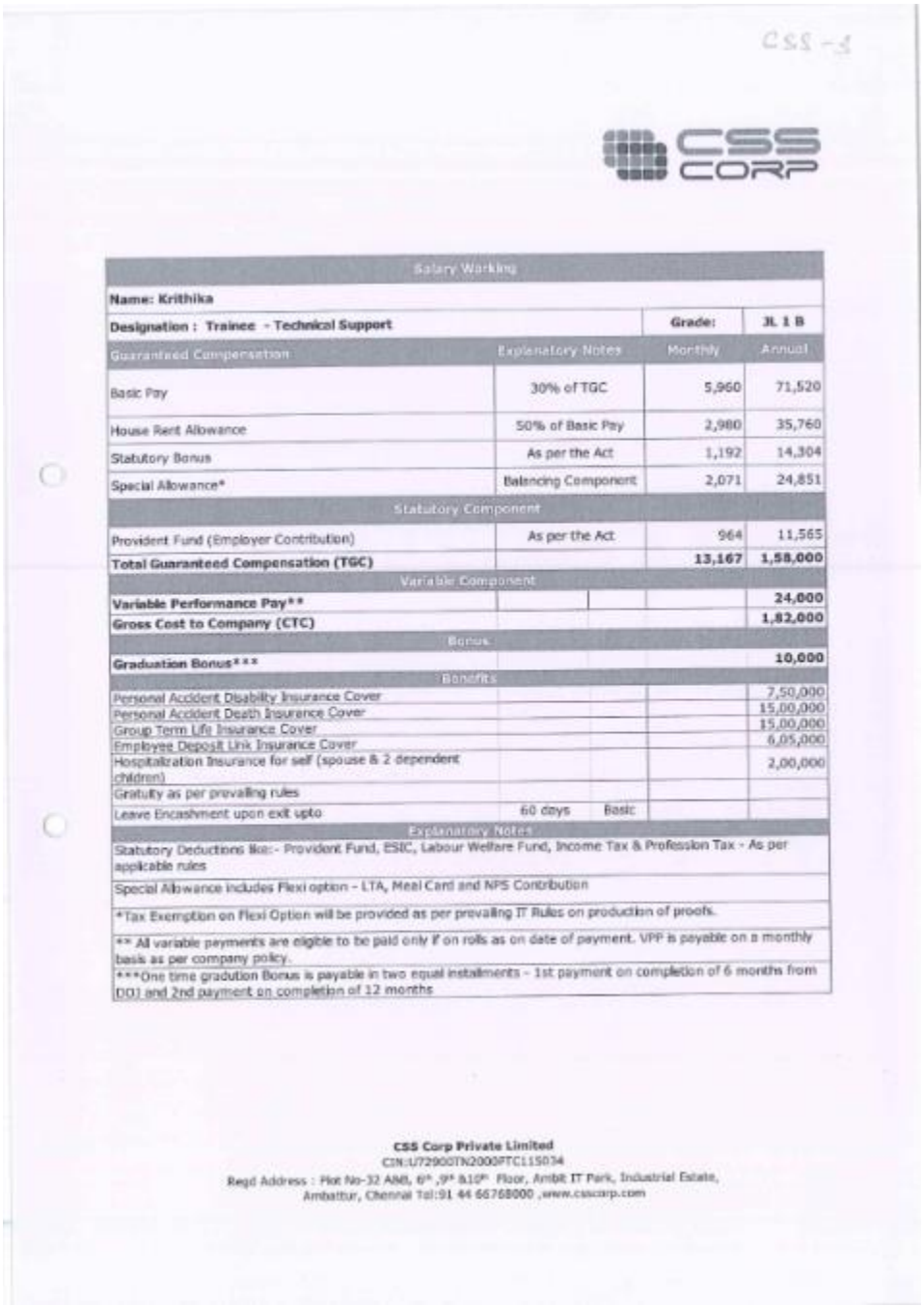
KIRITHIKA – CSS CORP PVT LTD



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Salary Working			
Name: Krithika			
Designation : Trainee - Technical Support		**Grade:**	**JL 1 B**
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	2,071	24,851
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	964	11,565
Total Guaranteed Compensation (TGC)		**13,167**	**1,58,000**
Variable Component			
Variable Performance Pay**			**24,000**
Gross Cost to Company (CTC)			**1,82,000**
Bonus			
Graduation Bonus***			**10,000**
Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			6,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit upto	60 days Basic		

Explanatory Notes

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.

***One time gradution Bonus is payable in two equal installments - 1st payment on completion of 6 months from DOJ and 2nd payment on completion of 12 months

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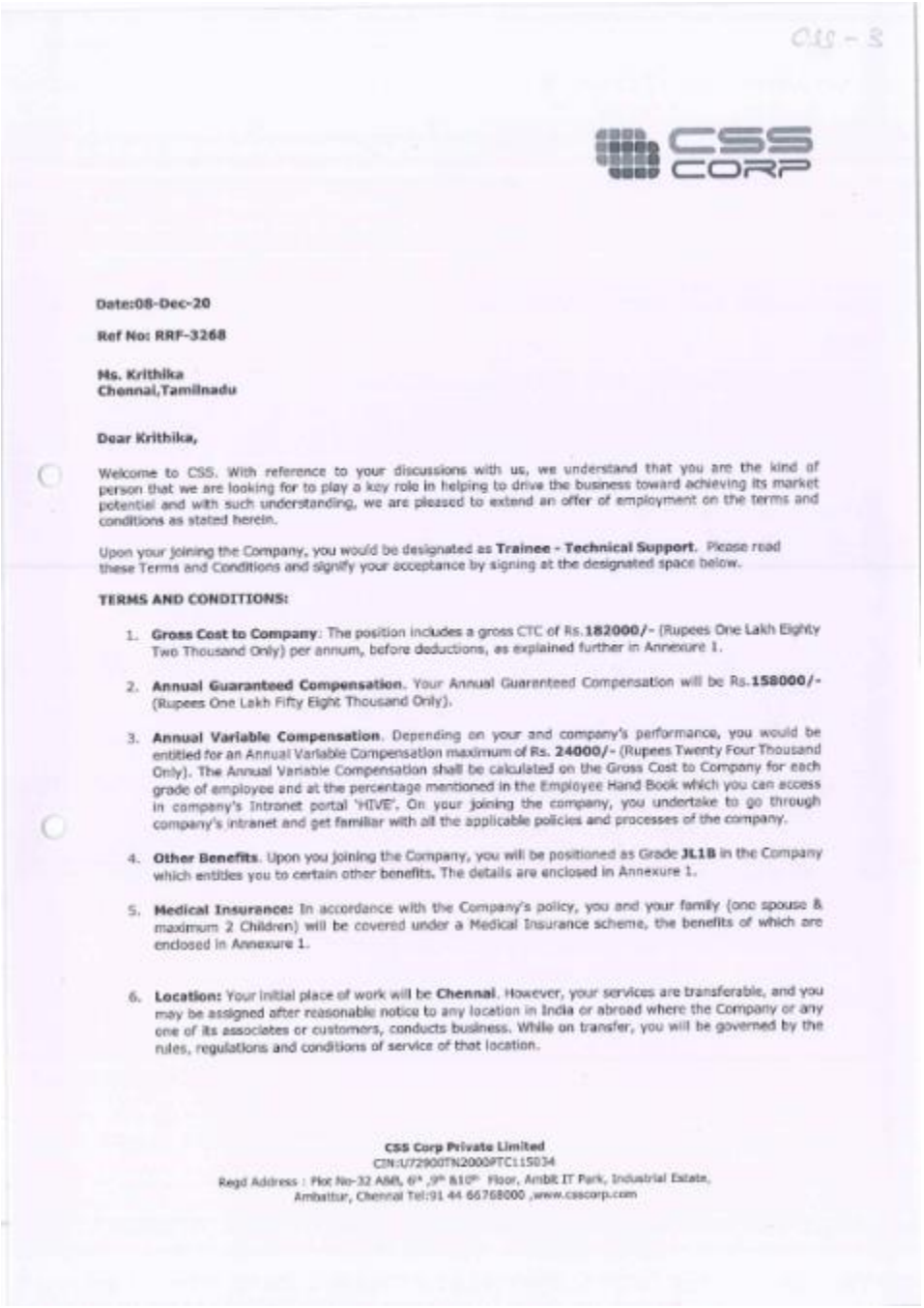

CSS - 2

CSS CORP

Date:08-Dec-20

Ref No: RRF-3268

Ms. Krithika
Chennai,Tamilnadu

Dear Krithika,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.**182000/-** (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.**158000/-** (Rupees One Lakh Fifty Eight Thousand Only).
3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

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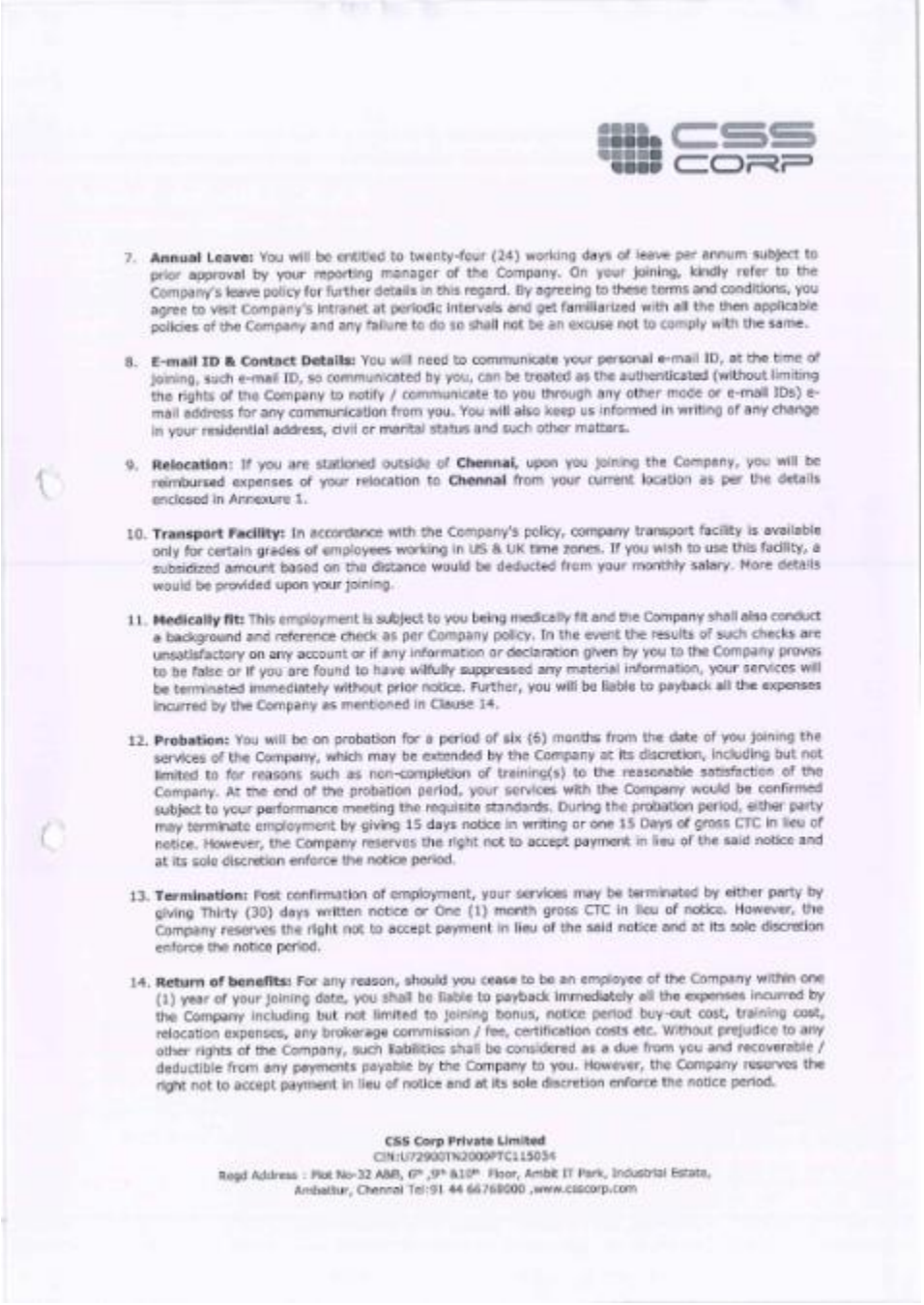

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7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation:** If you are stationed outside of **Chennai,** upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days notice in writing or one 15 Days of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

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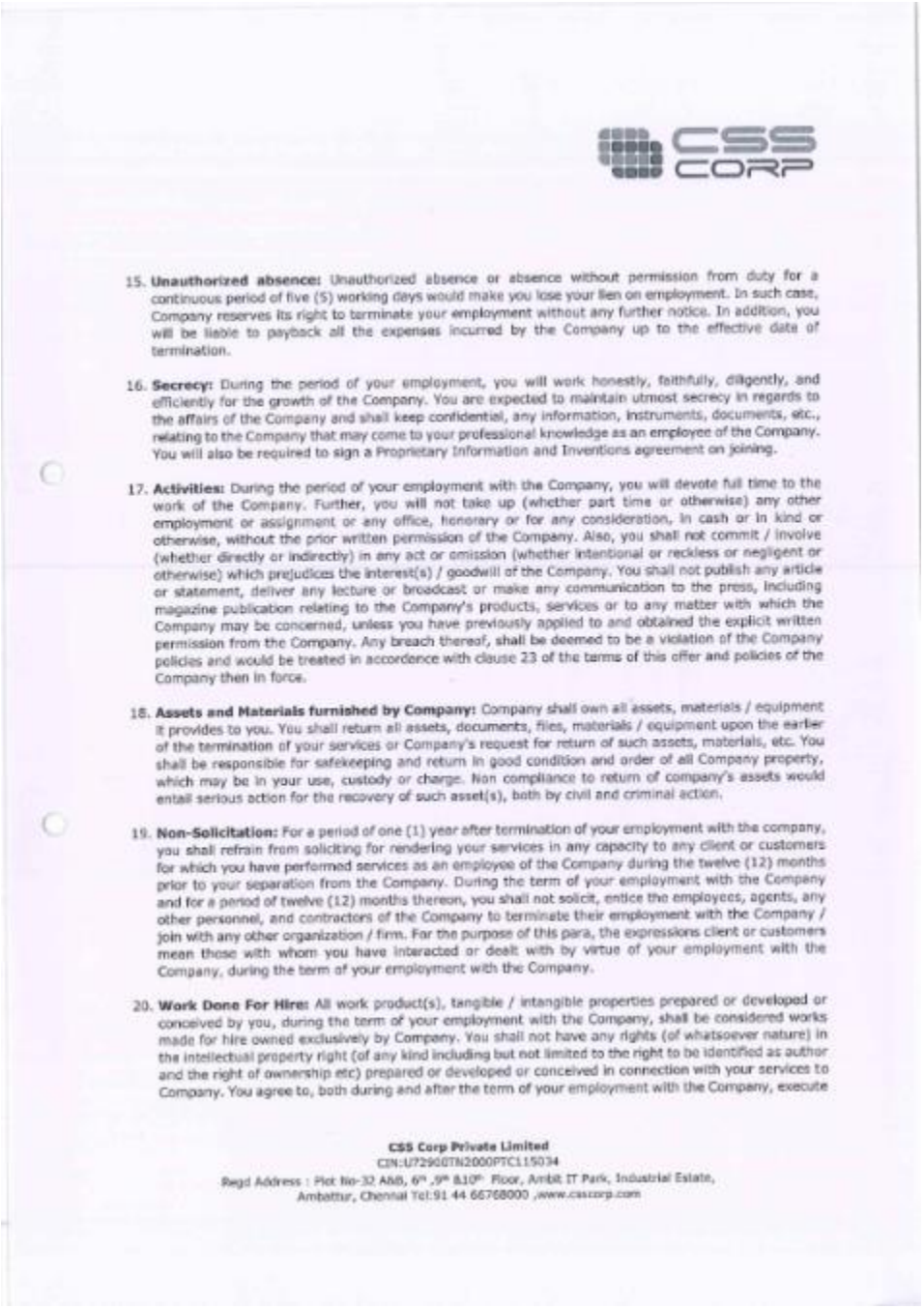

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute

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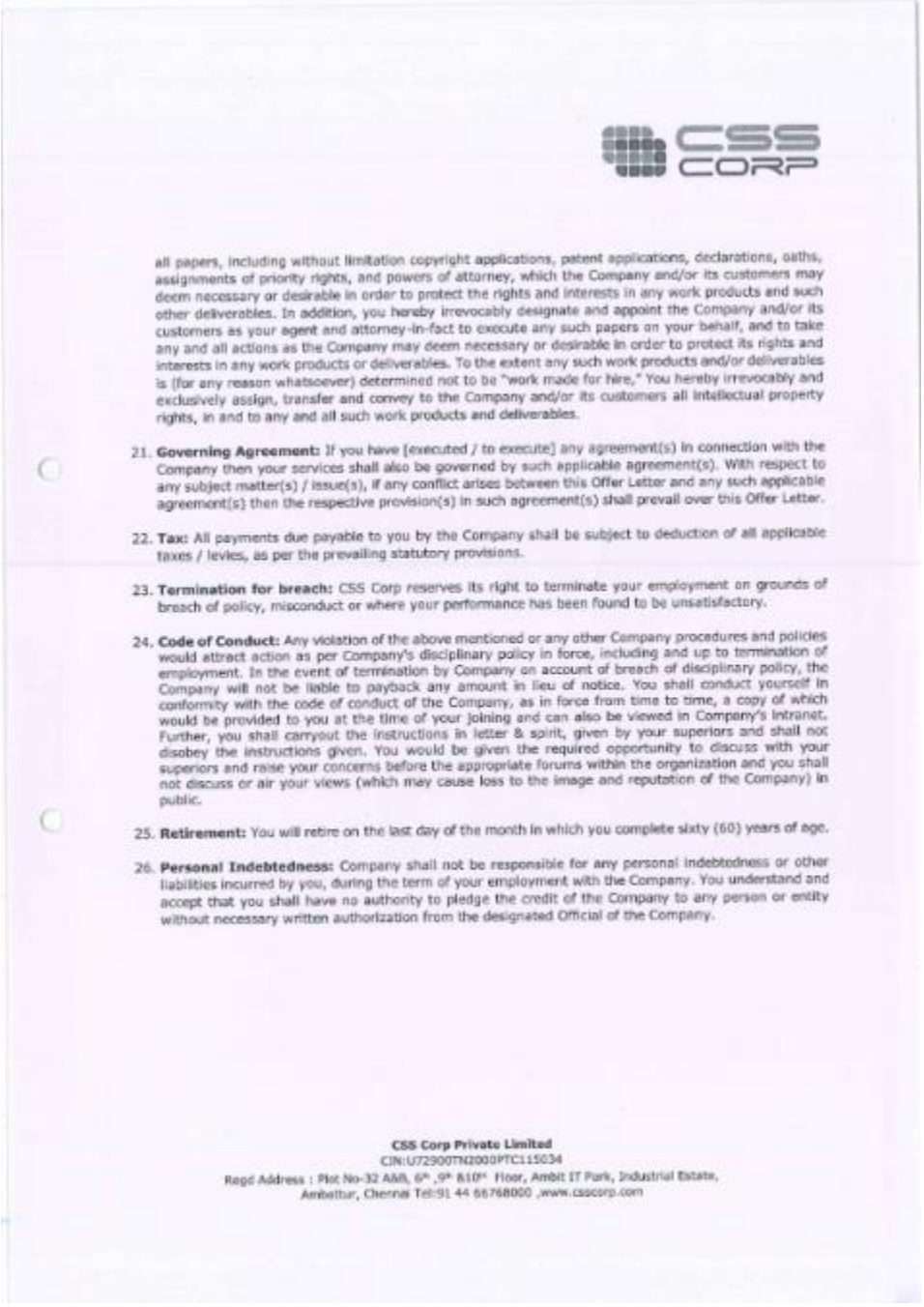

all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's Intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

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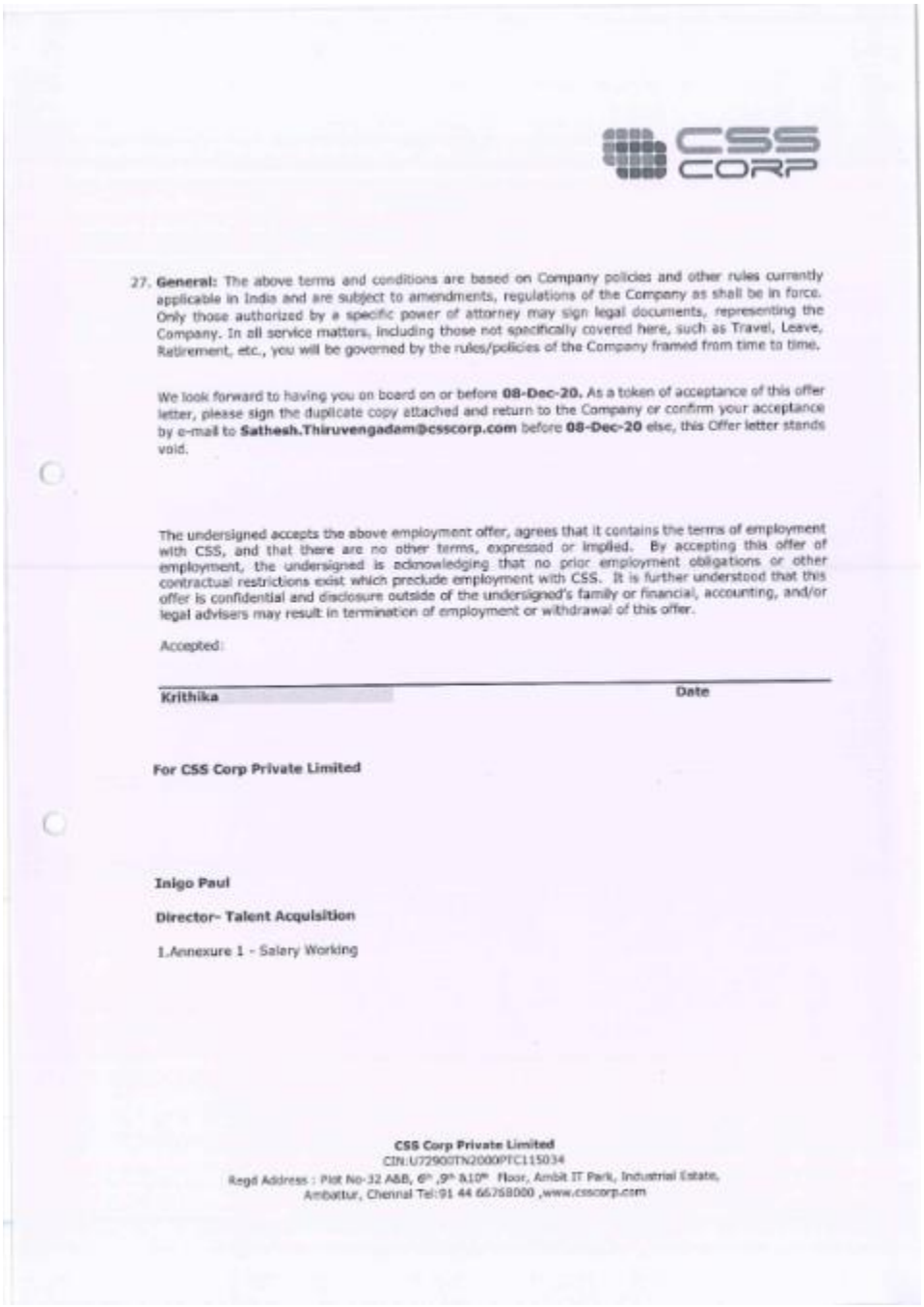

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **08-Dec-20.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **Sathesh.Thiruvengadam@csscorp.com** before **08-Dec-20** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Krithika **Date**

For CSS Corp Private Limited

Inigo Paul

Director- Talent Acquisition

1.Annexure 1 - Salary Working

CSS Corp Private Limited
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SHRINIDHI – CSS CORP PVT LTD

CSS-4

CSS CORP

Salary Working			
Name: Shrinidhi			
Designation : Trainee - Technical Support		**Grade:**	**JL 1 B**
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	2,071	24,851
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	964	11,565
Total Guaranteed Compensation (TGC)		**13,167**	**1,58,000**
Variable Component			
Variable Performance Pay**			**24,000**
Gross Cost to Company (CTC)			**1,82,000**
Bonus			
Graduation Bonus***			**10,000**
Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			6,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit upto	60 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			
***One time gradution Bonus is payable in two equal installments - 1st payment on completion of 6 months from DOJ and 2nd payment on completion of 12 months			

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CSS - 4

CSS CORP

Date:08-Dec-20

Ref No: RRF-3269

Ms. Shrinidhi
Chennai,Tamilnadu

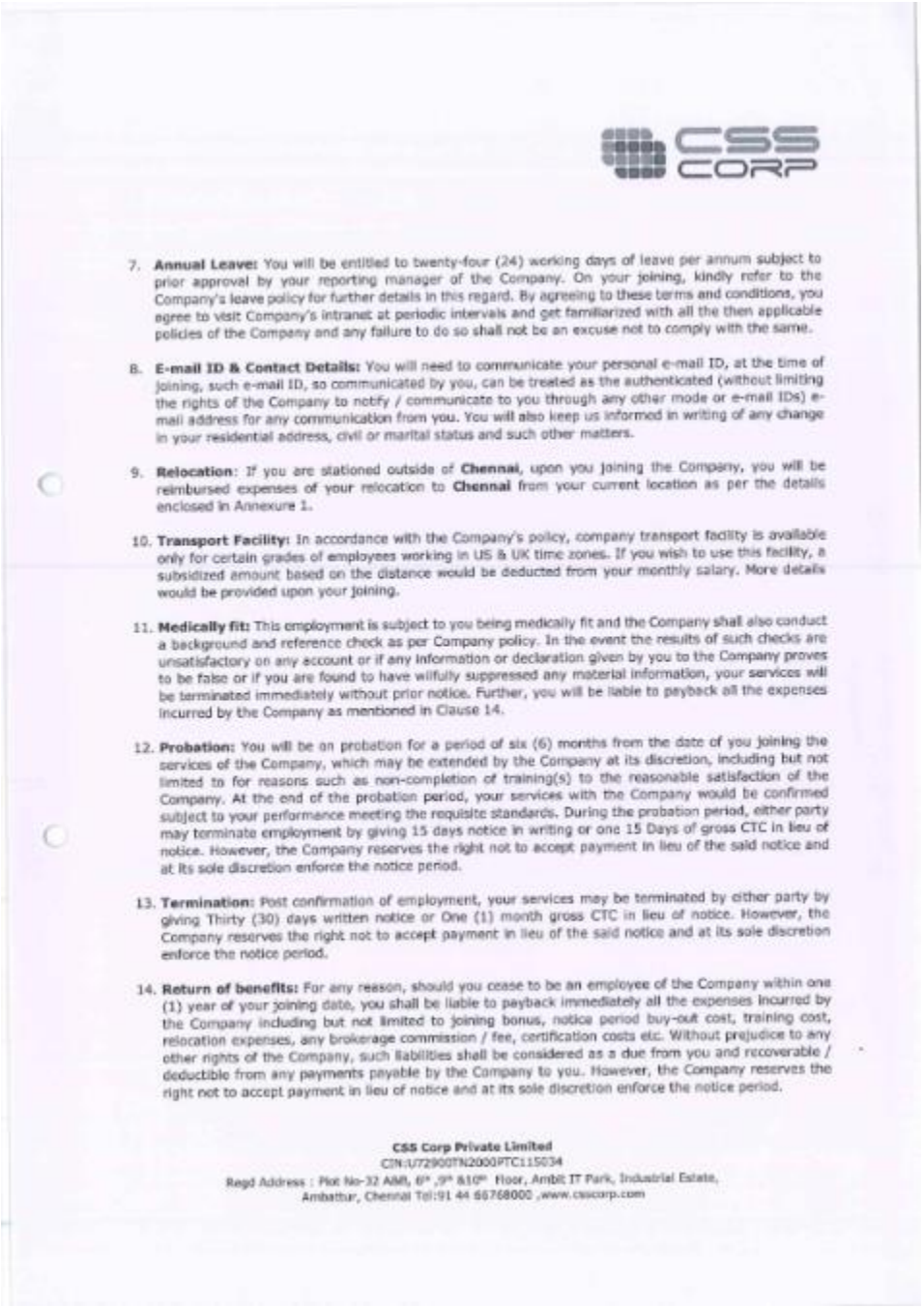
Dear Shrinidhi,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.**182000/-** (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.**158000/-** (Rupees One Lakh Fifty Eight Thousand Only).
3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.



7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days notice in writing or one 15 Days of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

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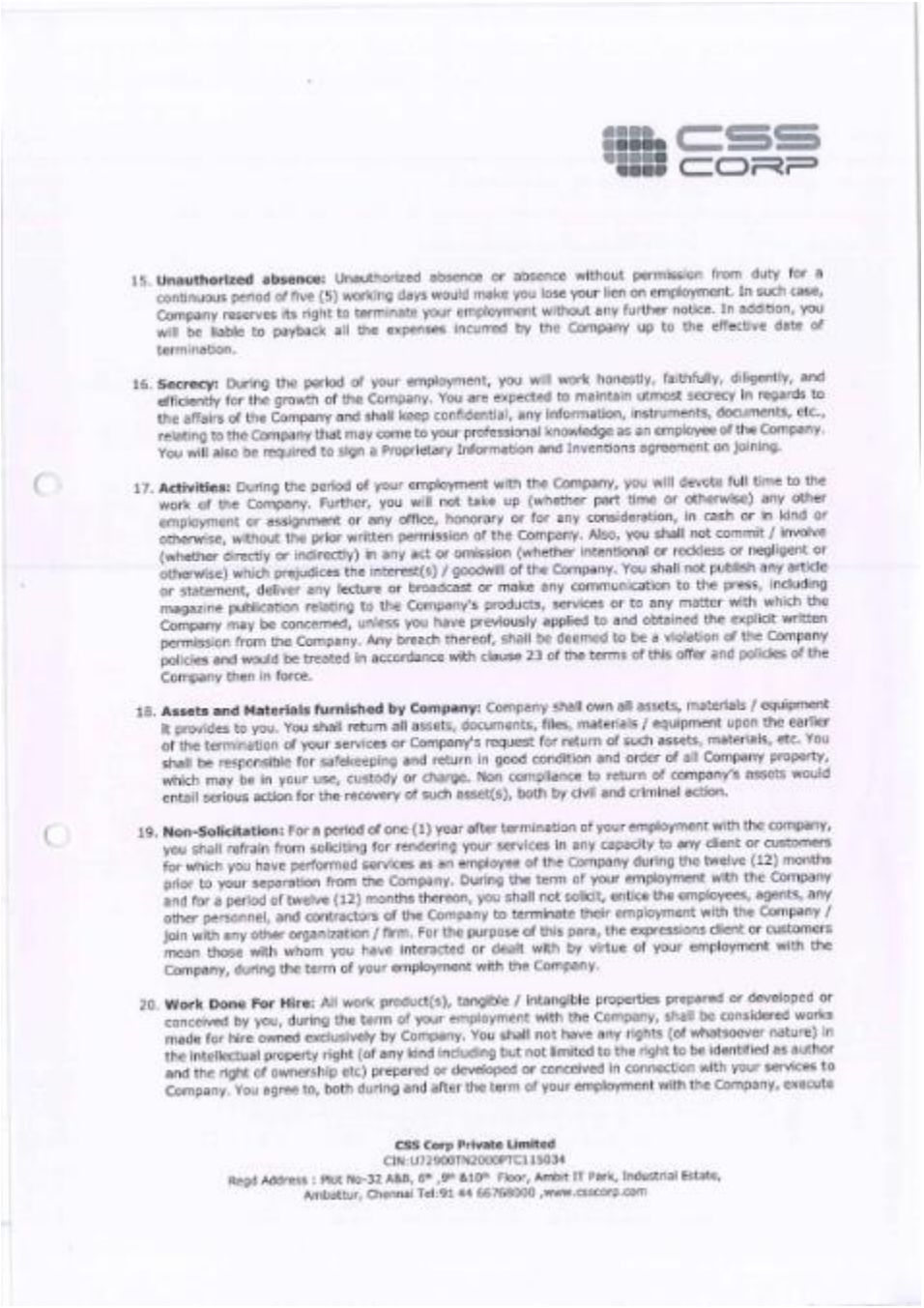

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute

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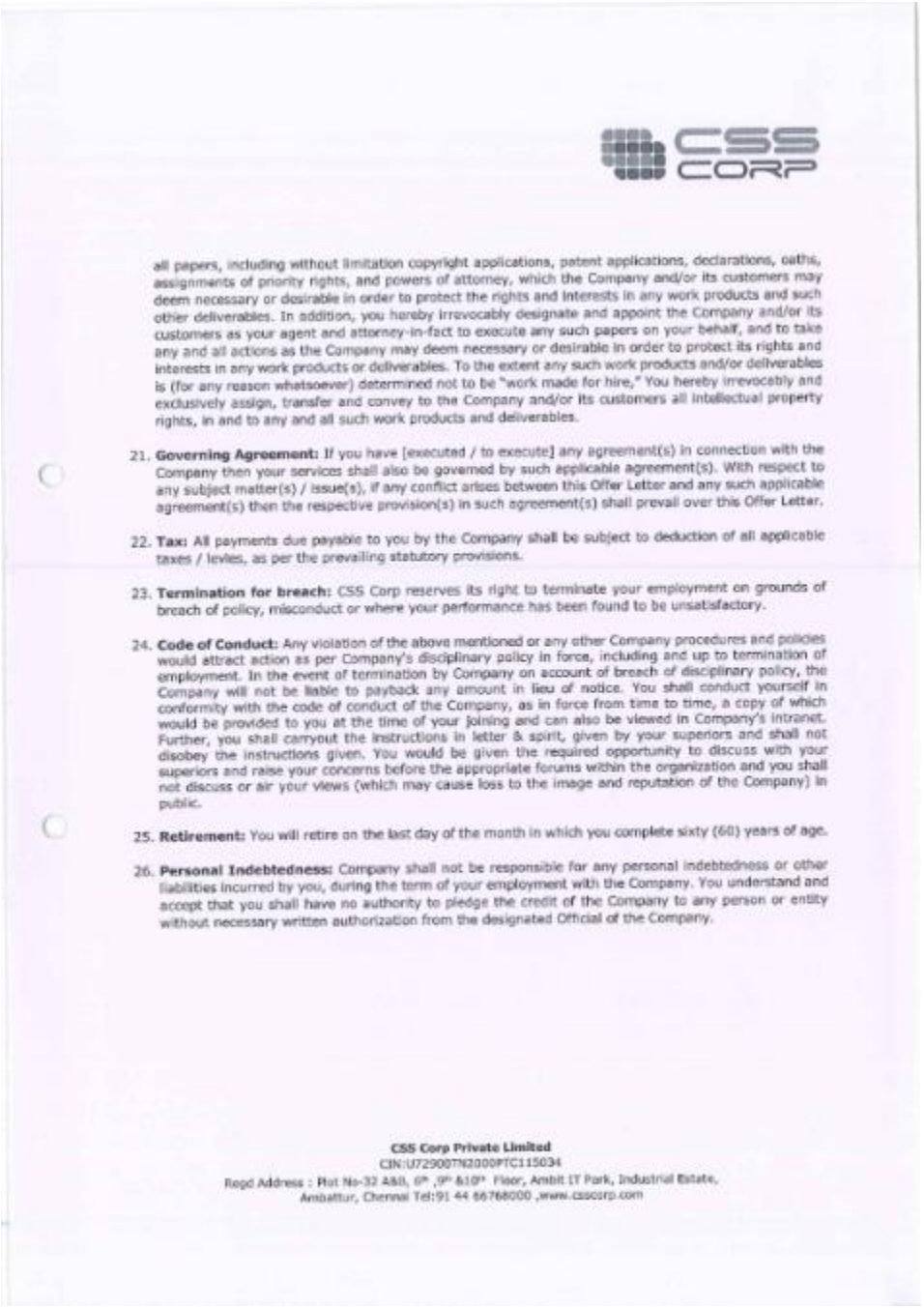

all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

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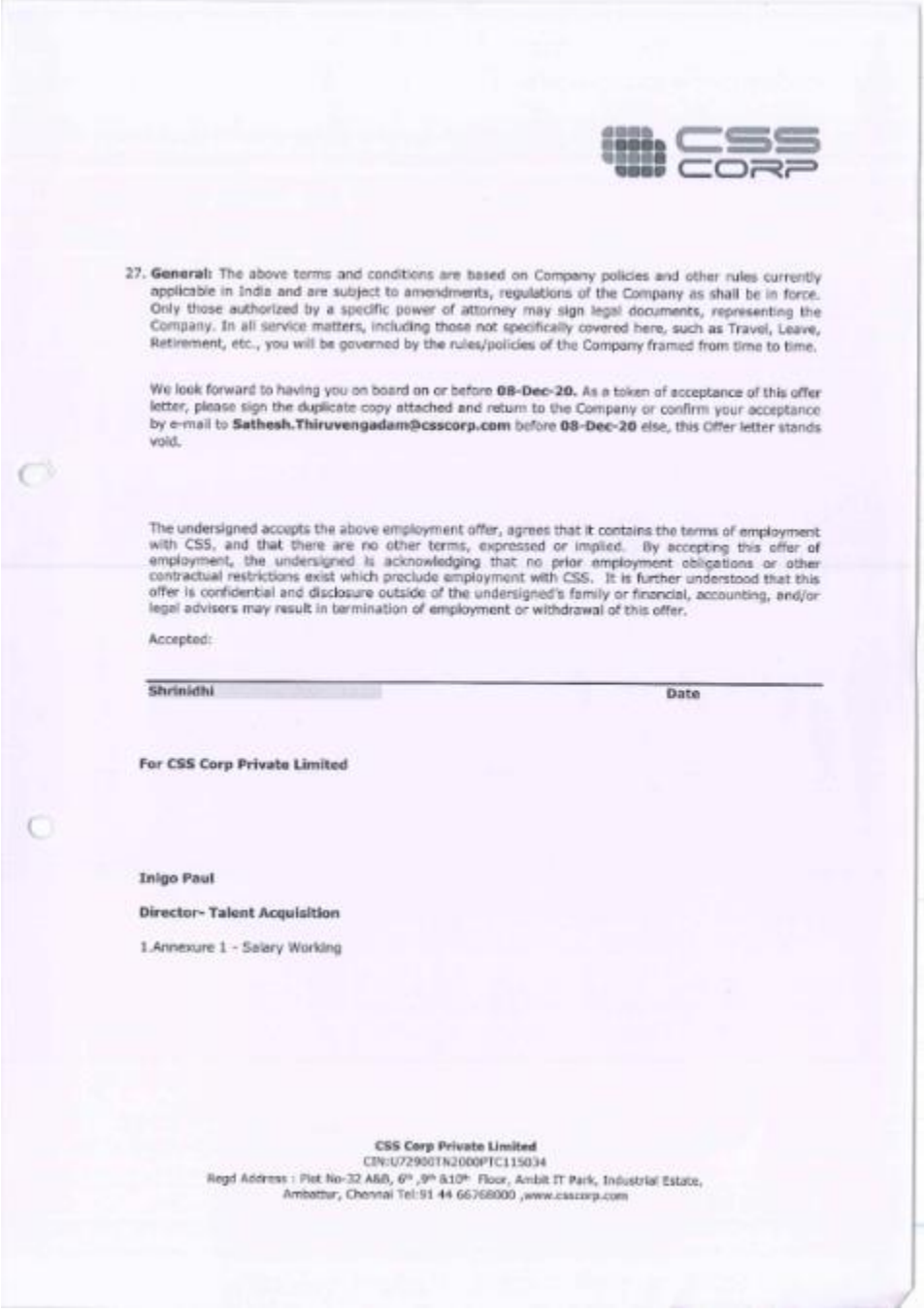

CSS CORP

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **08-Dec-20.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **Sathesh.Thiruvengadam@csscorp.com** before **08-Dec-20** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Shrinidhi **Date**

For CSS Corp Private Limited

Inigo Paul

Director- Talent Acquisition

1.Annexure 1 - Salary Working

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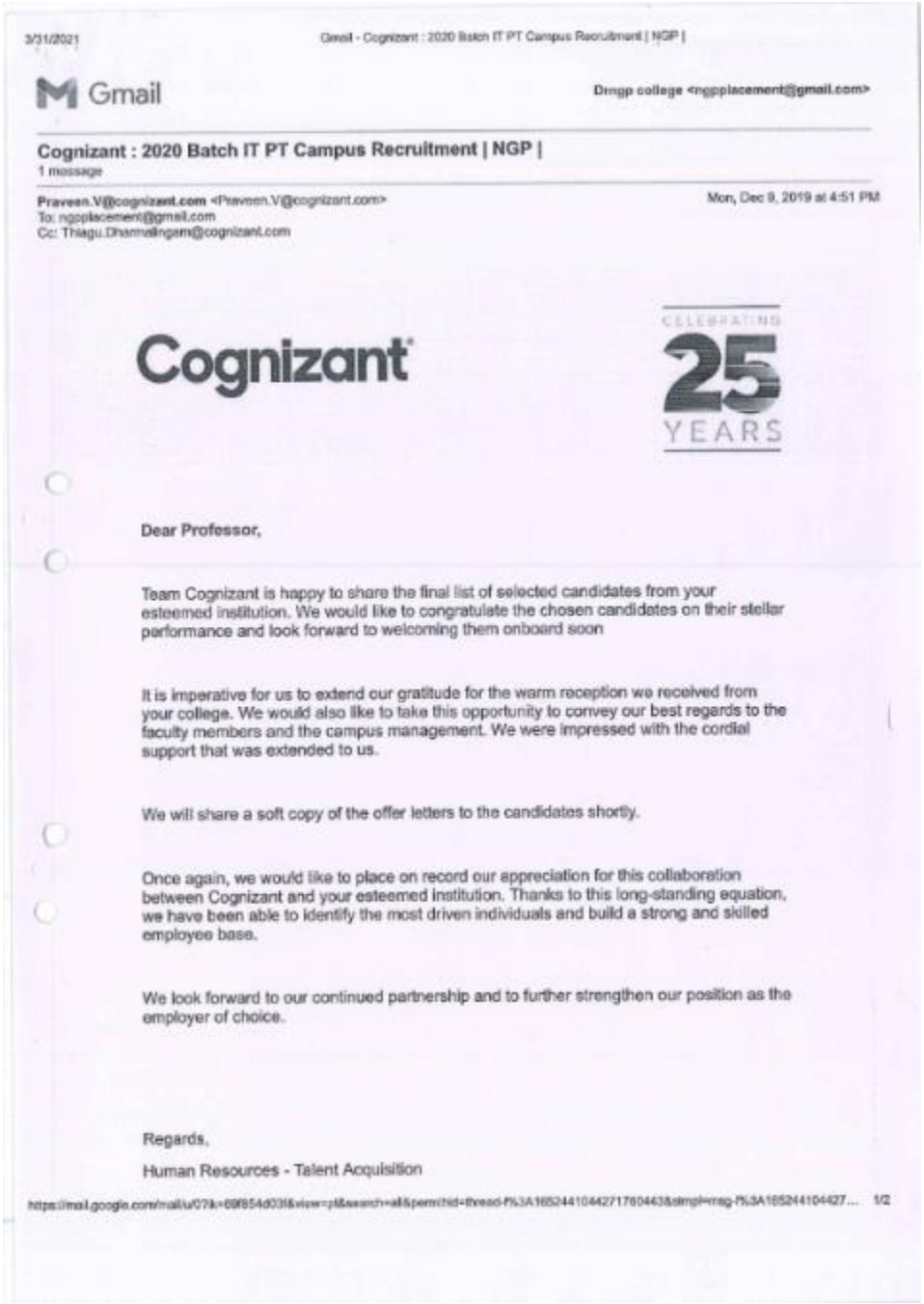
CTS BPO- GOKULA KRISHNAN



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Gmail

Drngp college <ngpplacement@gmail.com>

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1 message

Praveen.V@cognizant.com <Praveen.V@cognizant.com> Mon, Dec 9, 2019 at 4:51 PM
To: ngpplacement@gmail.com
Cc: Thiagu.Dhanmalingam@cognizant.com

Cognizant

CELEBRATING 25 YEARS

Dear Professor,

Team Cognizant is happy to share the final list of selected candidates from your esteemed institution. We would like to congratulate the chosen candidates on their stellar performance and look forward to welcoming them onboard soon

It is imperative for us to extend our gratitude for the warm reception we received from your college. We would also like to take this opportunity to convey our best regards to the faculty members and the campus management. We were impressed with the cordial support that was extended to us.

We will share a soft copy of the offer letters to the candidates shortly.

Once again, we would like to place on record our appreciation for this collaboration between Cognizant and your esteemed institution. Thanks to this long-standing equation, we have been able to identify the most driven individuals and build a strong and skilled employee base.

We look forward to our continued partnership and to further strengthen our position as the employer of choice.

Regards,

Human Resources - Talent Acquisition

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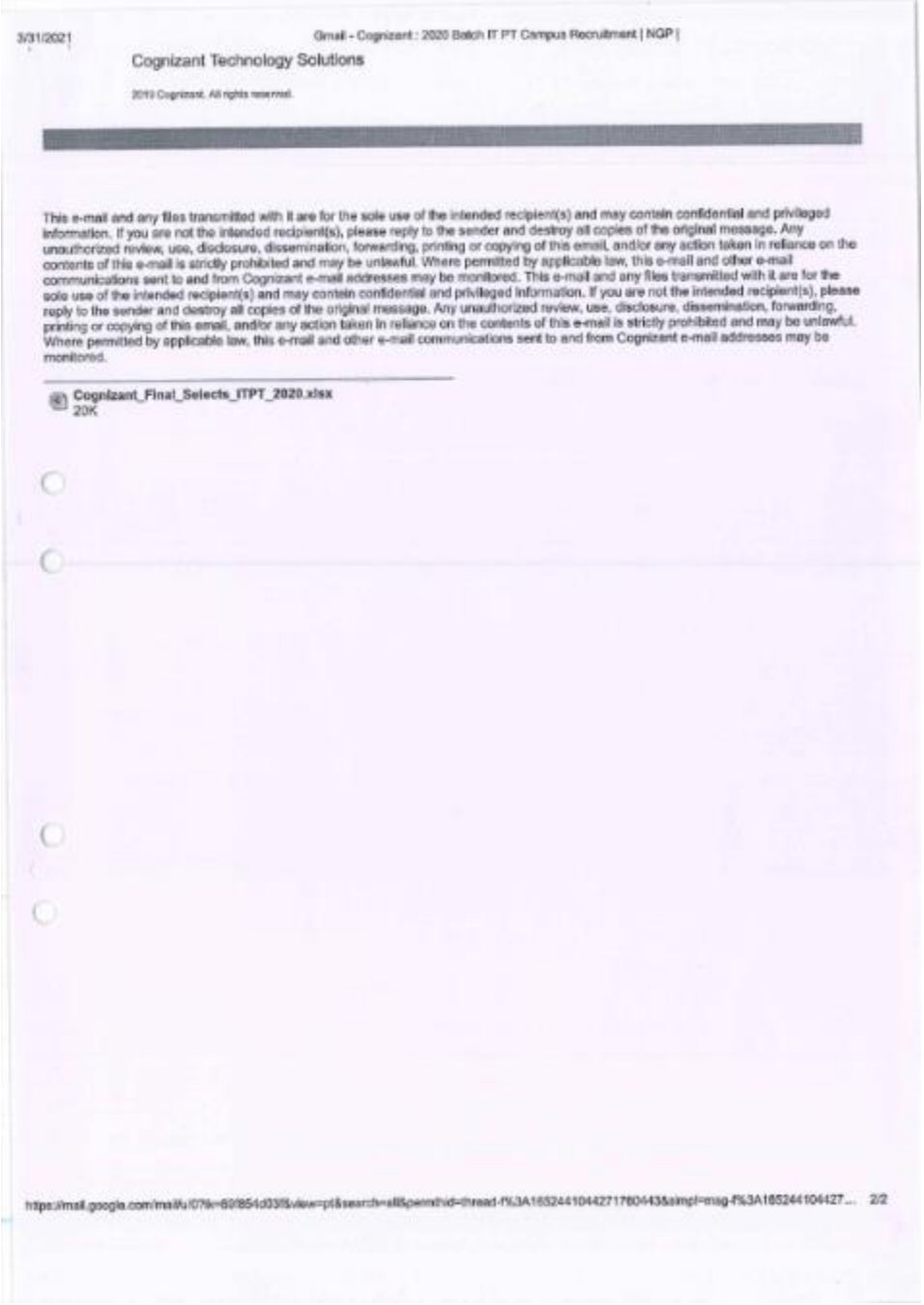

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S.No	Assessment ID	Name	Primary Email ID	Current University Reg No	Current Degree	Current Stream	Status
1	AA05KXXB	Bharath Subramani	bharathsr726@gmail.com	171CA009	BCA	Computer Applications	IT PT
2	AA05KXVP	Archana Venkatachalam	archanaachu3ngb@gmail.com	171ca103	BCA	Computer Applications	IT PT
3	AA05KXVM	Arthi Jayaraj	arthijayaraj1999@gmail.com	171ca105	BCA	Computer Applications	IT PT
4	AA05KXXB	Preethika Palaniswamy	preeeethi7419@gmail.com	171CA039	BCA	Computer Applications	IT PT
5	AA05KXZN	Reneesha Sainudeen	reneesharenee12@gmail.com	171CA143	BCA	Computer Applications	IT PT
6	AA05KXYP	Praveen Vijayakumar	praveenvijayakumar2@gmail.com	171CA138	BCA	Computer Applications	IT PT
7	AA05KXZX	Jayalakshmi Sundaramoorthy	171ca018bca@gmail.com	171ca018	BCA	Computer Applications	IT PT
8	AA05KXZ2	Karthika Duraiswamy	karthika.tirupur99@gmail.com	171ca123	BCA	Computer Applications	IT PT
9	AA05KXVX	Preetha Kumaresan	preethakpr@gmail.com	171ca141	BCA	Computer Applications	IT PT
10	AA05KYD9	Kanmani Muralidharan	kanmanimuralidharan@gmail.com	171ca121	BCA	Computer Applications	IT PT
11	AA05KXW8	Sneha Vijayakumar	171ca052bca@gmail.com	171ca052	BCA	Computer Applications	IT PT
12	AA05KXXP	Sakthishree Rajagopalseethapathy	sakthishree1412@gmail.com	171ca146	BCA	Computer Applications	IT PT
13	AA05KYMO	Loganadhan Balasubramaniun	loga.balasubramaniun@gmail.com	171CA127	BCA	Computer Applications	IT PT
14	AA05KYML	Thurkkeeswaran Murugavel	thurkkees.murugavel@gmail.com	171CA157	BCA	Computer Applications	IT PT
15	AA05KYL6	Sivaprasath Velumani	sivaprasath141199@gmail.com	171ca149	BCA	Computer Applications	IT PT
16	AA05KXWR	Haripriya Rakkiyappan	haripriyarakkiyappan@gmail.com	171ca015	BCA	Computer Applications	IT PT
17	AA05KYJR	Karthirajraj Ravichandran	karthirajsr11@gmail.com	171ca020	BCA	Computer Applications	IT PT
18	AA05KXZL	Kaviya Duraiswamy	kaviyaram.tirupur@gmail.com	171CA023	BCA	Computer Science And Application	IT PT
19	AA05KXYN	Ramya Duraisamy	171CA043bca@gmail.com	171CA043	BCA	Computer Science And Application	IT PT
20	AA05LLFN	Arun Chinnasamydevaraj	prearun2510@gmail.com	171BI004	BCom	Banking And Insurance	IT PT
21	AA05LKLY	Arthi Rajendran	arthirajendran25@gmail.com	171BA006	BCom	Business Analytics	IT PT
22	AA05LKLZ	Selva Shree Venkatachalam	selvashreevenkatachalam086@gmail.com	171CM054	BCom	Commerce With Computer Application	IT PT
23	AA05LKOS	Hemanandhinim Lnu	hemamohan0709@gmail.com	171CM019	BCom	Commerce With Computer Application	IT PT
24	AA05LL70	Monika Nataraj	monlvjs008@gmail.com	171CE030	BSc	Chemistry	IT PT
25	AA05LL6A	Rithisa Babu	rithisababu2611@gmail.com	171CE043	BSc	Chemistry	IT PT
26	AA05LL8R	Lavanya Selvaraj	lavanyas28022001@gmail.com	171CE022	BSc	Chemistry	IT PT
27	AA05LKOR	Swedha Anandakumar	swedha1199@gmail.com	171CE056	BSc	Chemistry	IT PT
28	AA05LKLO	Keerthana Venkatesh	keerthana15082000@gmail.com	171CE019	BSc	Chemistry	IT PT
29	AA05LLGO	Dharanidharan Ranganathan	dharanidharanranganathan@gmail.com	171CE005	BSc	Chemistry	IT PT
30	AA05KXYJ	Suvinkumar Karikalan	suvinkumarkarikalan@gmail.com	171cs159	BSc	Computer Science	IT PT
31	AA05KXWC	Boopathy Velusamy	BOOPATHYART4@GMAIL.COM	171CS108	BSc	Computer Science	IT PT
32	AA05KY0N	Hariprasath Sadhasivam	prasathh017@gmail.com	171CS118	BSc	Computer Science	IT PT
33	AA05KXZ8	Raghul Ganesan	171cs150@gmail.com	171CS150	BSc	Computer Science	IT PT
34	AA05KXYR	Nandha Kumar Dhanraj	nandhamahi86@gmail.com	171cs136	BSc	Computer Science	IT PT
35	AA05KXYU	Nijitha Rangaraj	nijitharangaraj137@gmail.com	171CS039	BSc	Computer Science	IT PT
36	AA05KXWZ	Karthika Narayanan	karthikanaryanan2000@gmail.com	171cs025	BSc	Computer Science	IT PT
37	AA05KXZ3	Praveena Balamurugan	praveenabalu1999@gmail.com	171CS043	BSc	Computer Science	IT PT
38	AA05KXY5	Sangeetha Ramachandran	sangeetha73393@gmail.com	171CS157	BSc	Computer Science	IT PT
39	AA05KY0P	Sakthisree Kumarsamy	sakthikumar3080255@gmail.com	171CS065	BSc	Computer Science	IT PT
40	AA05KXVB	Pandidevi Velusamy	pandidevi605@gmail.com	171cs142	BSc	Computer Science	IT PT

41	AA05KXZ4	Dharani Duraisamy	dharudsnd@gmail.com	171CS114	BSc	Computer Science	IT PT
42	AA05KYDG	Anju Raveendran	anjuvadakkedath3@gmail.com	171cs005	BSc	Computer Science	IT PT
43	AA05KYHU	Saravana Kumar	saravana2820@gmail.com	171cs053	BSc	Computer Science	IT PT
44	AA05KXZ9	Pavithra A S Shanmugam	pavithrapavi8900@gmail.com	171CS144	BSc	Computer Science	IT PT
45	AA05KYJU	Arunachalam R Ravi	arunmsd117@gmail.com	171CS007	BSc	Computer Science	IT PT
46	AA05KYJK	Anand Chinnusamy	anandmc093@gmail.com	171cs004	BSc	Computer Science	IT PT
47	AA05KYL1	Arun Ravi	saruna0718@gmail.com	171CS105	BSc	Computer Science	IT PT
48	AA05KYIZ	Kavin Velusamysuseela	KAVINVS0179@GMAIL.COM	171CS129	BSc	Computer Science	IT PT
49	AA05KYLE	Bibinsam Binoy	bibinsam9112@gmail.com	171CS009	BSc	Computer Science	IT PT
50	AA05KYKE	Krishna Kumar Velumani	krishnaking05.kk@gmail.com	171cs131	BSc	Computer Science	IT PT
51	AA05KYKD	Gokula Krishnan	gkgokul600@gmail.com	171cs016	BSc	Computer Science	IT PT
52	AA05KYMQ	Kiruthika Rangasamy	rangasamy2017pdm@gmail.com	171CS028	BSc	Computer Science	IT PT
53	AA05KYL0	Deepika Senniappan	deepikaseniappan@gmail.com	171CS112	BSc	Computer Science	IT PT
54	AA05KYMX	Manjupriya Palanisamy	manjupriyapalanisamy@gmail.com	171CS133	BSc	Computer Science	IT PT
55	AA05KYKJ	K Naveen Kumar	naveenkumar.vk18@gmail.com	171CS139	BSc	Computer Science	IT PT
56	AA05KXXL	Ramyaadevi Shanmugam	ramyaa091524@gmail.com	171ct040	BSc	Computer Science & Technology	IT PT
57	AA05KXW0	Gnalini Ravichandran	gnalinipassion@gmail.com	171CT117	BSc	Computer Technology	IT PT
58	AA05KXXT	Gayathiridevi Mohan	gayathirimohan906@gmail.com	171CT012	BSc	Computer Technology	IT PT
59	AA05KXY4	Indhumathi Anandkumar	indhuanand414@gmail.com	171CT018	BSc	Computer Technology	IT PT
60	AA05KXXZ	Keerthana Sampathkumar	keerthanasampathkumar13@gmail.com	171ct024	BSc	Computer Technology	IT PT
61	AA05KXZH	Divya Bharathi Ramasamy	divyact2901@gmail.com	171ct115	BSc	Computer Technology	IT PT
62	AA05KY00	Dhatshayani Anandh	reyshwa@gmail.com	171CT111	BSc	Computer Technology	IT PT
63	AA05KXW2	Ajay Muralikrishnan	mjajay1929@gmail.com	171CT001	BSc	Computer Technology	IT PT
64	AA05KXYT	Kartheka Ashokan	sweetykarthi23@gmail.com	171ct124	BSc	Computer Technology	IT PT
65	AA05KXYD	Kavitha Lakshmikandhan	lkavithact123@gmail.com	171ct127	BSc	Computer Technology	IT PT
66	AA05KXY8	Theneshaa Karuppusamy	theneshaa123@gmail.com	171ct158	BSc	Computer Technology	IT PT
67	AA05KY08	Srinithi Kalimuthu	sridevtharshu@gmail.com	171ct049	BSc	Computer Technology	IT PT
68	AA05KXXD	Arthi Kumarsamy	arthikumarasamy15@gmail.com	171CT004	BSc	Computer Technology	IT PT
69	AA05KY0Q	Harshavardhini Ravichandran	harsharavi0805@gmail.com	171ct121	BSc	Computer Technology	IT PT
70	AA05KXVU	Jenifer Rexmartin	rjeniferruby@gmail.com	171it124	BSc	Computer Technology	IT PT
71	AA05KXX1	Gowri Shankari Sundareshwaran	gowrishankari2424@gmail.com	171ct119	BSc	Computer Technology	IT PT
72	AA05KXWV	Pranesh Unnikrishnan	praneshkrishnan1999@gmail.com	171ct143	BSc	Computer Technology	IT PT
73	AA05KXWQ	Bharath Kuppuraj	Bharathkb1800@gmail.com	171CT105	BSc	Computer Technology	IT PT
74	AA05KYKR	Mathan Raj Varatharajan	mathanraj935@gmail.com	171CT134	BSc	Computer Technology	IT PT
75	AA05KYMZ	Siddhartha Vengidupathi	SIDDHUVENKATCBE@GMAIL.COM	171CT151	BSc	Computer Technology	IT PT
76	AA05KYJ4	Sowruvakrishnan Dhanasekar	druban999@gmail.com	171CT153	BSc	Computer Technology	IT PT
77	AA05KYJ1	Gayathri Manoharan	gayathrimanoharan0122@gmail.com	171CT116	BSc	Computer Technology	IT PT
78	AA05KXY2	Dhiwakar Shankarganesh	dhiwakarsg@gmail.com	171IT017	BSc	Information Technology	IT PT
79	AA05KXZW	Pavithra S Senniappan	paviammukuttypg@gmail.com	171IT040	BSc	Information Technology	IT PT
80	AA05KXZJ	Madhumitha Vaidhiyanathan	madhu25032000@gmail.com	171IT130	BSc	Information Technology	IT PT
81	AA05KXZT	Gayathri Krishnasamy	gayu6420@gmail.com	171IT116	BSc	Information Technology	IT PT
82	AA05KXXE	Aadharsho Baiju	aadharshanair@gmail.com	171IT001	BSc	Information Technology	IT PT
83	AA05KXWS	Devi Subhashini Ravichandran	subhashini18.2000@gmail.com	171IT016	BSc	Information Technology	IT PT

84	AA05KXYI	Anu Priya	anupriya.ravi0106@gmail.com	[illegible]IT004	BSc	Information Technology	IT PT
85	AA05KY0K	Lavanya Raj	lavanyaraj025@gmail.com	[illegible]IT032	BSc	Information Technology	IT PT
86	AA05KXVR	Nivetha Ramdev	nivetharamdev@gmail.com	171IT039	BSc	Information Technology	IT PT
87	AA05KXXU	Kaviya Moorthy	kaviyamoorthy0306@gmail.com	171IT031	BSc	Information Technology	IT PT
88	AA05KXW1	Preethi Jayachandran	preethibmw16@gmail.com	171IT147	BSc	Information Technology	IT PT
89	AA05KXW3	Praveena Selvaraj	praveenaselvaraj274@gmail.com	171it046	BSc	Information Technology	IT PT
90	AA05KY0O	Jaya Priya Baskaran	jaibaskaran3@gmail.com	171IT122	BSc	Information Technology	IT PT
91	AA05KY04	Aysha Shaheena Basith	shaheenaaaaysha1999@gmail.com	171it107	BSc	Information Technology	IT PT
92	AA05KXYZ	Harshini Venkatesan	harshu261199@gmail.com	171IT024	BSc	Information Technology	IT PT
93	AA05KXWO	Vivekanand Satish	vivekanand20rd@gmail.com	171IT063	BSc	Information Technology	IT PT
94	AA05KYJ9	Pughazhendhi Pughazhendhi	pughazhendhi05@gmail.com	171IT047	BSc	Information Technology	IT PT
95	AA05KYJZ	Sankarganesh Sankarganesh	sankarganesh9787@gmail.com	171IT053	BSc	Information Technology	IT PT
96	AA05KYKA	Kavinkumar Natarajan	KAVIN0413@GMAIL.COM	171IT030	BSc	Information Technology	IT PT
97	AA05KYKS	Kamalraj Vetrivel	kamalraj1078@gmail.com	171IT027	BSc	Information Technology	IT PT
98	AA05KYIV	Gowrishankar Sivaraj	gowrishankar981999@gmail.com	171IT022	BSc	Information Technology	IT PT
99	AA05KYHW	Gobikrishnaa Ganesan	gobikrishnaapdm@gmail.com	171IT117	BSc	Information Technology	IT PT
100	AA05KYHM	Narendran Ponnusamy	narendran123@outlook.com	171IT136	BSc	Information Technology	IT PT
101	AA05KYM4	Rahul Vijayakumar	rahulkvr52@gmail.com	171IT049	BSc	Information Technology	IT PT
102	AA05KXWP	Swetha Janarthanan	swetharj2011@gmail.com	171IT160	BSc	Information Technology	IT PT
103	AA05KXWY	Pandi Bharathi Ramakrishnan	pandibharathi29042000@gmail.com	171IT141	BSc	Information Technology	IT PT
104	AA05KXVH	Ghanishka Easwaran	ghanis1999@gmail.com	171IT020	BSc	Information Technology	IT PT
105	AA05KYO3	Sathya Priya Jagatheson	priyasathya0509@gmail.com	171IT055	BSc	Information Technology	IT PT
106	AA05KYLR	Roshan Antony Soosaiappan	roshanantony224@gmail.com	171it051	BSc	Information Technology And Computer Engg	IT PT
107	AA05LLAO	Shabana Siddiqah Mohamedkasim	siddiqah1999shabana@gmail.com	171MT051	BSc	Mathematics	IT PT
108	AA05LL63	Shakthi Chandran	shakthishalu1999@gmail.com	171mt052	BSc	Mathematics	IT PT
109	AA05LKT7	Roshini Sivaraj	roshinisivaraj@gmail.com	171MT043	BSc	Mathematics	IT PT
110	AA05LKNY	Akalvizhi Anbarasan	akalkavi@gmail.com	171MT001	BSc	Mathematics	IT PT
111	AA05LKON	Kousika Balakrishnan	kousikabalakrishnan@gmail.com	171MT023	BSc	Mathematics	IT PT
112	AA05LKNQ	Suji Sengavi Giri	sujisengavigiri77@gmail.com	171MT059	BSc	Mathematics	IT PT
113	AA05LKNK	Deepika Venkatesan	deepu07091999@gmail.com	171MT005	BSc	Mathematics	IT PT
114	AA05LKL2	Sheeba Charles	sheebacharles542@gmail.com	171MT053	BSc	Mathematics	IT PT
115	AA05LKL1	Ramya Mariya Vincent	ramyamariya1902@gmail.com	171MT038	BSc	Mathematics	IT PT
116	AA05LKOA	Swarna Malini Ramalingasamy	swarnamaliniram@gmail.com	171MT061	BSc	Mathematics	IT PT
117	AA05LKLR	Kiruthika Thirumoorthy	kiruthikathirumoorthy1999@gmail.com	171MT022	BSc	Mathematics	IT PT
118	AA05LKKP	Madhubala Balasubramaniyam	madhubalasurender@gmail.com	171MA026	BSc	Mathematics With Computer Applications	IT PT
119	AA05LKN9	Geeth Priya	priyadevaraj161@gmail.com	171MA013	BSc	Mathematics With Computer Applications	IT PT
120	AA05LKKF	Lavanya Avanashiappan	lavanyaavinashiappan@gmail.com	171MA024	BSc	Mathematics With Computer Applications	IT PT
121	AA05LKKC	Kavipriya Jagadeeswaran	kavikavi1312@gmail.com	171MA022	BSc	Mathematics With Computer Applications	IT PT
122	AA05LKOM	Mohana Priya	mohana192k@gmail.com	171MA031	BSc	Mathematics With Computer Applications	IT PT
123	AA05LKUH	Sandhiyajeniferj Josepharokiyaraj	sandhiyajenifer24@gmail.com	171PH038	BSc	Physics	IT PT
124	AA05LL6I	Sowmya Anbalagan	sowmi1phy@gmail.com	171PH049	BSc	Physics	IT PT
125	AA05LLEB	Santhosh Kumar Kumar	sk718147@gmail.com	171PH042	BSc	Physics	IT PT

SARAVANAKUMAR – COGNIZANT

Cognizant

CTS IT - I

15-Apr-2020

Dear Saravana Kumar,
B. Sc, Computer Science
Dr. NGP Arts And Science College

Candidate ID – 14160466

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://connect2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Rathnavelu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 1151535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

ANAND – COGNIZANT

Cognizant

CTS 17-2

15-Apr-2020

Dear Anand Chinnasamy,
B. Sc, Computer Science
Dr. NGP Arts And Science College

Candidate ID – 14160400

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,036/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2.cognizant.com/asp

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Rathnavelu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

KARTHIKA – COGNIZANT

Cognizant

CTS IT-3

15-Apr-2020

Dear Karthika Manoharan,
B. Sc, Computer Science
Dr. NGP Institute of Technology

Candidate ID – 14168418

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://newjoin2cognizant.cognizant.com

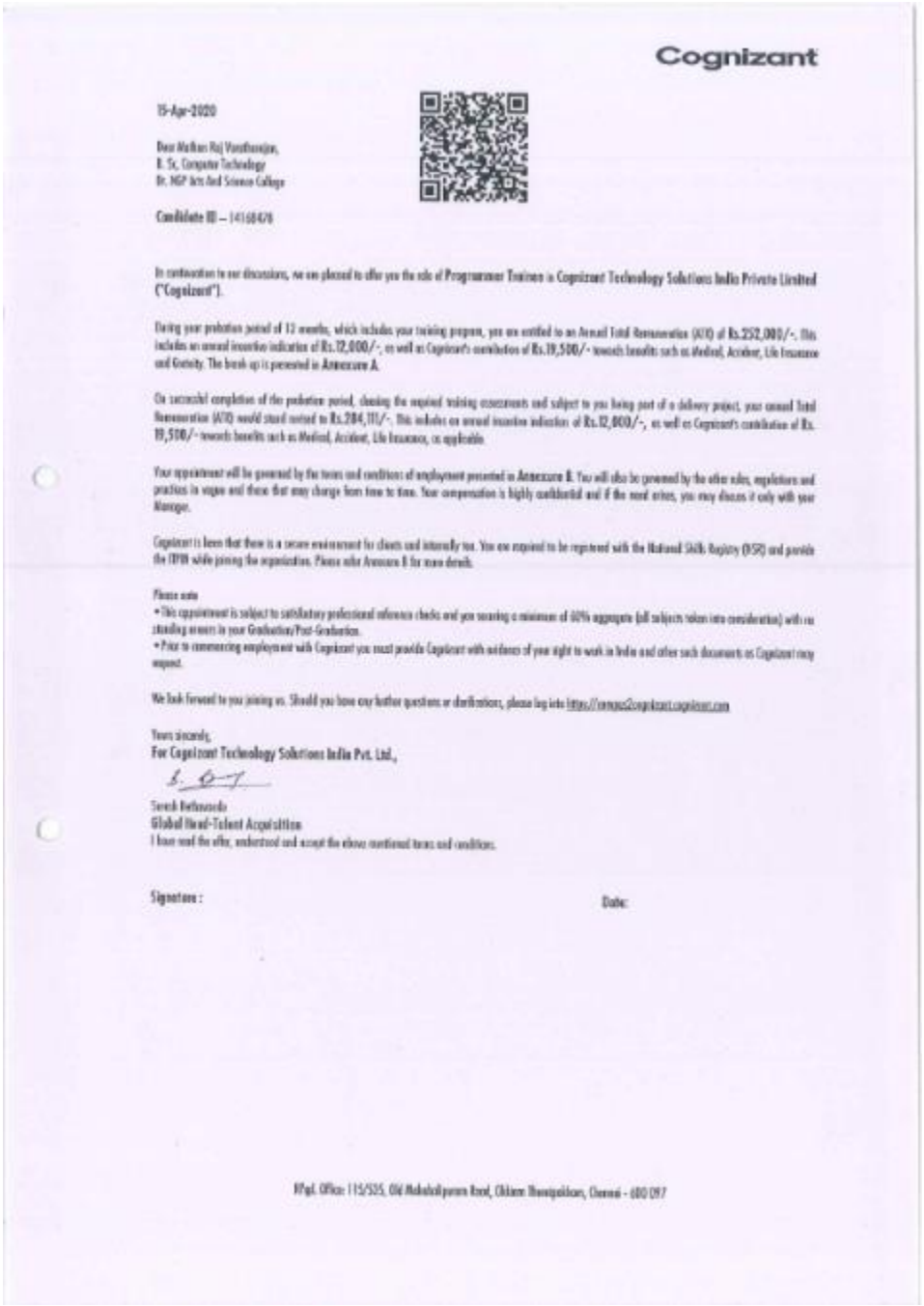
Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Ratnasamy
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

MATHANRAJ V – COGNIZANT



Cognizant

15-Apr-2020

Dear Mathan Raj Vanthanajan,
B. Sc, Computer Technology
Dr. NGP Arts And Science College

Candidate ID – 14168426

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indicative of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indicative of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Kathamuthu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

JENIFER RAXMARTIN – COGNIZANT

Cognizant

15-Apr-2020

Dear Jenifer Raxmartin,
B. Sc, Computer Technology
Dr. NGP Arts And Science College

Candidate ID – 14160464

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

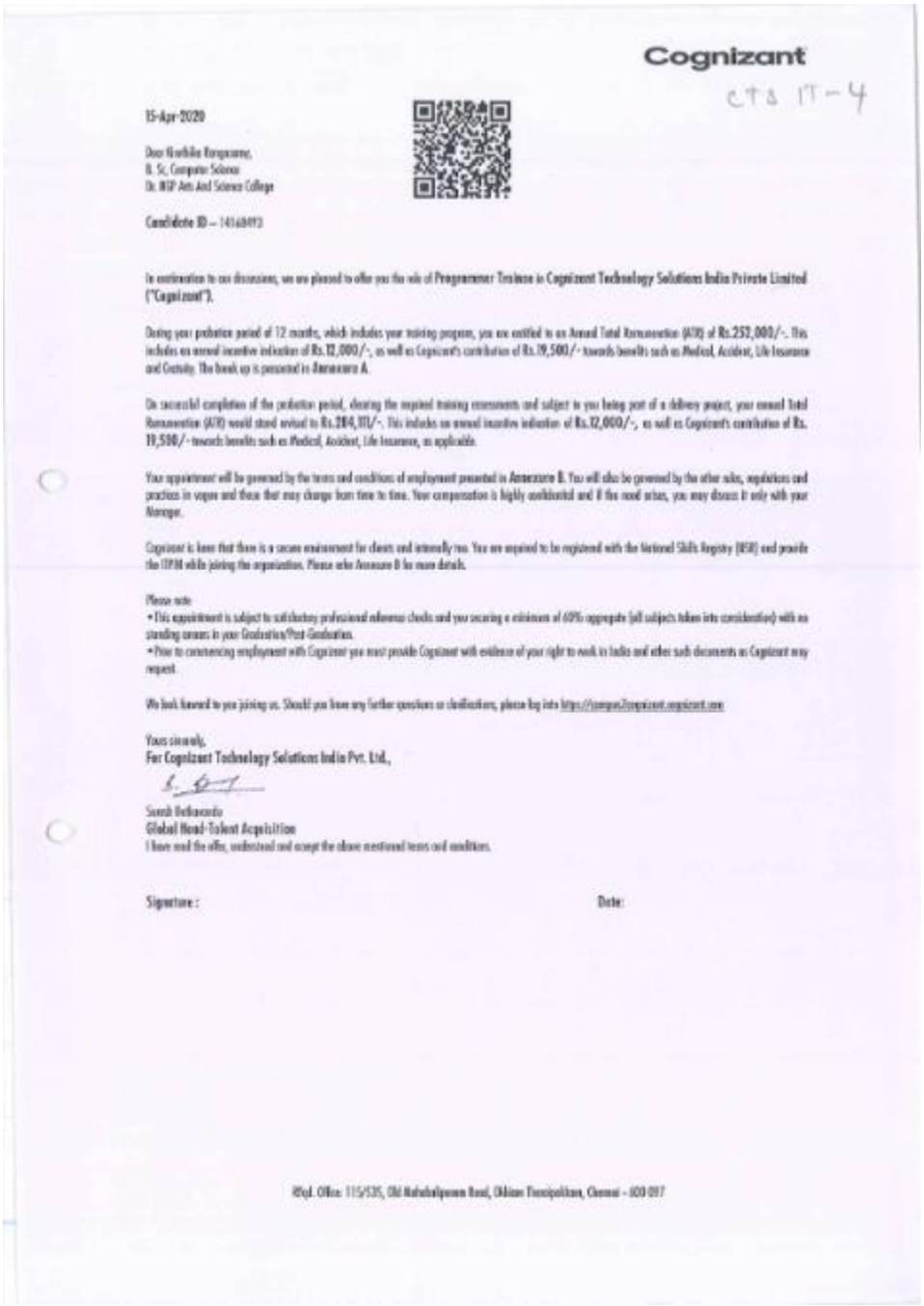
Suresh Kothandaraman
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 11/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

KIRUTHIKA R – COGNIZANT



Cognizant

CTS IT-4

15-Apr-2020

Dear Kiruthika Ranganathan,
B. Sc, Computer Science
Dr. NGP Arts And Science College

Candidate ID – 14168493

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Vellaisamy
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

SAKTHI SREE K – COGNIZANT

Cognizant

CTS IT-S

15-Apr-2020

Dear Sakthi Sree Karuppusamy,
B. Sc, Computer Science
Dr. NGP Arts And Science College

Candidate ID – 14168423

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

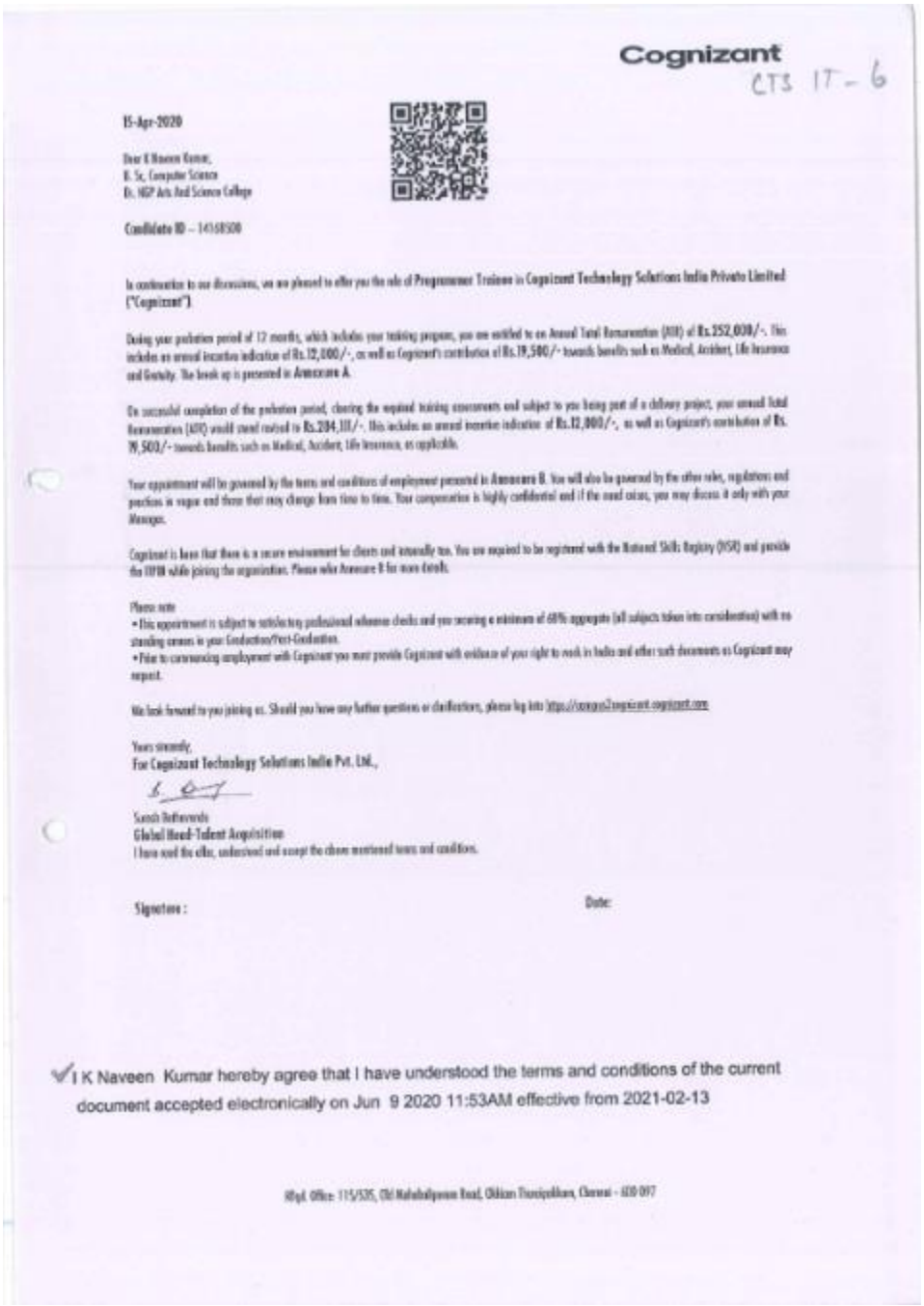
Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Rathnavelu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

NAVEEN KUMAR K – COGNIZANT



Cognizant

CTS 17-6

15-Apr-2020

Dear K Naveen Kumar,
B. Sc, Computer Science
Dr. NGP Arts And Science College

Candidate ID – 14158508

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,503/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://connect2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Nethrewala
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

✓I K Naveen Kumar hereby agree that I have understood the terms and conditions of the current document accepted electronically on Jun 9 2020 11:53AM effective from 2021-02-13

Regd. Office: 11/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

PAVITHRA A S – COGNIZANT

Cognizant

15-Apr-2020

Dear Pavithra A S Shanmugam,
B. Sc, Computer Science
Dr. NGP Arts And Science College

Candidate ID – 14168467

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.39,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 39,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

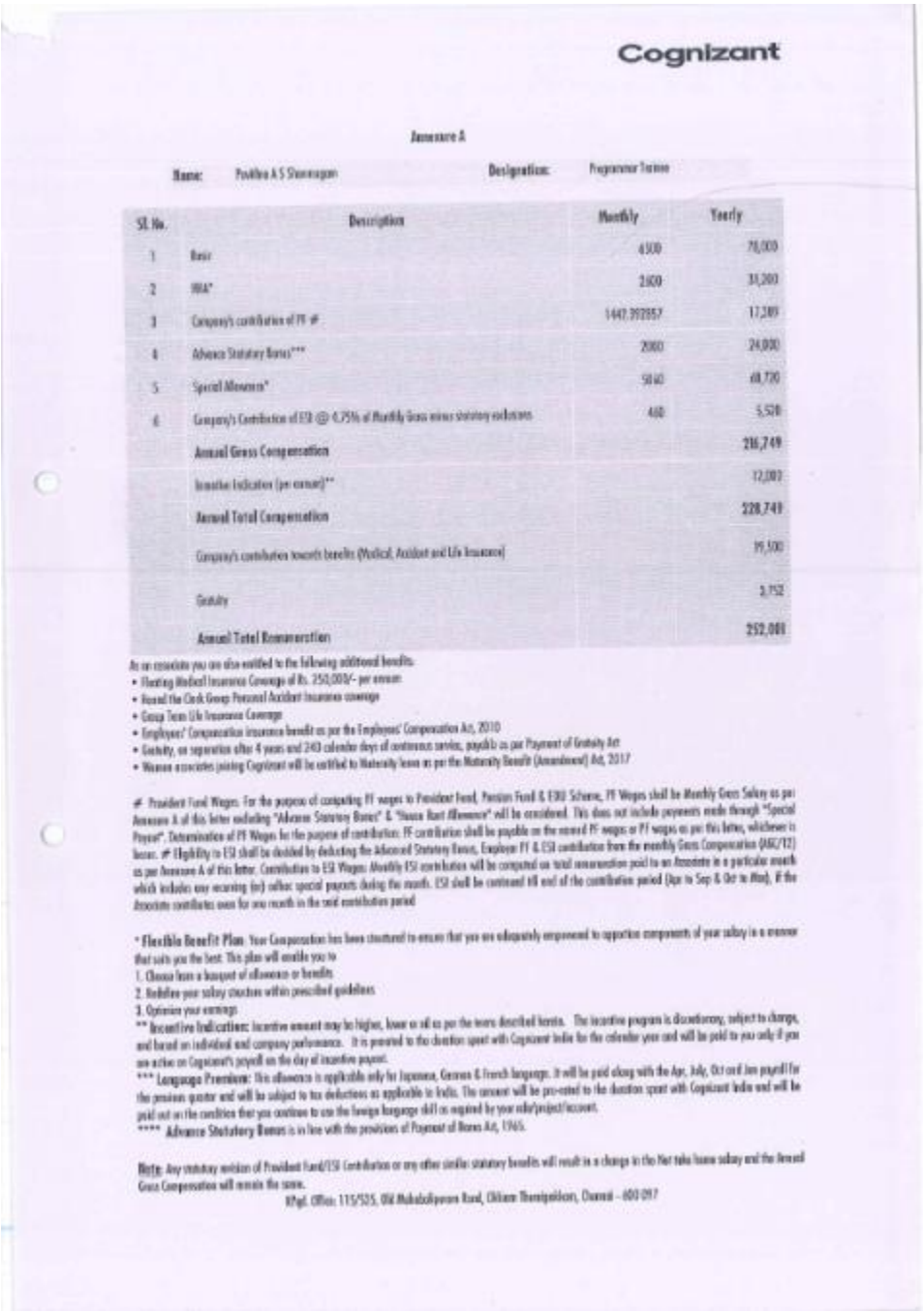
Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Nallavarula
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Mfgl. Office: 11/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Cognizant

Annexure A

Name: Pavithra A S Shanmugam Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	4500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1447.392857	17,389
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5840	69,720
6	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**226,749**
	Incentive Indicators (per annum)**		12,000
	Annual Total Compensation		**238,749**
	Company's contributions towards benefits (Medical, Accident and Life Insurance)		99,500
	Gratuity		3,752
	Annual Total Remuneration		**252,001**

As an associate you are also entitled to the following additional benefits.
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Around the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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

* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

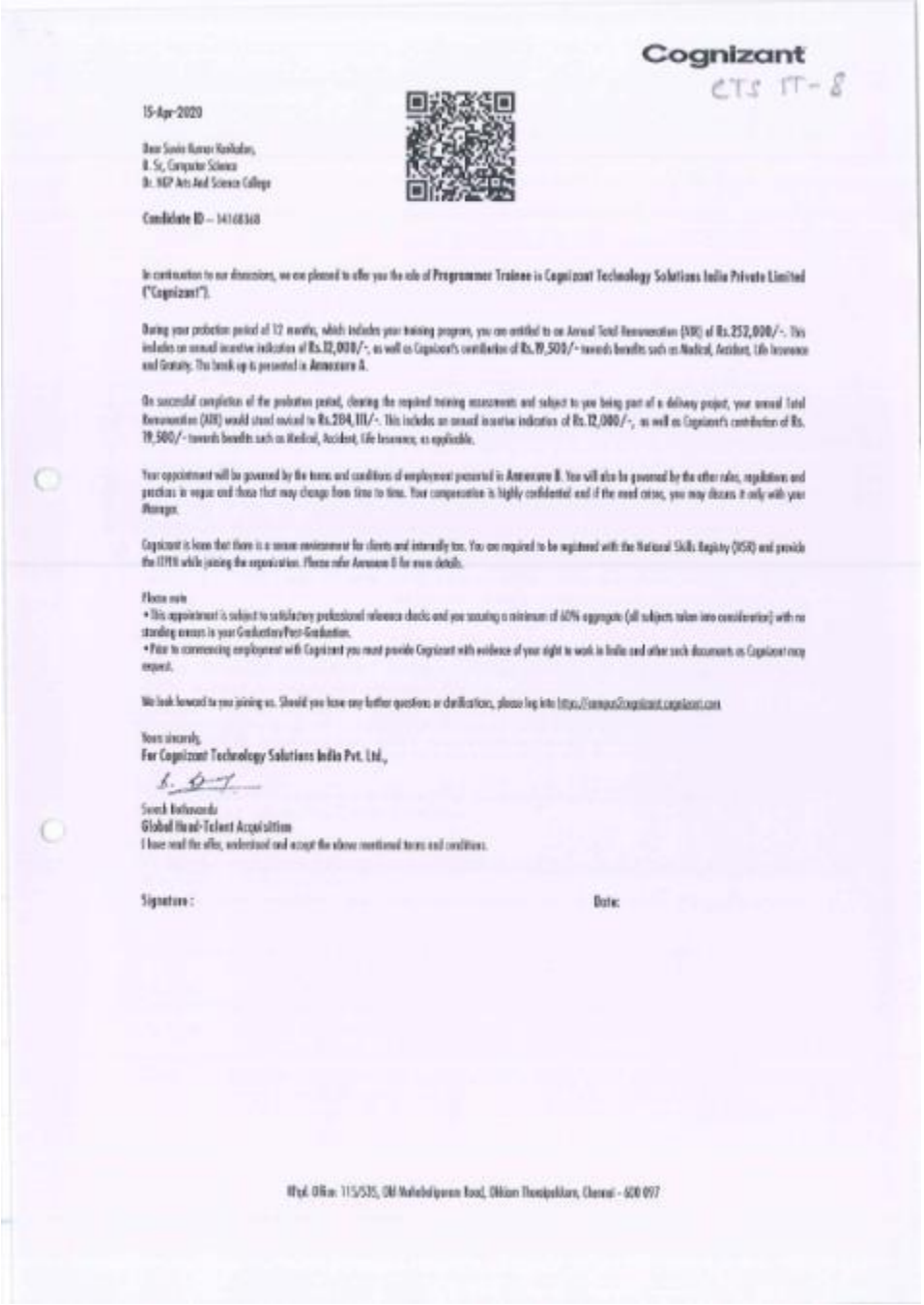
*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with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

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

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

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

SUVIN KUMAR – COGNIZANT



Cognizant

CTS IT-8

15-Apr-2020

Dear Suvin Kumar Kuduban,
B. Sc, Computer Science
Dr. NGP Arts And Science College

Candidate ID – 14168368

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Kothawade
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

GNALINI R – COGNIZANT

Cognizant

CTS IT-9

15-Apr-2020

Dear Gnalini Ravichandran,
B. Sc, Computer Technology
Dr. NGP Arts And Science College

Candidate ID – 14166410

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.17,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarification, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

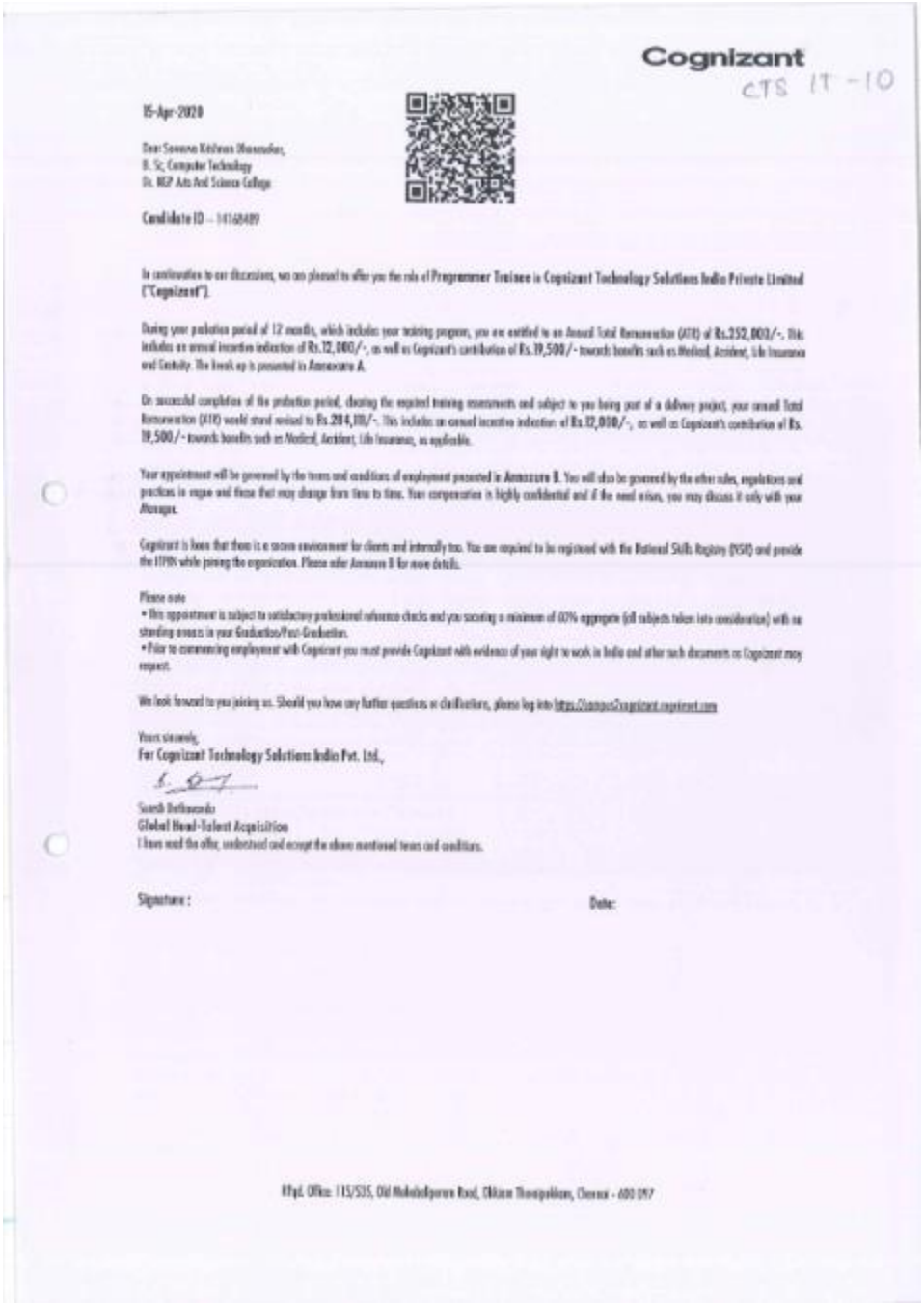
Suresh Dathevendu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

SOWRAVA KRISHNAN – COGNIZANT



Cognizant

CTS IT -10

15-Apr-2020

Dear Sowrava Krishnan Dhanasekar,
B. Sc, Computer Technology
Dr. NGP Arts And Science College

Candidate ID – 14168489

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,803/-**. This includes an annual incentive indication of Rs.32,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,110/-**. This includes an annual incentive indication of Rs.32,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

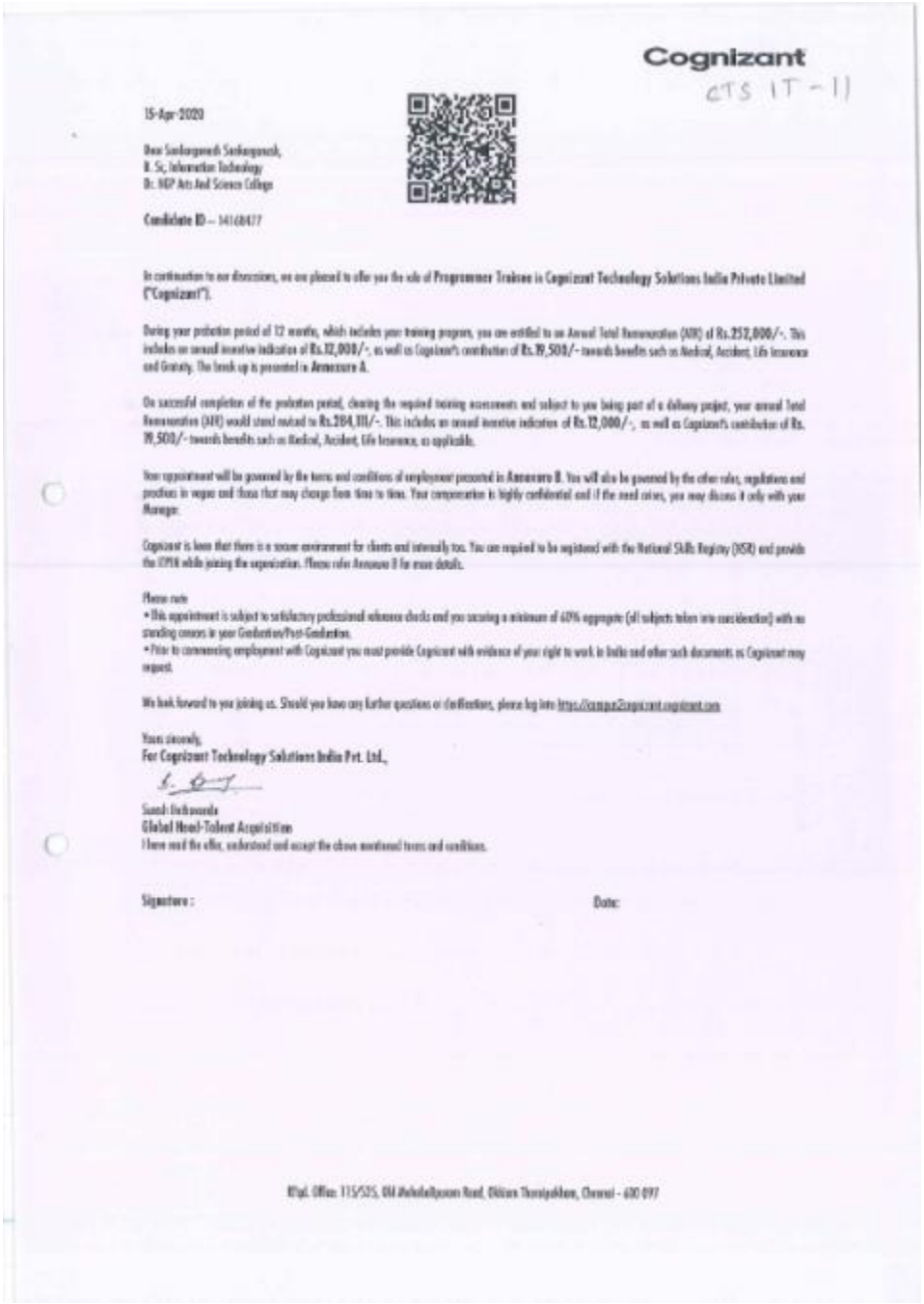
Suresh Dathasarathy
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

SANKARGANESH – COGNIZANT



Cognizant

CTS IT - 11

15-Apr-2020

Mr. Sankarganesh Sankaganesh,
B. Sc, Information Technology
Dr. NGP Arts And Science College

Candidate ID – 14168477

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to your joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Vethavanda
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

GAYATHRI – COGNIZANT

Cognizant

CTS 17-12

15-Apr-2020

Dear Gayathri Krishnasamy,
B. Sc, Information Technology
Dr. NGP Arts And Science College

Candidate ID – 14163436

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive induction of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,188/-. This includes an annual incentive induction of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Sumit Bothwanda
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

ROSHINI S – COGNIZANT

Cognizant

CTS IT-13

15-Apr-2020

Dear Roshini Sivaraj,
B. Sc, Mathematics
Dr. NGP Arts And Sciences College

Candidate ID – 14168383

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,311/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Vethavanan
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

DHARANI D – COGNIZANT

Cognizant

CTS 17-14

15-Apr-2020

Dear Dharani Dhanasamy,
B. Sc, Computer Science
Dr. NGP Arts And Science College

Candidate ID – 14168433

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bothavanda
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

MONIKA N– COGNIZANT

CTS IT-15

15-Apr-2020

Dear Monika Natraj,
B. Sc, Chemistry
Dr. NGP Arts And Science College

Candidate ID – 14168386

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

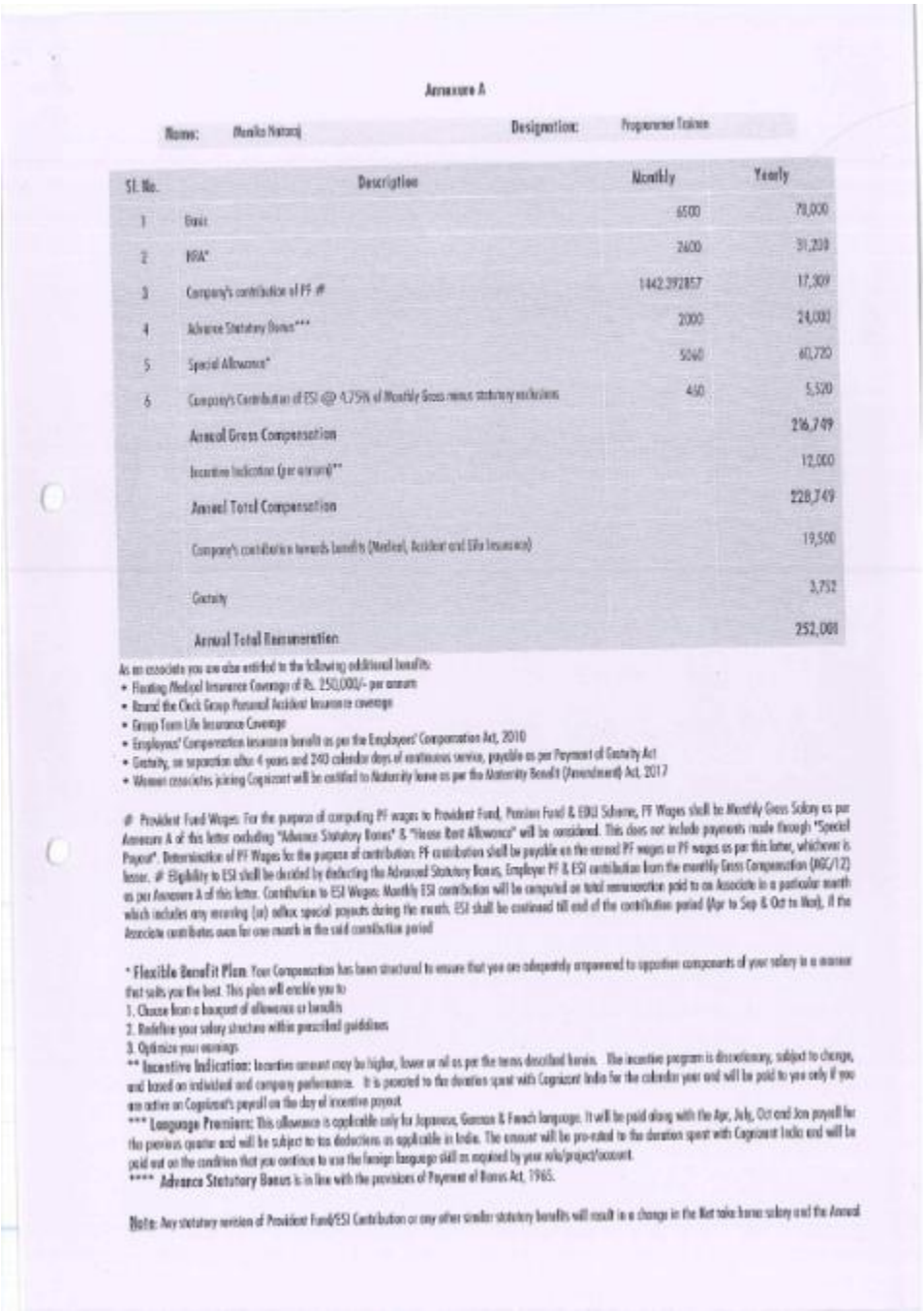
We look forward to you joining us. Should you have any further questions or clarifications, please log into https://cwgus2.cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bothawoodu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Annexure A

Name: Monika Natraj Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		216,749
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		228,749
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		252,001

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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

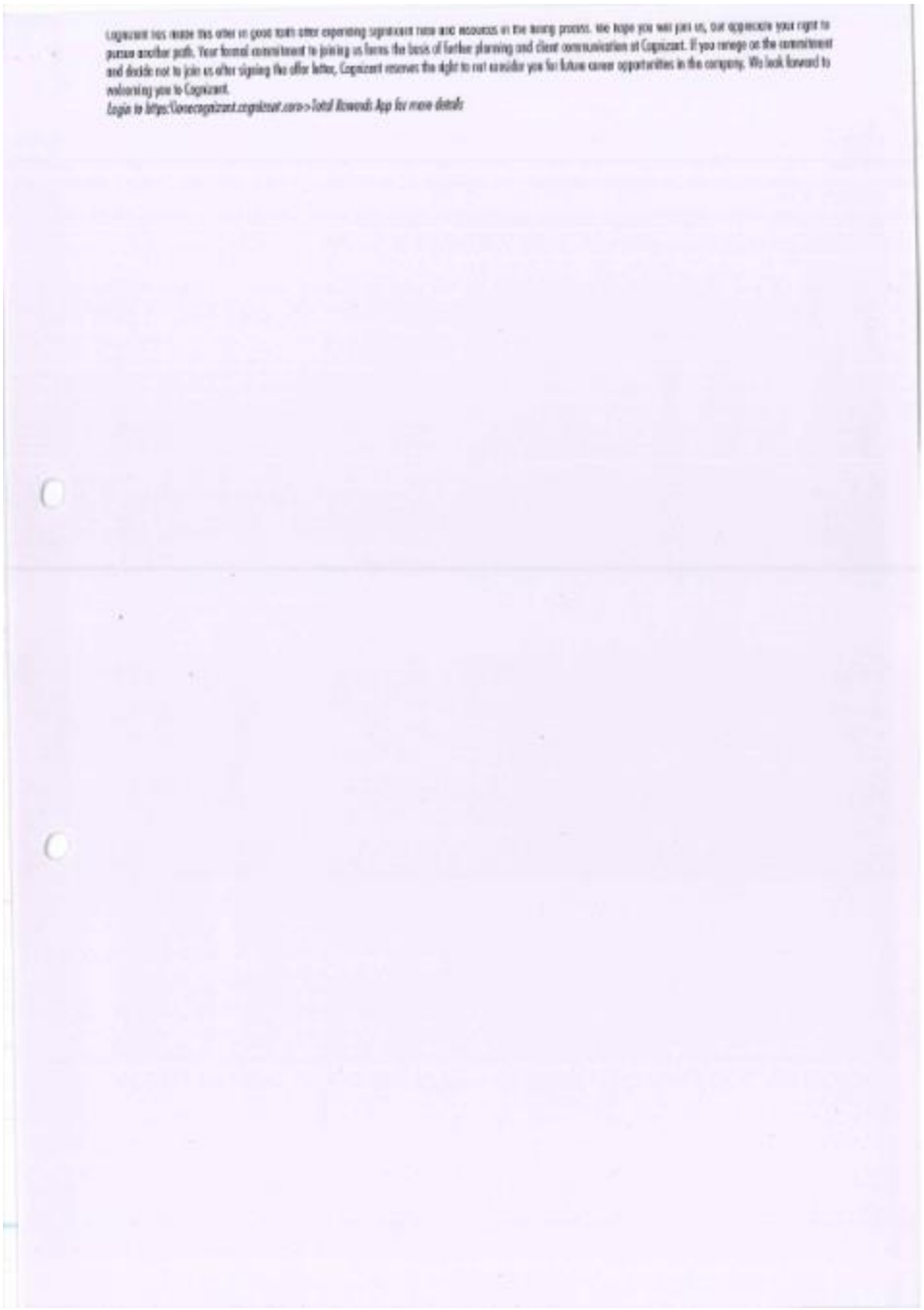
* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowances or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

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

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

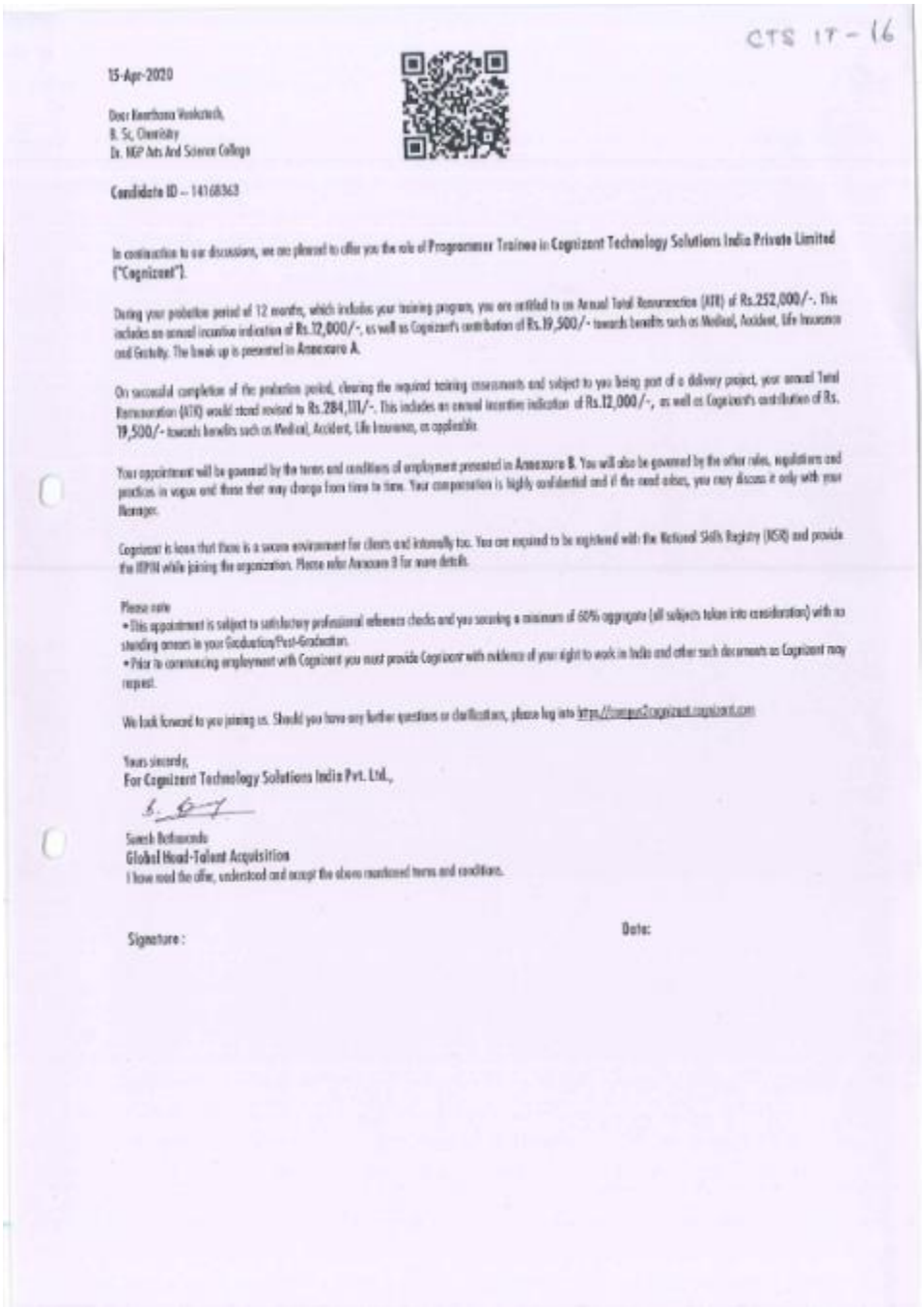
Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual



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

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

KEERTHANA V – COGNIZANT



CTS 17 - 16

15-Apr-2020

Dear Keerthana Venkatesh,
B. Sc, Chemistry
Dr. NGP Arts And Science College

Candidate ID – 1416863

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional references checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://newjoin2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Rathnavelu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

LAVANYA S – COGNIZANT

CTS IT-17

15-Apr-2020

Dear Lavanya Selvaraj,
B. Sc, Chemistry
Dr. NGP Arts And Science College

Candidate ID – 14168389

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://navigate7cognizant.cognizant.com

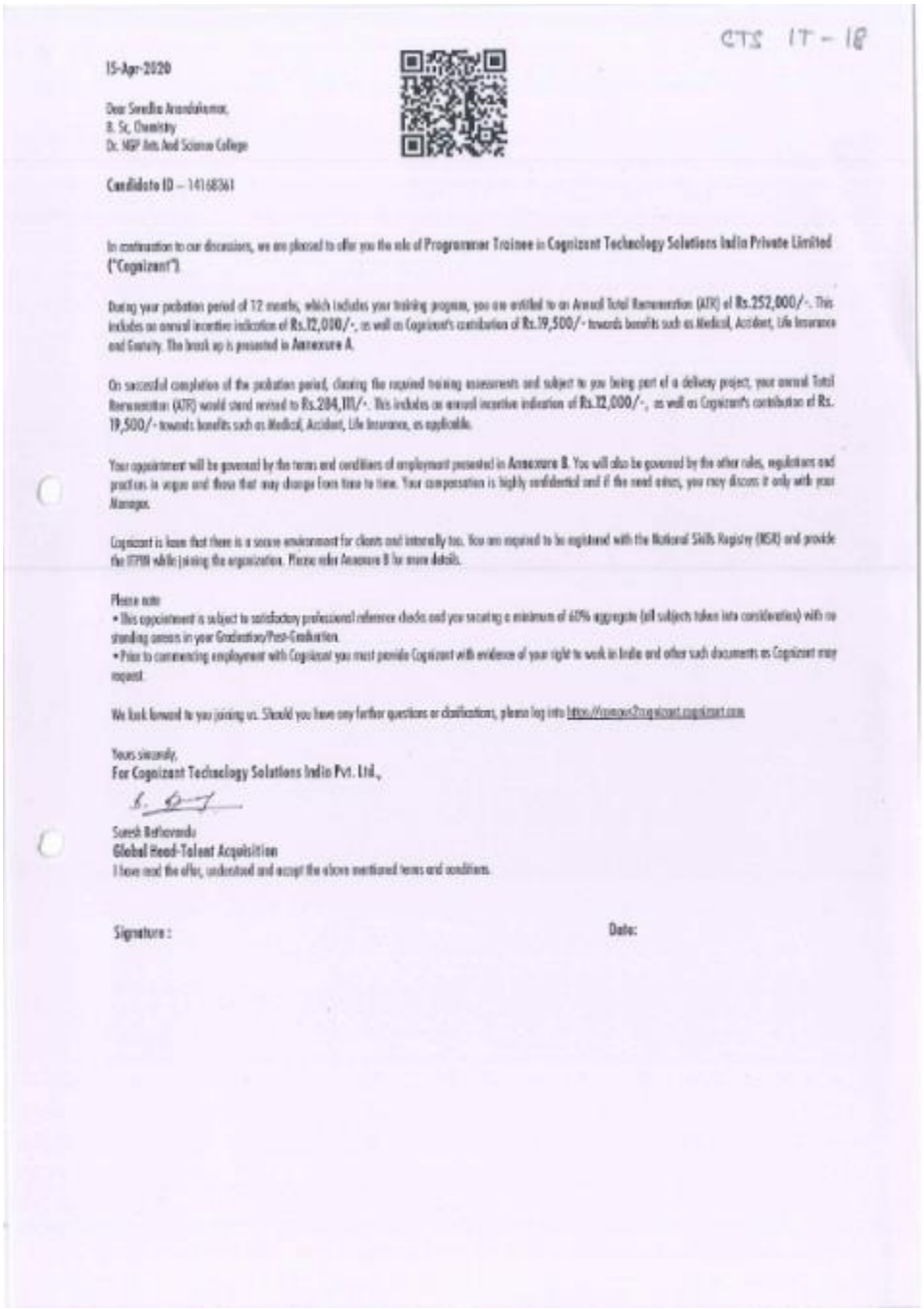
Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Belhaconde
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

SWETHA A – COGNIZANT



CTS IT - 18

15-Apr-2020

Dear Swetha Arunkumar,
B. Sc, Chemistry
Dr. NGP Arts And Science College

Candidate ID – 14168361

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://newjoiner2.cognizant.cognizant.com

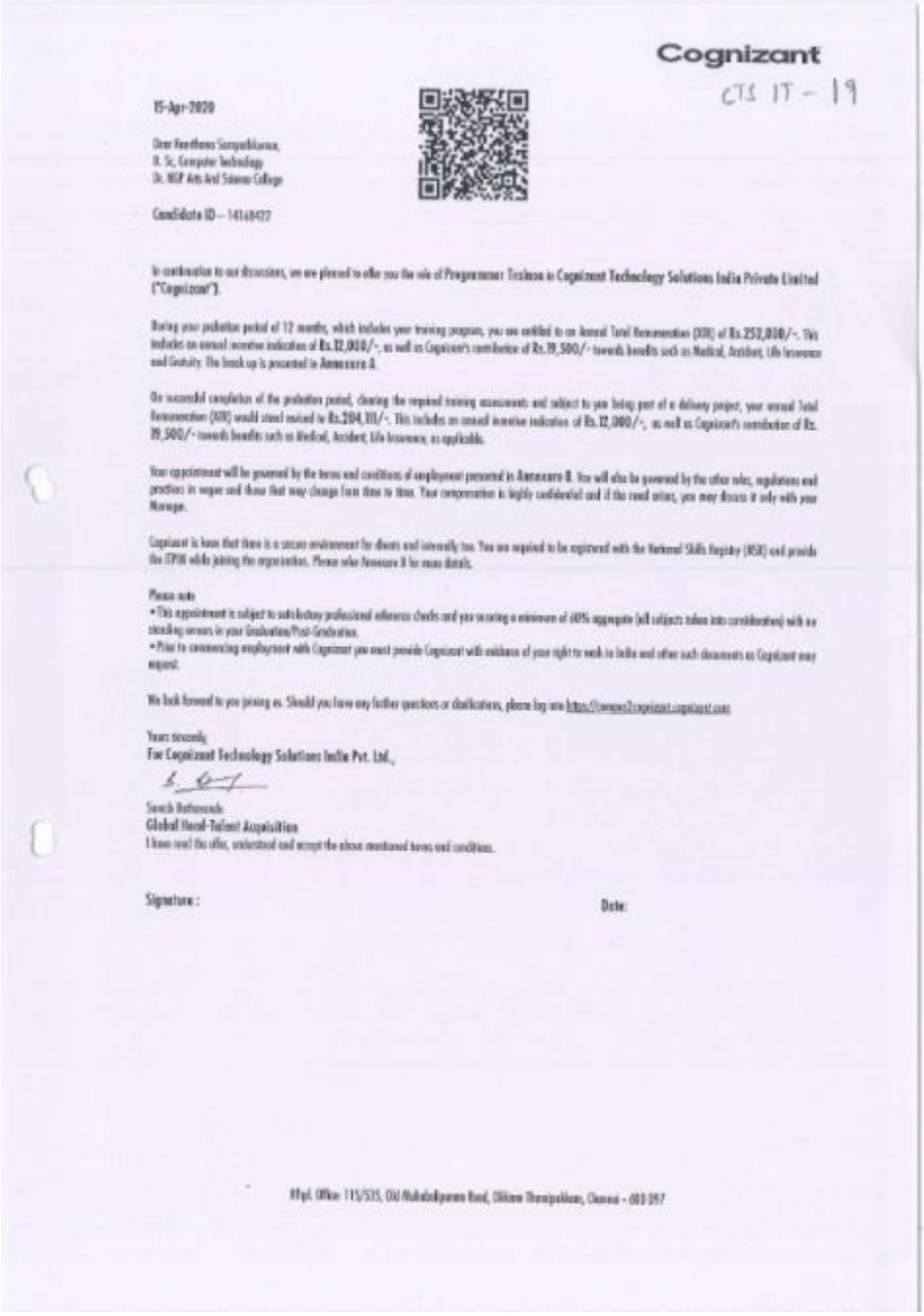
Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavarabu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

KEERTHANA S – COGNIZANT



Cognizant

CTS IT - 19

15-Apr-2020

Dear Keerthana Sampathkumar,
B. Sc, Computer Technology
Dr. NGP Arts And Science College

Candidate ID – 1416427

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure II.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.204,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://newconnect.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Rathinavelu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

KAVITHA L – COGNIZANT

Cognizant

ETS IT-20

15-Apr-2020

Dear Kavitha Lakshmikanthan,
B. Sc, Computer Technology
Dr. NGP Arts And Science College

Candidate ID – 1410405

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.32,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://www.cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

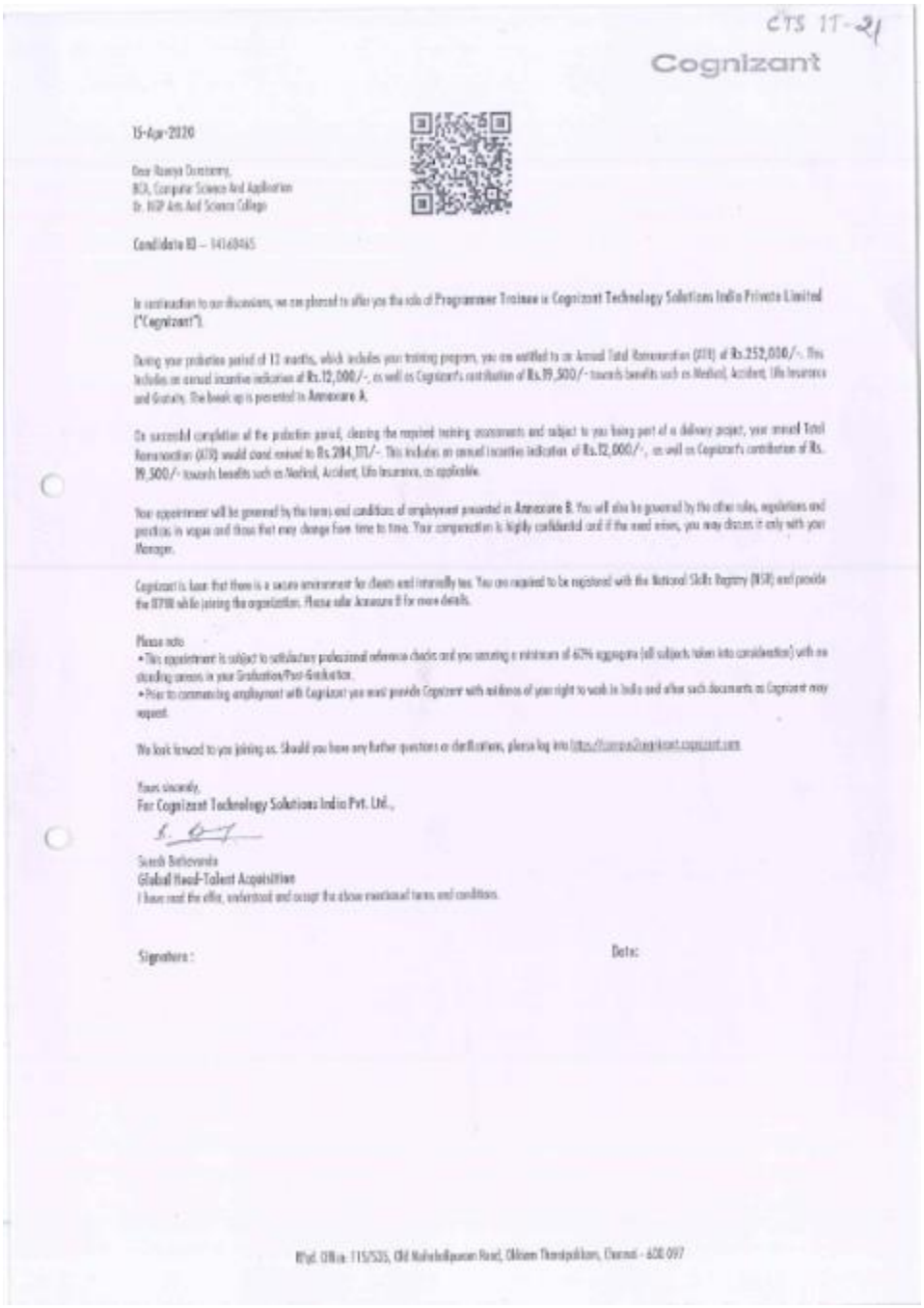
Sarath Babusenth
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

RAMYA D – COGNIZANT



CTS IT-21

Cognizant

15-Apr-2020

Dear Ramya Dhanasamy,
BCA, Computer Science And Application
Dr. NGP Arts And Science College

Candidate ID – 14160465

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://ramya2.cognizant.cognizant.com

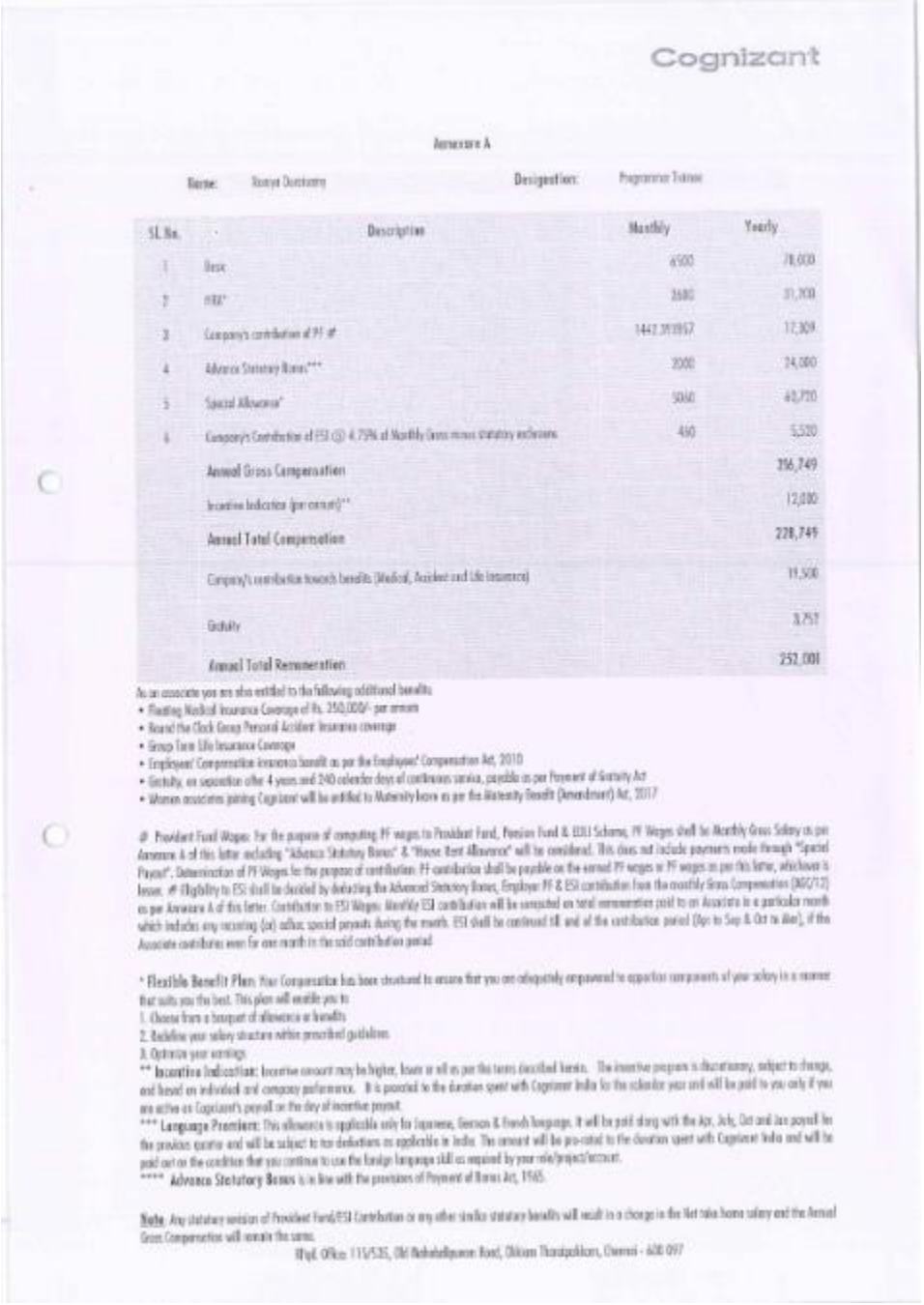
Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bathavanda
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Cognizant

Annexure A

Name: [redacted] Designation: [redacted]

SL No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.391957	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		256,749
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		228,749
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,751
	Annual Total Remuneration		252,000

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ## Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employee PF & ESI contribution from the monthly Gross Compensation (300/712) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc, special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to:
1. Choose from a bouquet of allowances or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

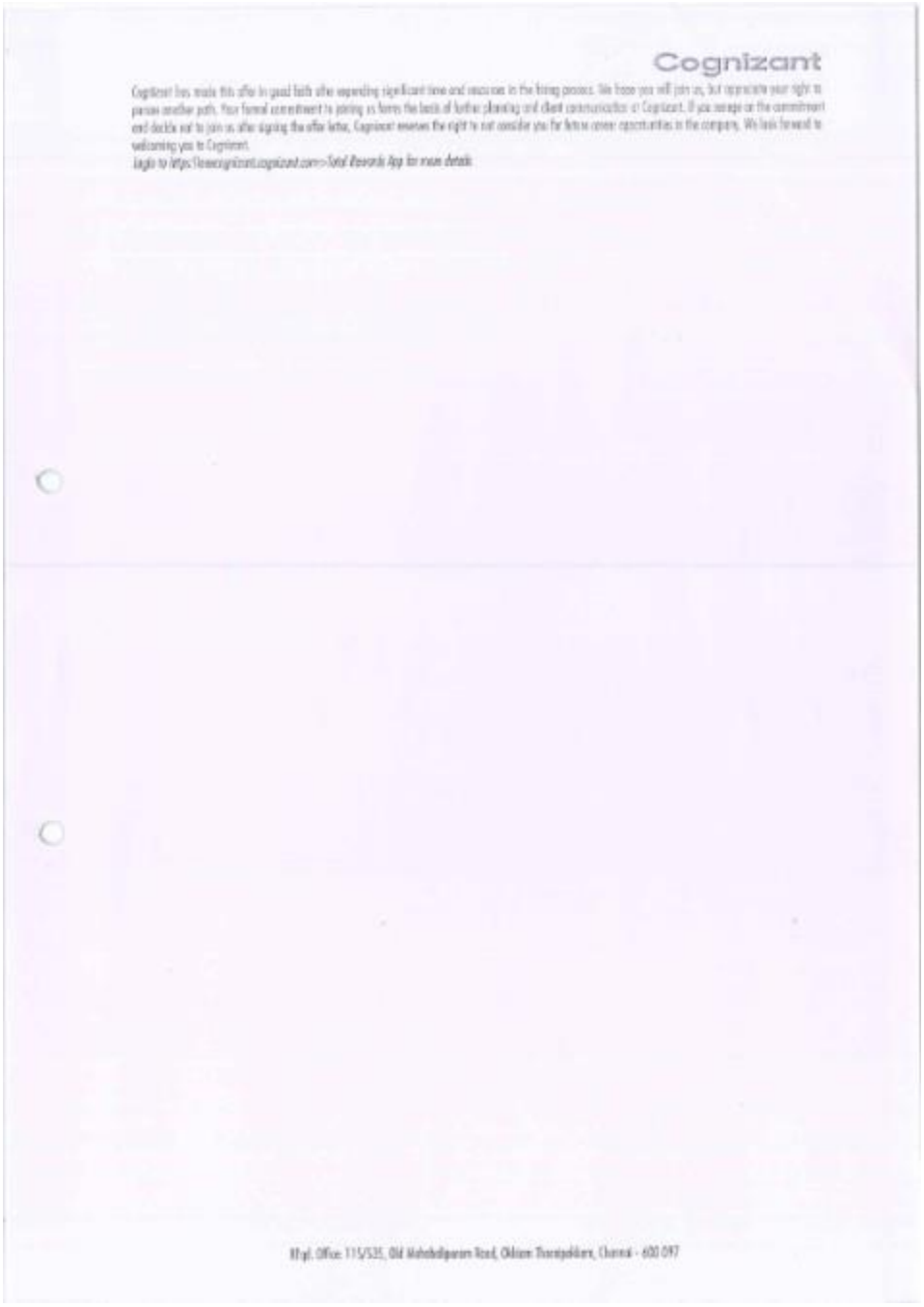
** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is provided to the duration spent with Cognizant India for the calendar year and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

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

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

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

Regd. Office: 11/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Cognizant

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

Login to https://www.cognizant.cognizant.com>>Total Rewards App for more details

Regd. Office: 11/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

PREETHA K – COGNIZANT

Cognizant

CTS IT-22

15-Apr-2020

Dear Preetha Kumaresan,
BCA, Computer Applications
Dr. NGP Arts And Science College

Candidate ID – 14168453

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

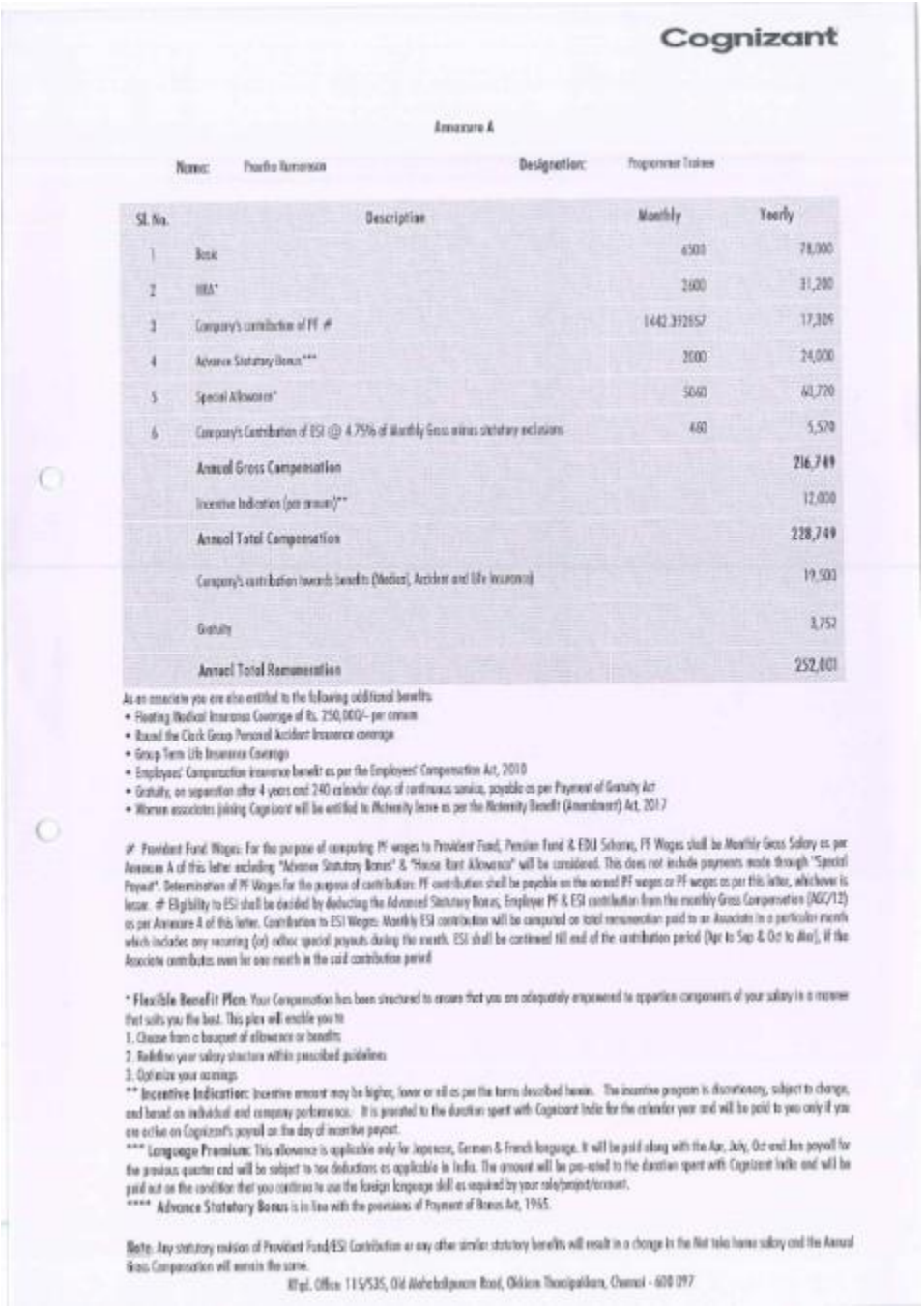
We look forward to you joining us. Should you have any further questions or clarifications, please log into https://nextgen2.cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bothewanda
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Cognizant

Annexure A

Name: Preetha Ramanan Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**216,749**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**228,749**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		**252,801**

As an associate you are also entitled to the following additional benefits
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity Leave as per the Maternity Benefit (Amendment) Act, 2017

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

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

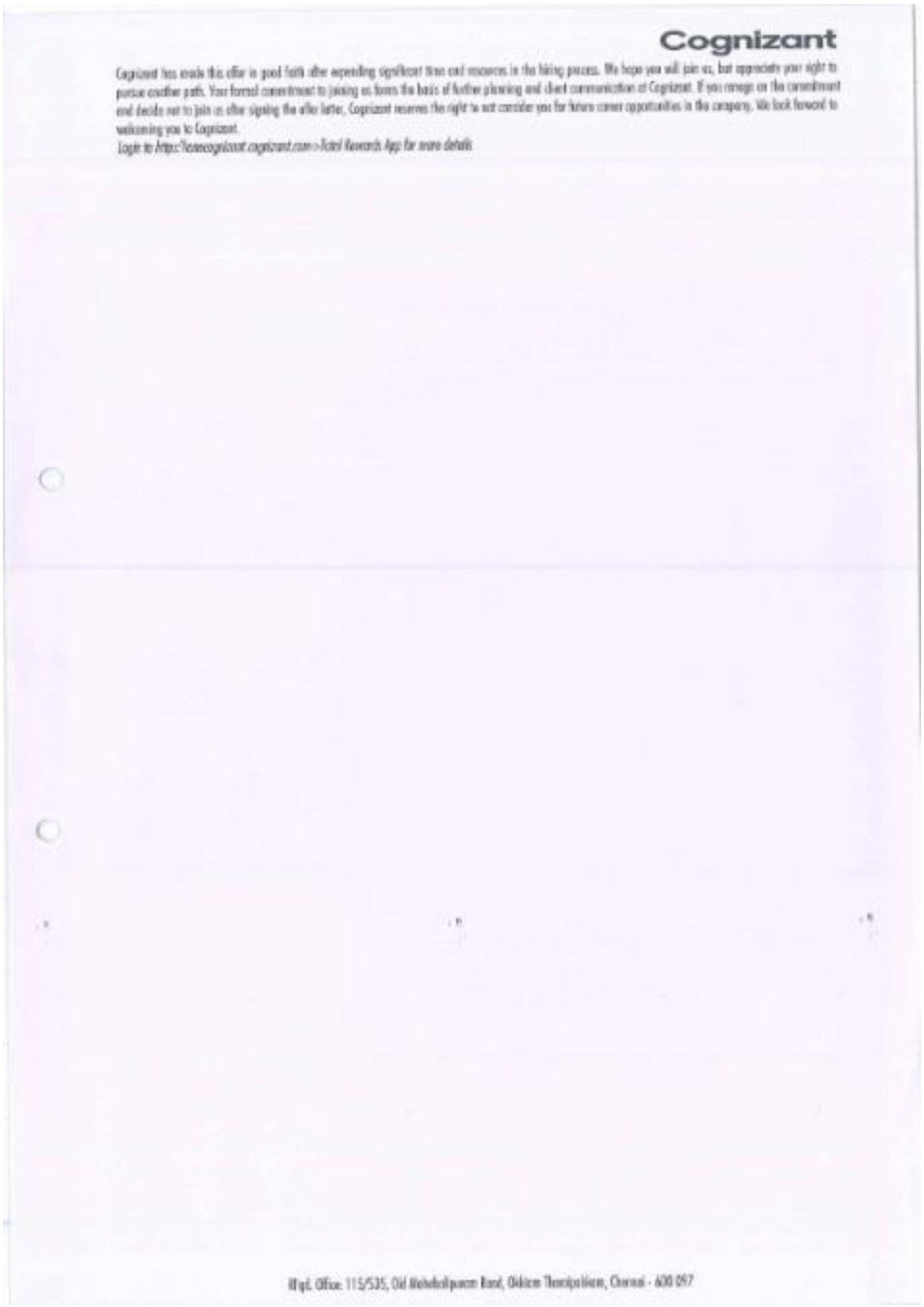
** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and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

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

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

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

Regd. Office: 11/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

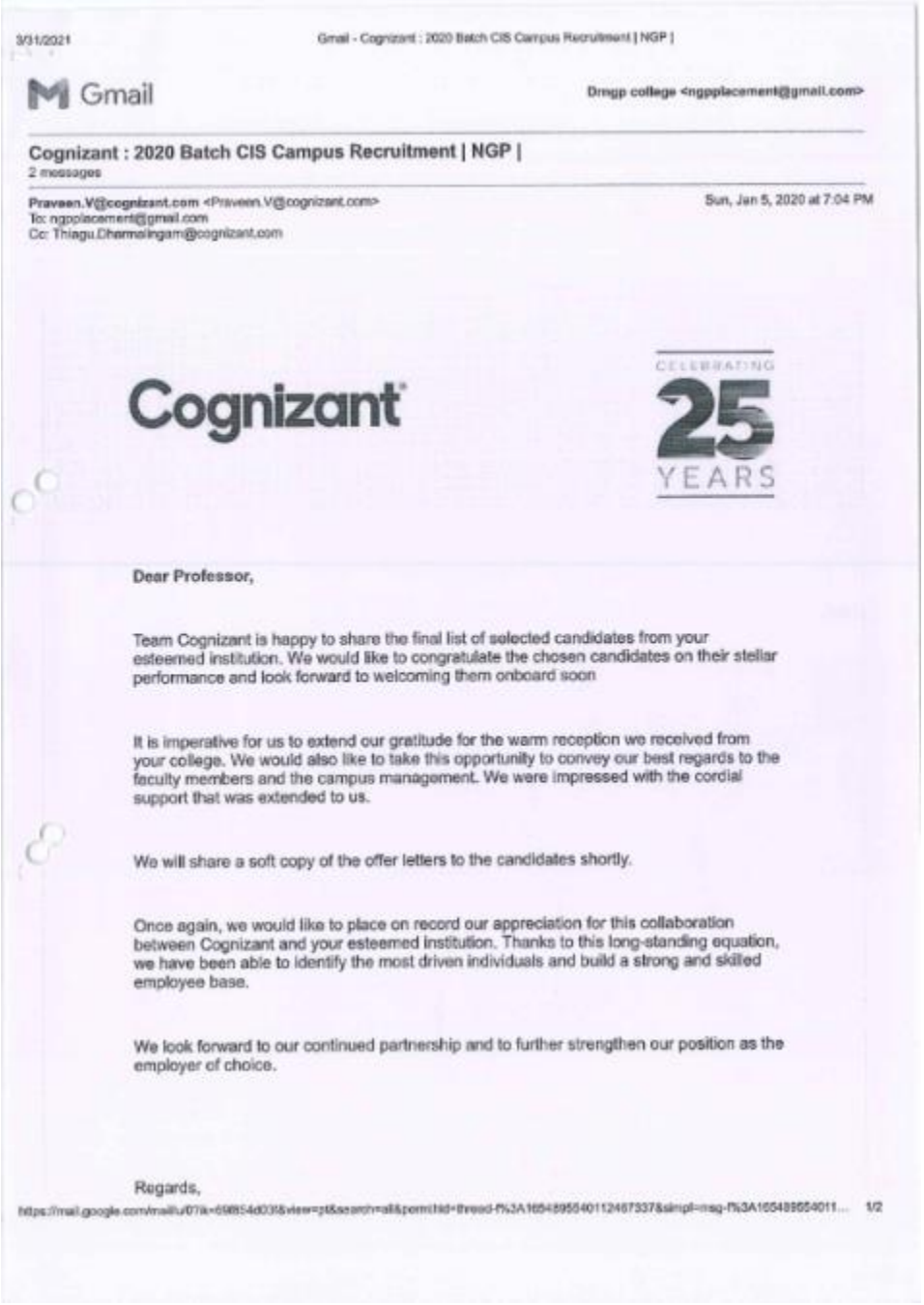


Cognizant

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

Login to https://homecognizant.cognizant.com>Total Rewards App for more details

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



3/31/2021 Gmail - Cognizant : 2020 Batch CIS Campus Recruitment | NGP |

Gmail

Drngp college <ngpplacement@gmail.com>

Cognizant : 2020 Batch CIS Campus Recruitment | NGP |
2 messages

Praveen.V@cognizant.com <Praveen.V@cognizant.com> Sun, Jan 5, 2020 at 7:04 PM
To: ngpplacement@gmail.com
Cc: Thiagu.Dharmalingam@cognizant.com

Cognizant

CELEBRATING 25 YEARS

Dear Professor,

Team Cognizant is happy to share the final list of selected candidates from your esteemed institution. We would like to congratulate the chosen candidates on their stellar performance and look forward to welcoming them onboard soon

It is imperative for us to extend our gratitude for the warm reception we received from your college. We would also like to take this opportunity to convey our best regards to the faculty members and the campus management. We were impressed with the cordial support that was extended to us.

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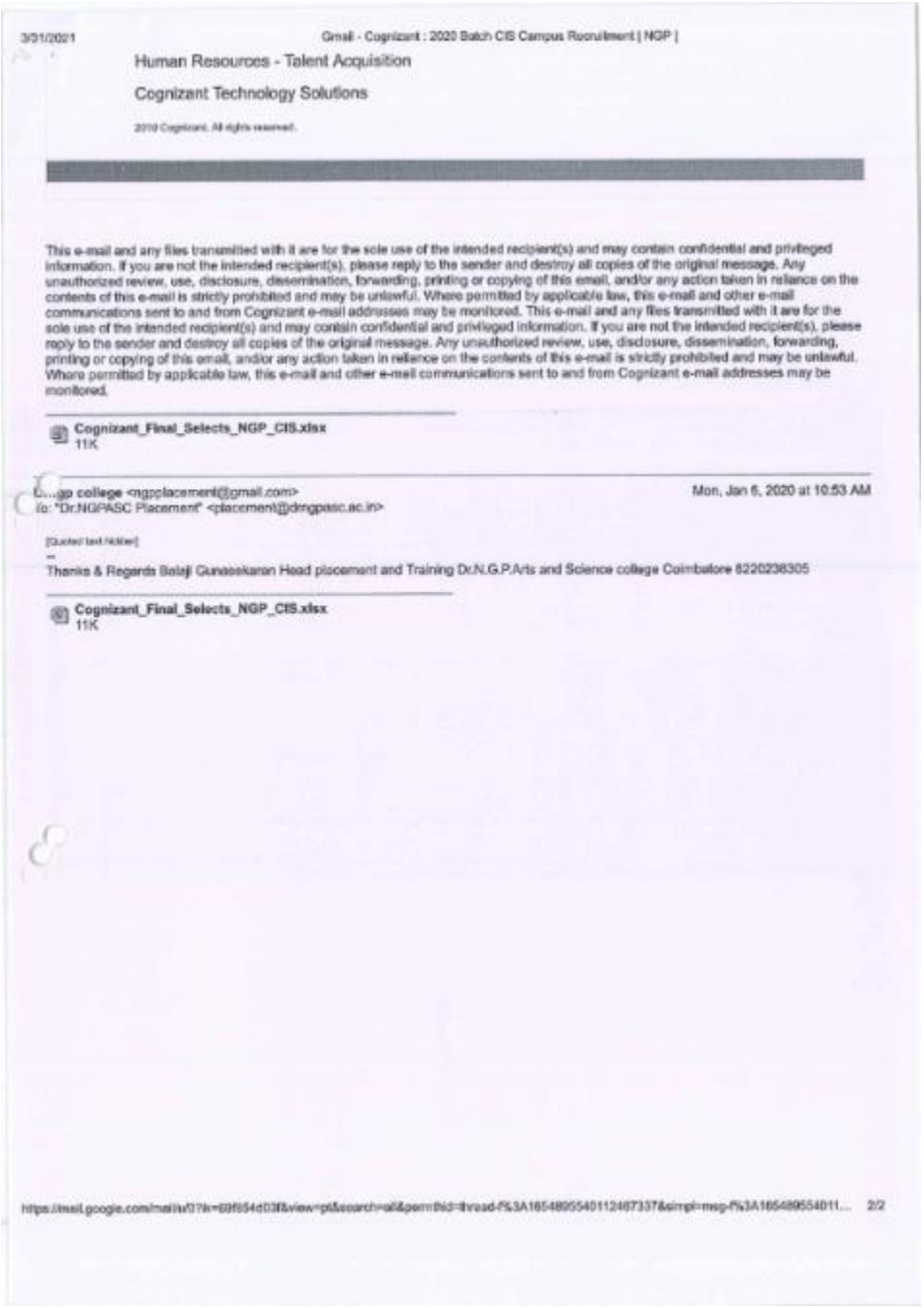
We look forward to our continued partnership and to further strengthen our position as the employer of choice.

Regards,

https://mail.google.com/mail/u/0?ik=69f854d03f&view=pt&search=all&permthid=thread-f%3A1654895540112467337&simpl=msg-f%3A1654896540... 1/2



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Human Resources - Talent Acquisition

Cognizant Technology Solutions

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...gp college <ngpplacement@gmail.com> Mon, Jan 6, 2020 at 10:53 AM
To: "Dr.NGPASC Placement" <placement@drngpasc.ac.in>

[Quoted text hidden]

Thanks & Regards Balaji Gunasekaran Head placement and Training Dr.N.G.P.Arts and Science college Coimbatore 8220238305

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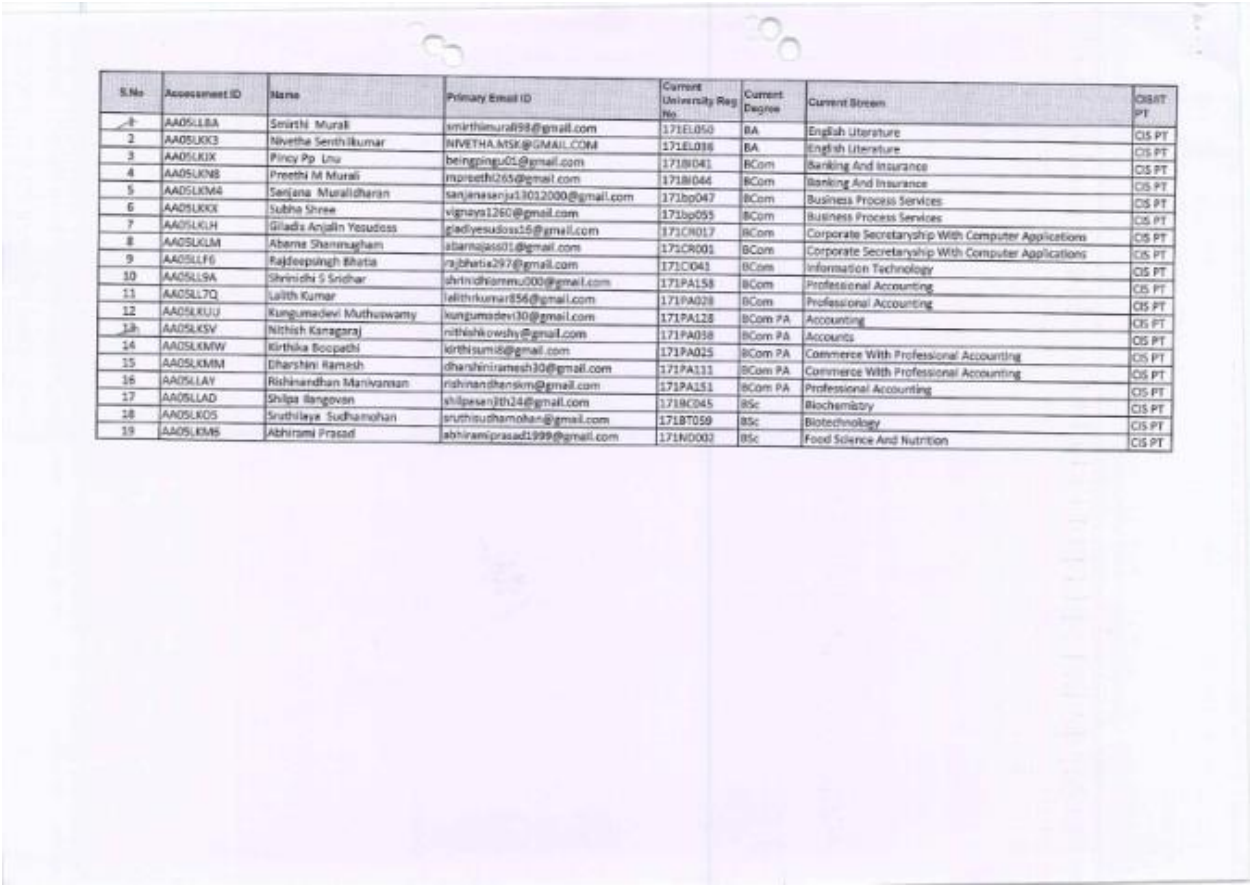
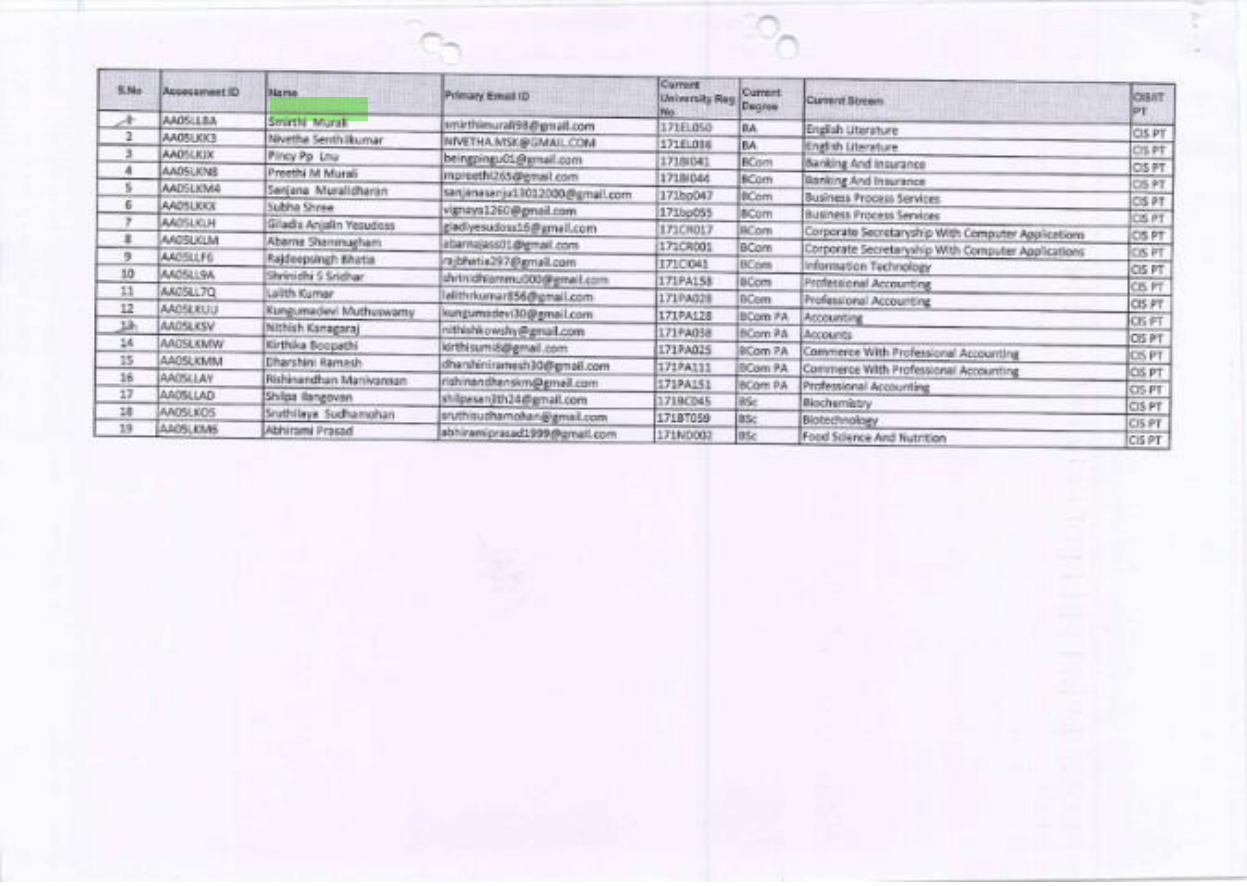


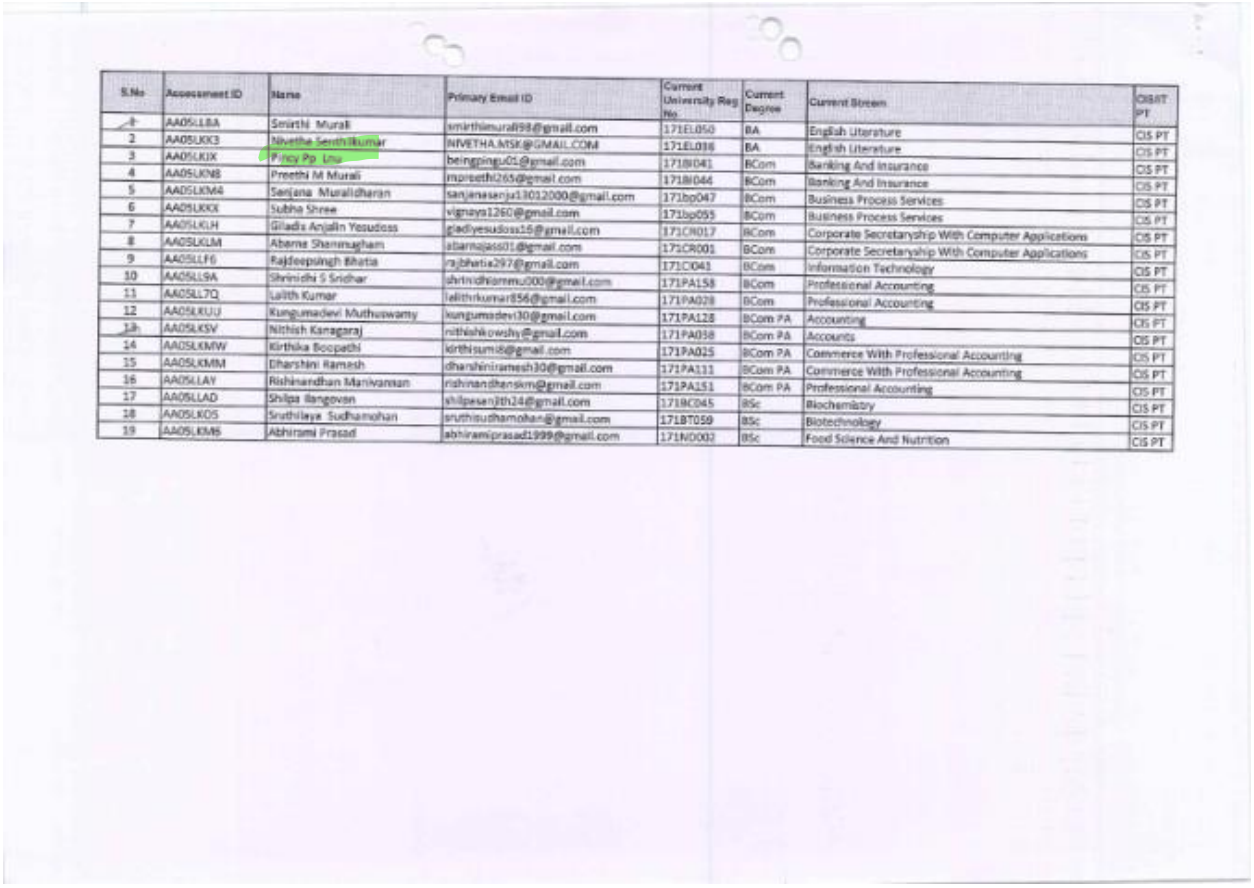
S.No	Assessment ID	Name	Primary Email ID	Current University Reg No	Current Degree	Current Stream	CRRT PT
1	AA05LLBA	Srisrthi Murali	srisrthimurali98@gmail.com	171EL050	BA	English Literature	CIS PT
2	AA05LKK3	Nivetha Senthilkumar	NIVETHA.MSK@GMAIL.COM	171EL036	BA	English Literature	CIS PT
3	AA05LKJX	Pincy Pp Lnu	beingpingu01@gmail.com	171BI041	BCom	Banking And Insurance	CIS PT
4	AA05LKN8	Preethi M Murali	mspreethi265@gmail.com	171BI044	BCom	Banking And Insurance	CIS PT
5	AA05LKM4	Senjana Muralidharan	senjanasenju13012000@gmail.com	171bp047	BCom	Business Process Services	CIS PT
6	AA05LKKK	Subha Shree	vignaya1260@gmail.com	171bp055	BCom	Business Process Services	CIS PT
7	AA05LKLH	Giladis Anjalin Yesudoss	gladiyesudoss16@gmail.com	171CR017	BCom	Corporate Secretaryship With Computer Applications	CIS PT
8	AA05LKLM	Abarna Shanmugham	abarnajass01@gmail.com	171CR001	BCom	Corporate Secretaryship With Computer Applications	CIS PT
9	AA05LLF6	Rajdeepsingh Bhatia	rajbhatia297@gmail.com	171CO041	BCom	Information Technology	CIS PT
10	AA05LLSA	Shrinidhi S Sridhar	shrinidhisridhar000@gmail.com	171PA158	BCom	Professional Accounting	CIS PT
11	AA05LL7Q	Lalith Kumar	lalithkumar856@gmail.com	171PA028	BCom	Professional Accounting	CIS PT
12	AA05LKUU	Kungumadevi Muthuswamy	kungumadevi30@gmail.com	171PA128	BCom PA	Accounting	CIS PT
13	AA05LKSV	Nithish Kanagaraj	nithishkowshy@gmail.com	171PA058	BCom PA	Accounts	CIS PT
14	AA05LKMW	Kirthika Boopathi	kirthisumi8@gmail.com	171PA025	BCom PA	Commerce With Professional Accounting	CIS PT
15	AA05LKMM	Dharshini Ramesh	dharshiniramesh30@gmail.com	171PA111	BCom PA	Commerce With Professional Accounting	CIS PT
16	AA05LLAY	Rishinandhan Manivannan	rishinandhanskm@gmail.com	171PA151	BCom PA	Professional Accounting	CIS PT
17	AA05LLAD	Shilpa Rangovan	shilpasenji1th24@gmail.com	171BC045	BSc	Biochemistry	CIS PT
18	AA05LKQ5	Sruthilaya Sudhamohan	sruthisudhamohan@gmail.com	171BT059	BSc	Biotechnology	CIS PT
19	AA05LKM6	Abhirami Prasad	abhiramiprasad1999@gmail.com	171ND002	BSc	Food Science And Nutrition	CIS PT

SMRITHI - CTS



S.No	Assessment ID	Name	Primary Email ID	Current University Reg No	Current Degree	Current Stream	OBIIT PT
1	AA05LLBA	Smirthi Murali	smirthimurali98@gmail.com	171EL050	BA	English Literature	CIS PT
2	AA05LKK3	Nivetha Senthilkumar	NIVETHA.MSK@GMAIL.COM	171EL036	BA	English Literature	CIS PT
3	AA05LKIX	Pincy Pp Lnu	beingpingu01@gmail.com	1718I041	BCom	Banking And Insurance	CIS PT
4	AA05LKN8	Preethi M Murali	mspreethi265@gmail.com	1718I044	BCom	Banking And Insurance	CIS PT
5	AA05LKN4	Sanjana Muralidharan	sanjanasanju13012000@gmail.com	171bp047	BCom	Business Process Services	CIS PT
6	AA05LKKK	Subha Shree	vignaya1260@gmail.com	171bp055	BCom	Business Process Services	CIS PT
7	AA05LKLH	Giladis Anjalin Yesudoss	gladiyesudoss16@gmail.com	171CR017	BCom	Corporate Secretaryship With Computer Applications	CIS PT
8	AA05LKLM	Aberna Shanmugham	abernajass01@gmail.com	171CR001	BCom	Corporate Secretaryship With Computer Applications	CIS PT
9	AA05LLF6	Rajdeepsingh Bhatia	rajbhatia297@gmail.com	171CI041	BCom	Information Technology	CIS PT
10	AA05LL9A	Shrinidhi S Sridhar	shrinidhiammu000@gmail.com	171PA158	BCom	Professional Accounting	CIS PT
11	AA05LL7Q	Lalith Kumar	lalithkumar856@gmail.com	171PA029	BCom	Professional Accounting	CIS PT
12	AA05LKUU	Kungumadevi Muthuswamy	kungumadevi30@gmail.com	171PA128	BCom PA	Accounting	CIS PT
13	AA05LKSV	Nithish Kanagaraj	nithishkowshy@gmail.com	171PA058	BCom PA	Accounts	CIS PT
14	AA05LKMW	Kirthika Boopathi	kirthisumi8@gmail.com	171PA025	BCom PA	Commerce With Professional Accounting	CIS PT
15	AA05LKMM	Dharshini Ramesh	dharshiniramesh30@gmail.com	171PA111	BCom PA	Commerce With Professional Accounting	CIS PT
16	AA05LLAY	Rishinandhan Manivannan	rishinandhanskm@gmail.com	171PA151	BCom PA	Professional Accounting	CIS PT
17	AA05LLAD	Shilpa Rangovan	shilpasenji1th24@gmail.com	1719C045	BSc	Biochemistry	CIS PT
18	AA05LKQS	Sruthilaya Sudhamohan	sruthisudhamohan@gmail.com	171BT059	BSc	Biotechnology	CIS PT
19	AA05LKM6	Abhirami Prasad	abhiramiprasad1999@gmail.com	171ND002	BSc	Food Science And Nutrition	CIS PT

PINCY - CTS



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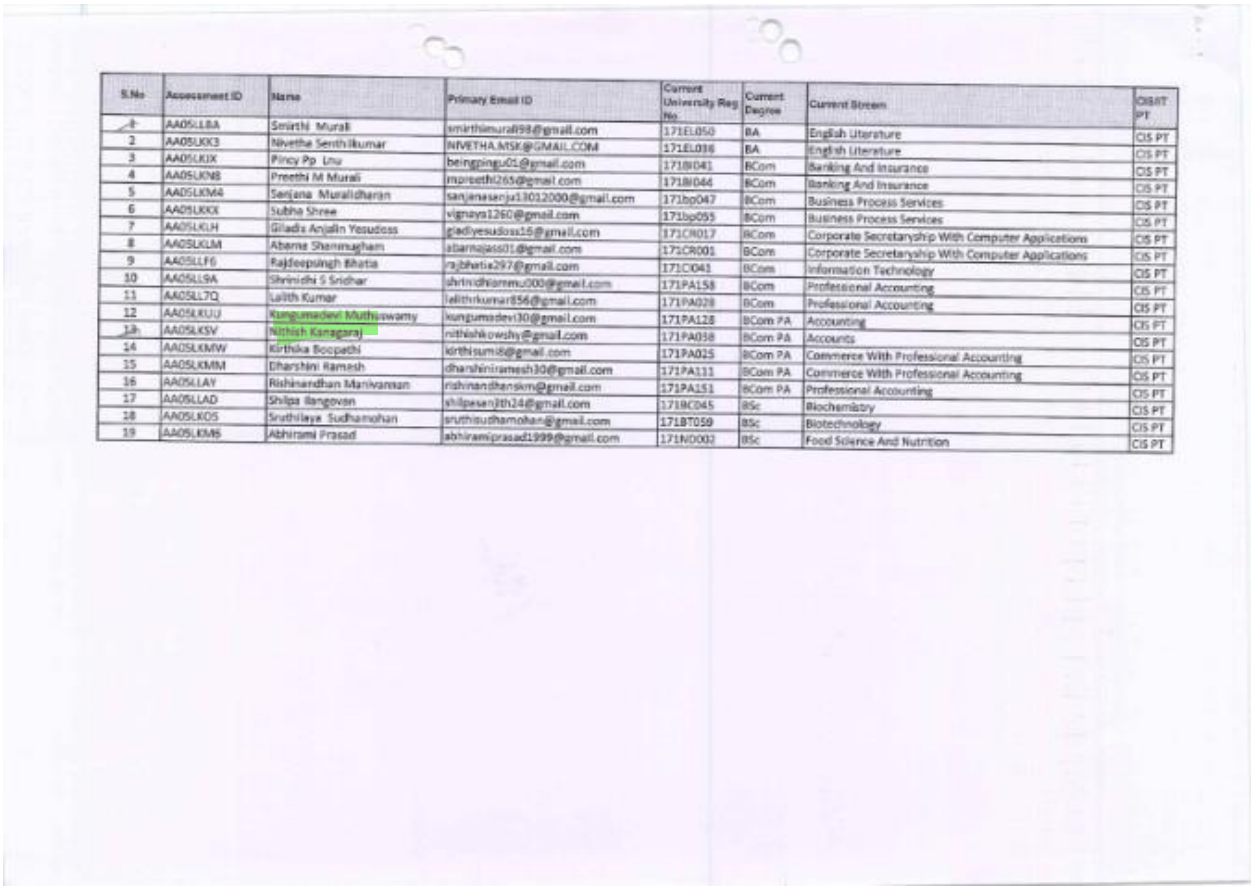
NITHISH- CTS



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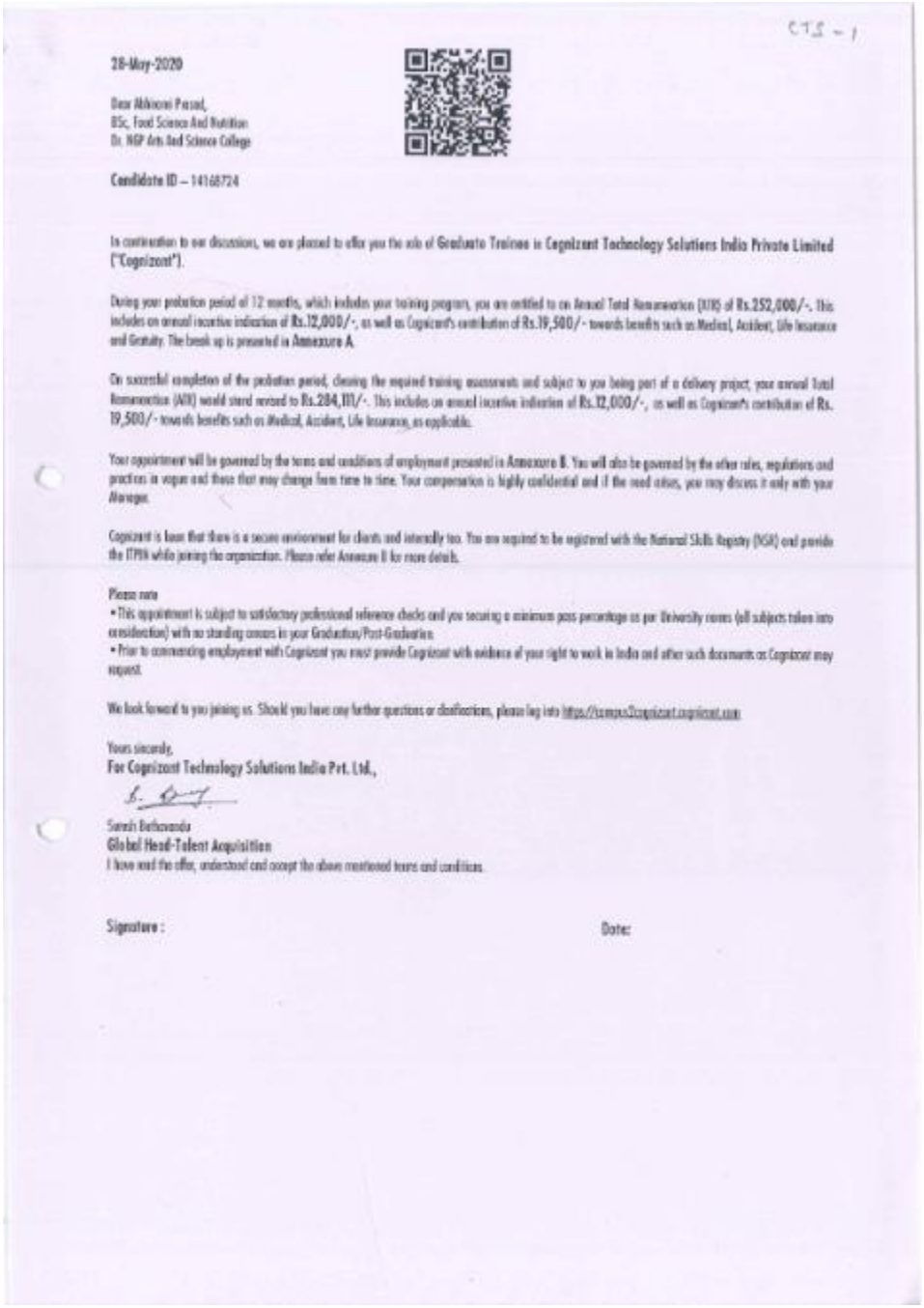
ABHIRAMI P – COGNIZANT



28-May-2020

Dear Abhirami Prasad,
BSc, Food Science And Nutrition
Dr. NGP Arts And Science College

Candidate ID – 14168724

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note
• This appointment is subject to satisfactory professional reference checks and you securing a minimum pass percentage as per University norms (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
• Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

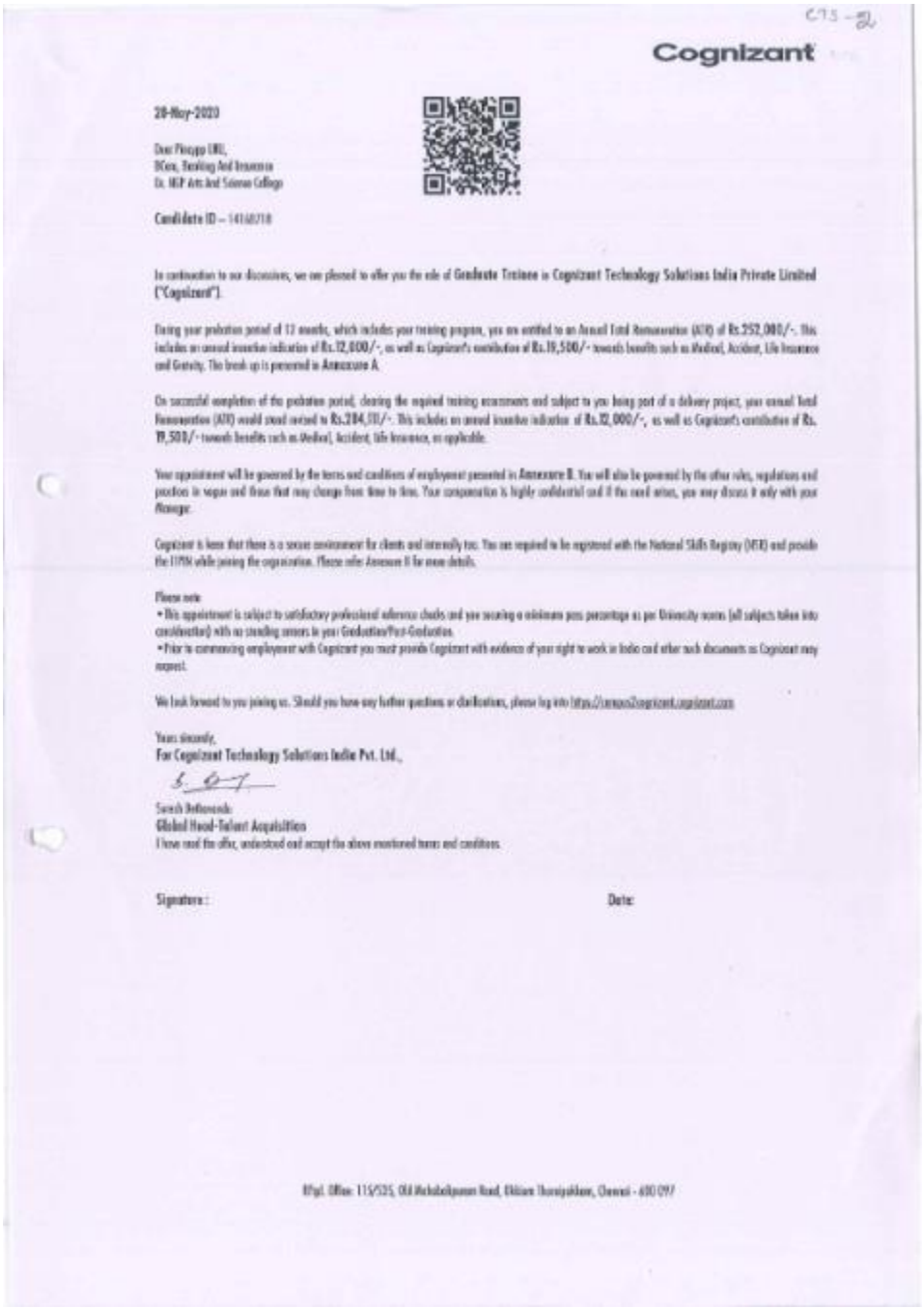
Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bathavanda
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

MARTIN – COGNIZANT



Cognizant

28-May-2020

Dear Pinappa URL,
BCom, Banking And Insurance
Dr. NGP Arts And Science College

Candidate ID – 14160718

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

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://careers2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

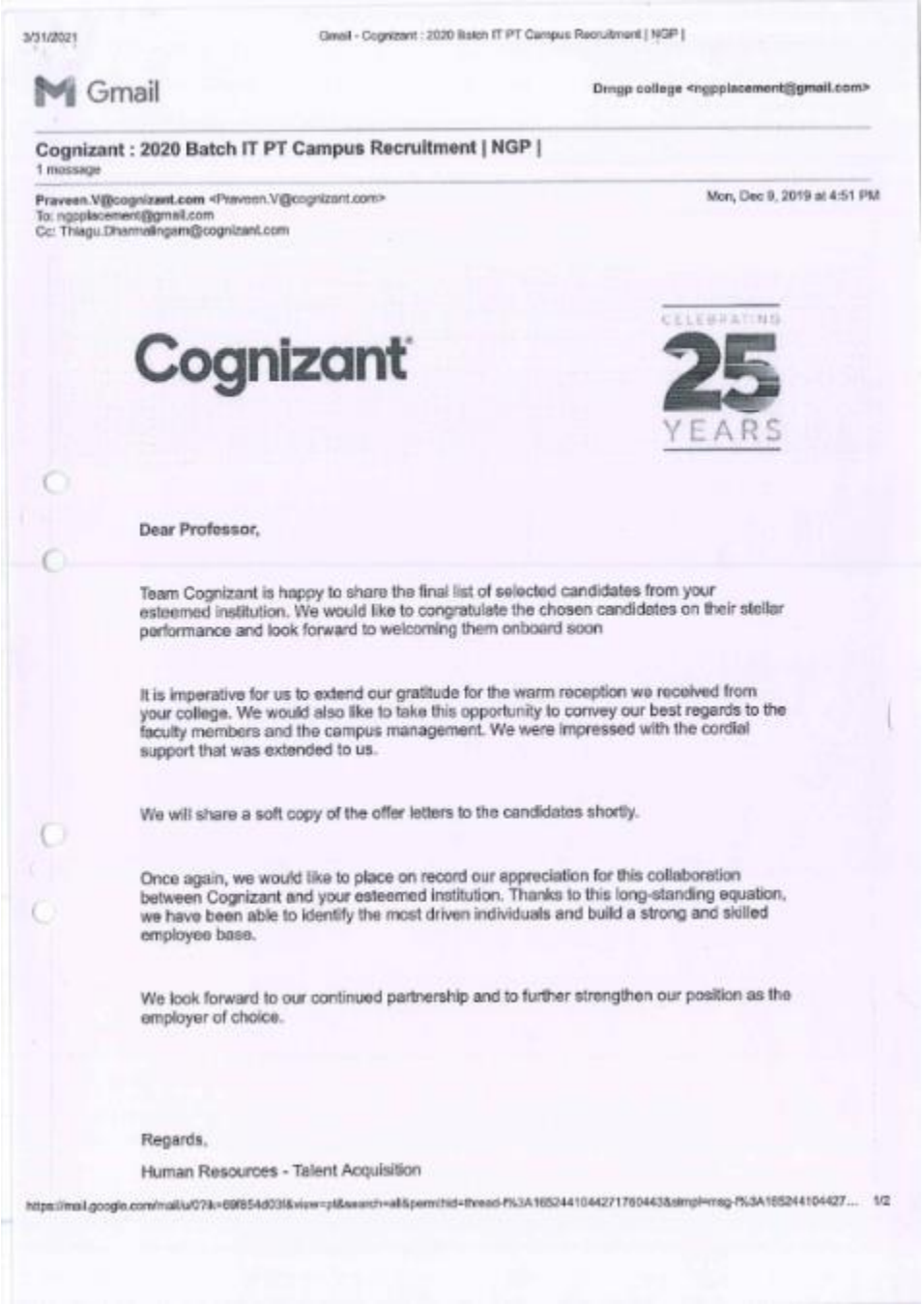
Suresh Belliraoda
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions

Signature :

Date:

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

JAYALAKSHMI - CTS



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Gmail

Drngp college <ngpplacement@gmail.com>

Cognizant : 2020 Batch IT PT Campus Recruitment | NGP |
1 message

Praveen.V@cognizant.com <Praveen.V@cognizant.com> Mon, Dec 9, 2019 at 4:51 PM
To: ngpplacement@gmail.com
Cc: Thiagu.Dhanmalingam@cognizant.com

Cognizant

CELEBRATING 25 YEARS

Dear Professor,

Team Cognizant is happy to share the final list of selected candidates from your esteemed institution. We would like to congratulate the chosen candidates on their stellar performance and look forward to welcoming them onboard soon

It is imperative for us to extend our gratitude for the warm reception we received from your college. We would also like to take this opportunity to convey our best regards to the faculty members and the campus management. We were impressed with the cordial support that was extended to us.

We will share a soft copy of the offer letters to the candidates shortly.

Once again, we would like to place on record our appreciation for this collaboration between Cognizant and your esteemed institution. Thanks to this long-standing equation, we have been able to identify the most driven individuals and build a strong and skilled employee base.

We look forward to our continued partnership and to further strengthen our position as the employer of choice.

Regards,

Human Resources - Talent Acquisition

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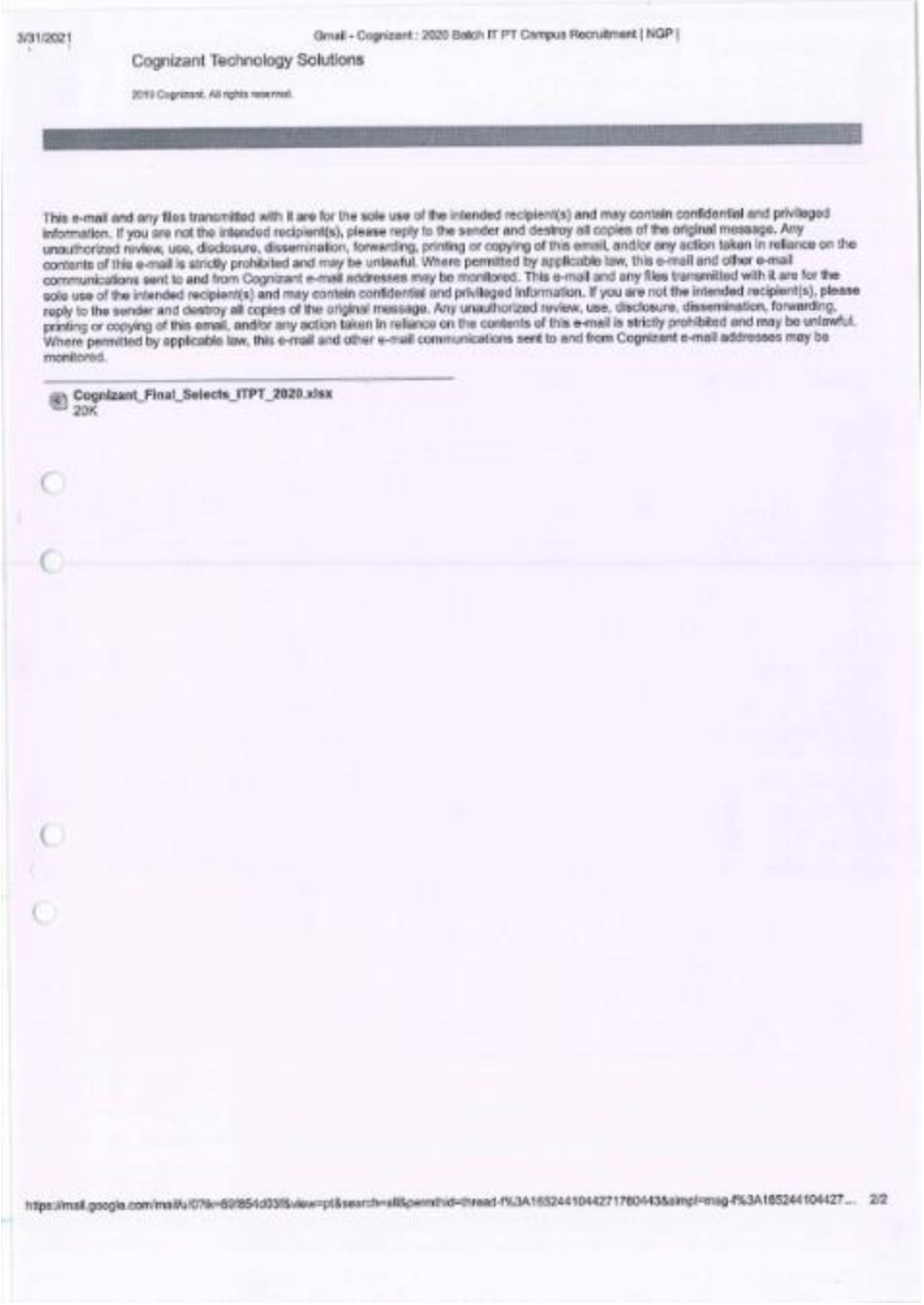

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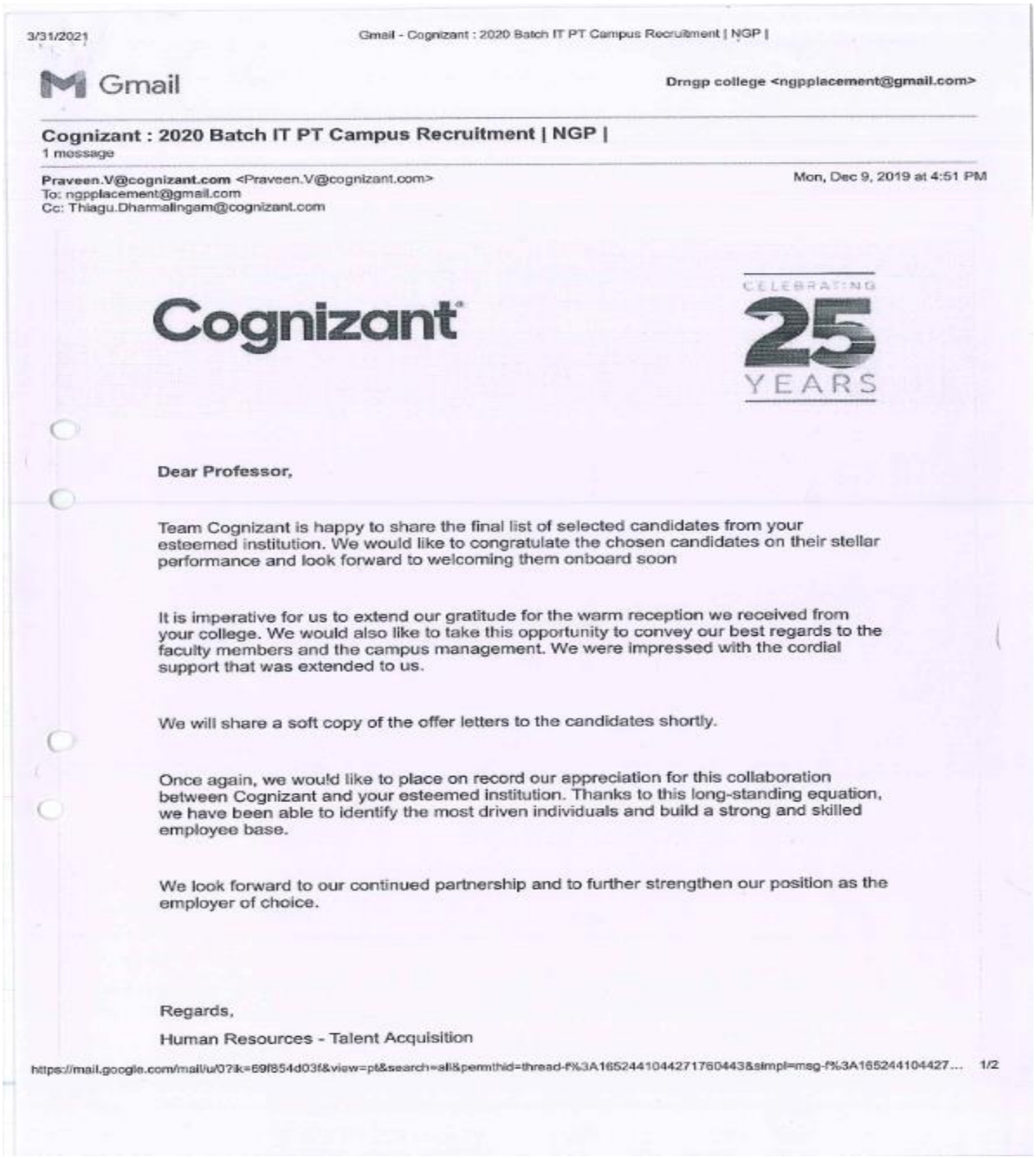

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Dear Professor,

Team Cognizant is happy to share the final list of selected candidates from your esteemed institution. We would like to congratulate the chosen candidates on their stellar performance and look forward to welcoming them onboard soon

It is imperative for us to extend our gratitude for the warm reception we received from your college. We would also like to take this opportunity to convey our best regards to the faculty members and the campus management. We were impressed with the cordial support that was extended to us.

We will share a soft copy of the offer letters to the candidates shortly.

Once again, we would like to place on record our appreciation for this collaboration between Cognizant and your esteemed institution. Thanks to this long-standing equation, we have been able to identify the most driven individuals and build a strong and skilled employee base.

We look forward to our continued partnership and to further strengthen our position as the employer of choice.

Regards,

Human Resources - Talent Acquisition

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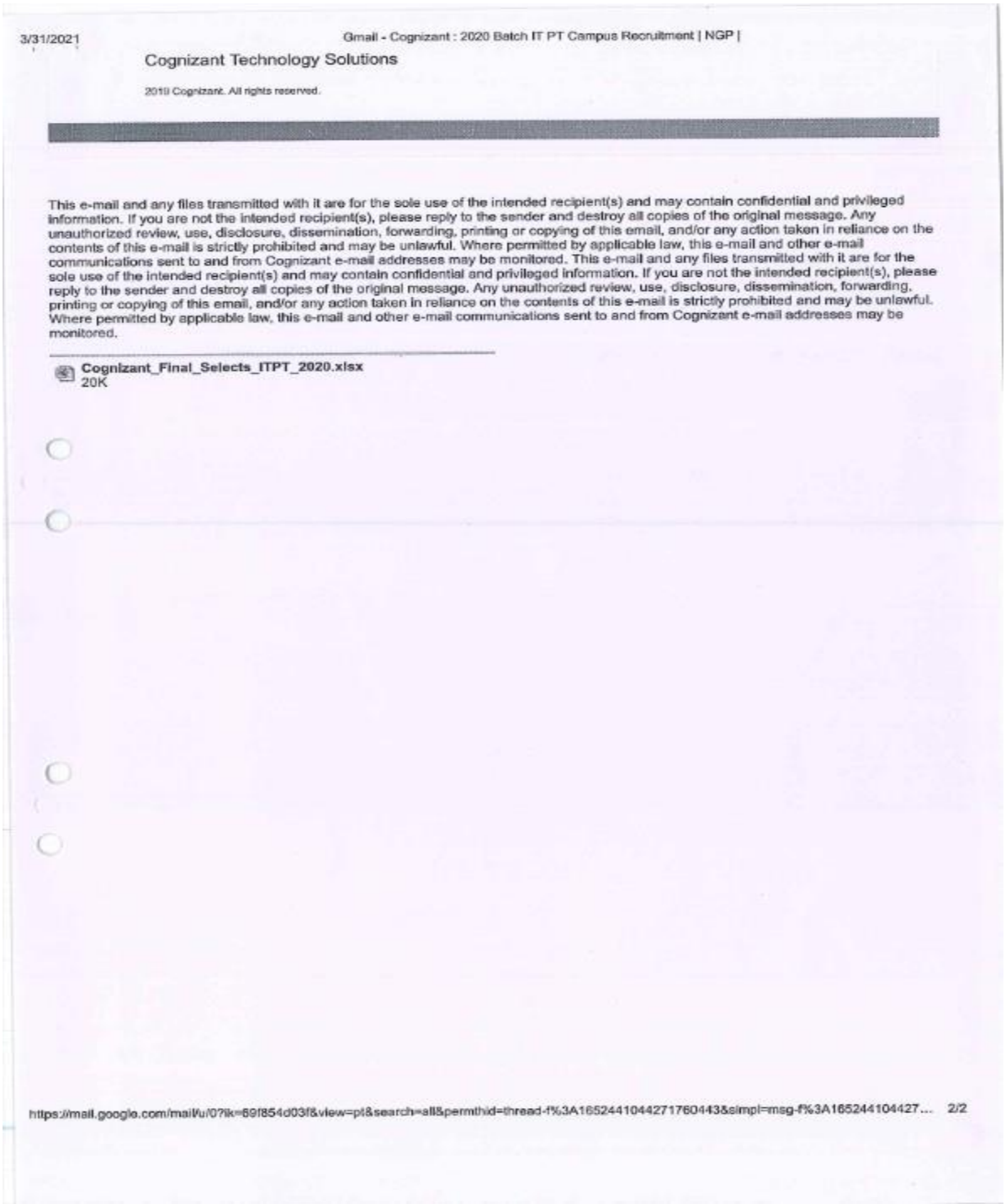

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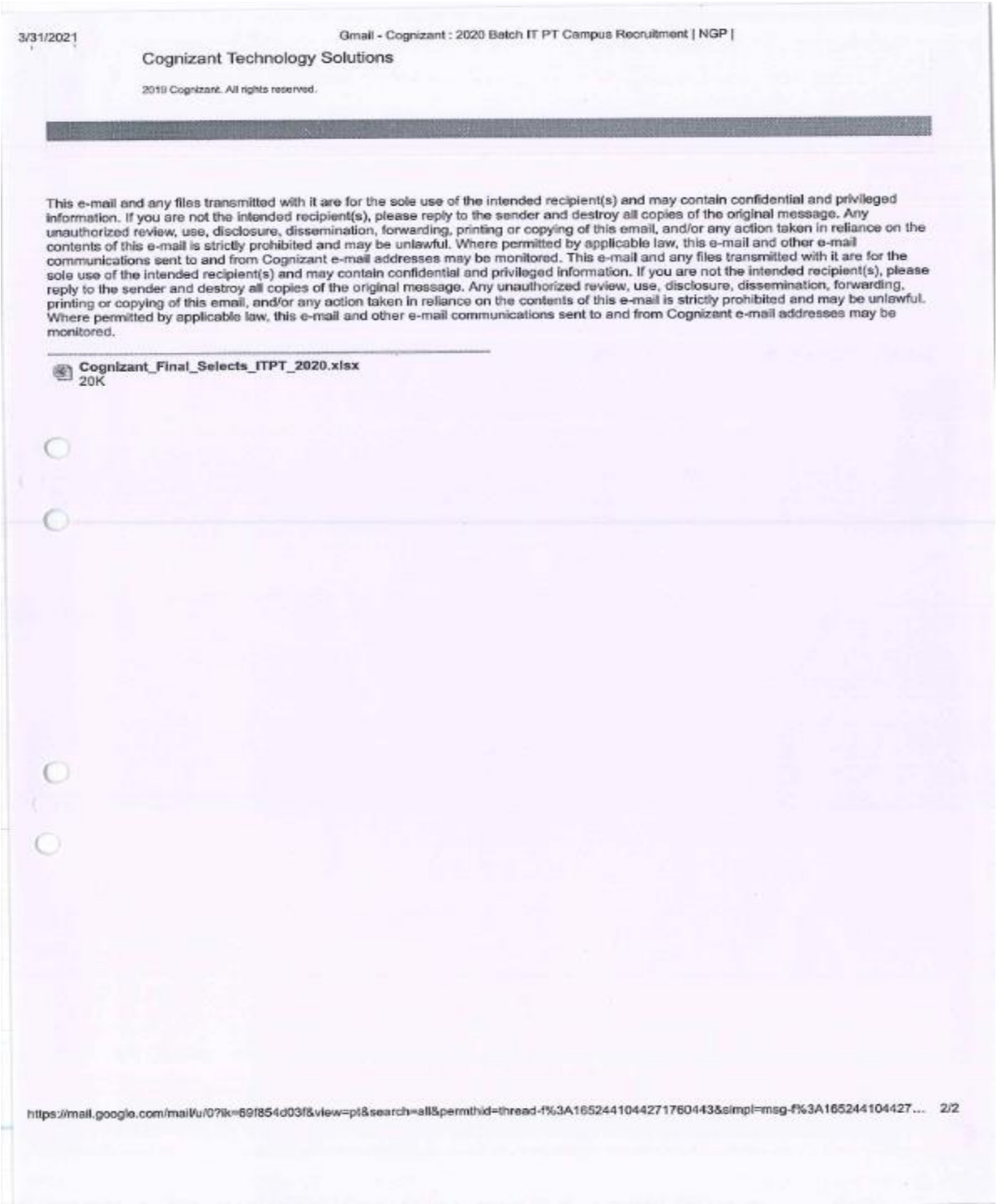

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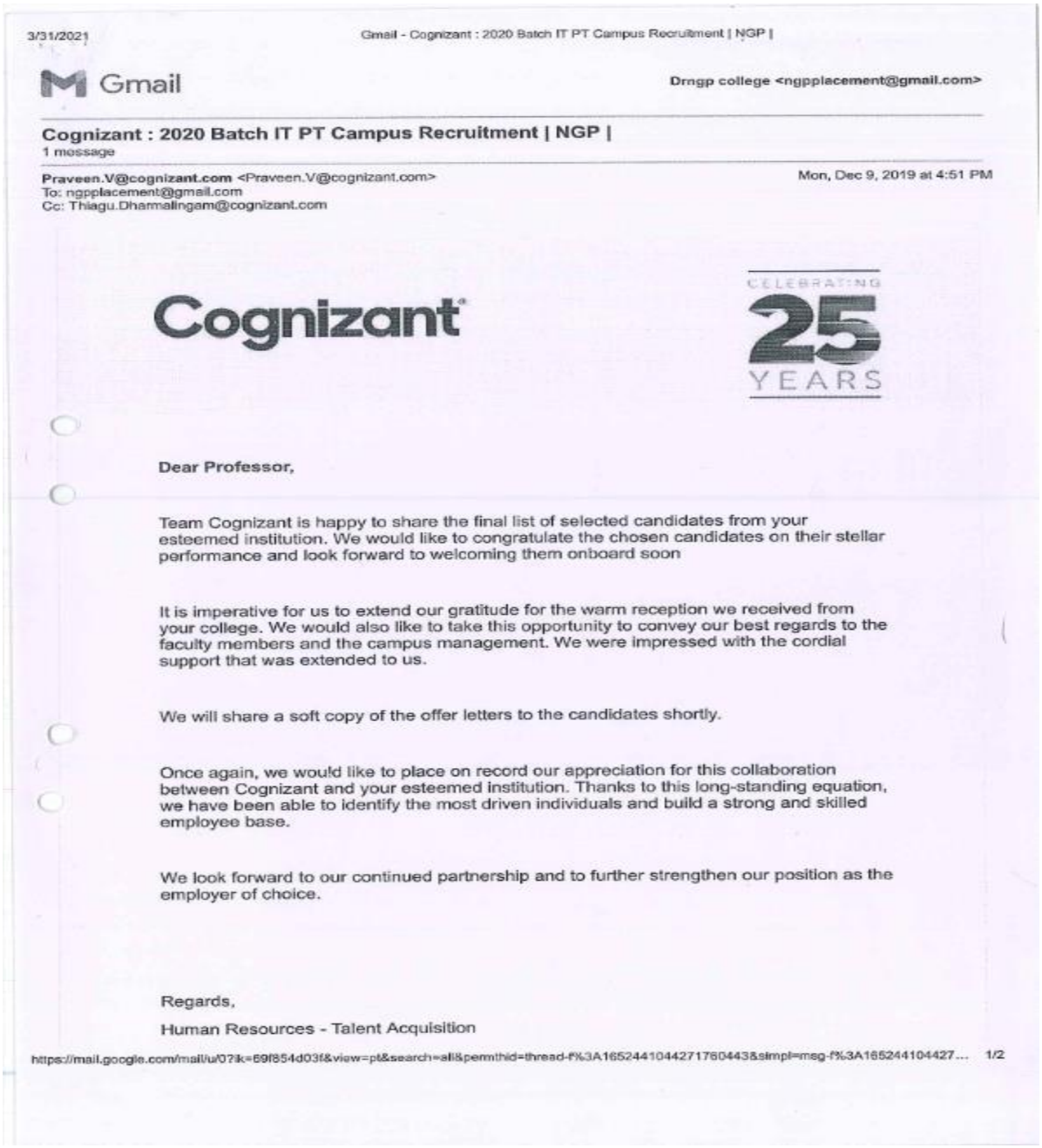

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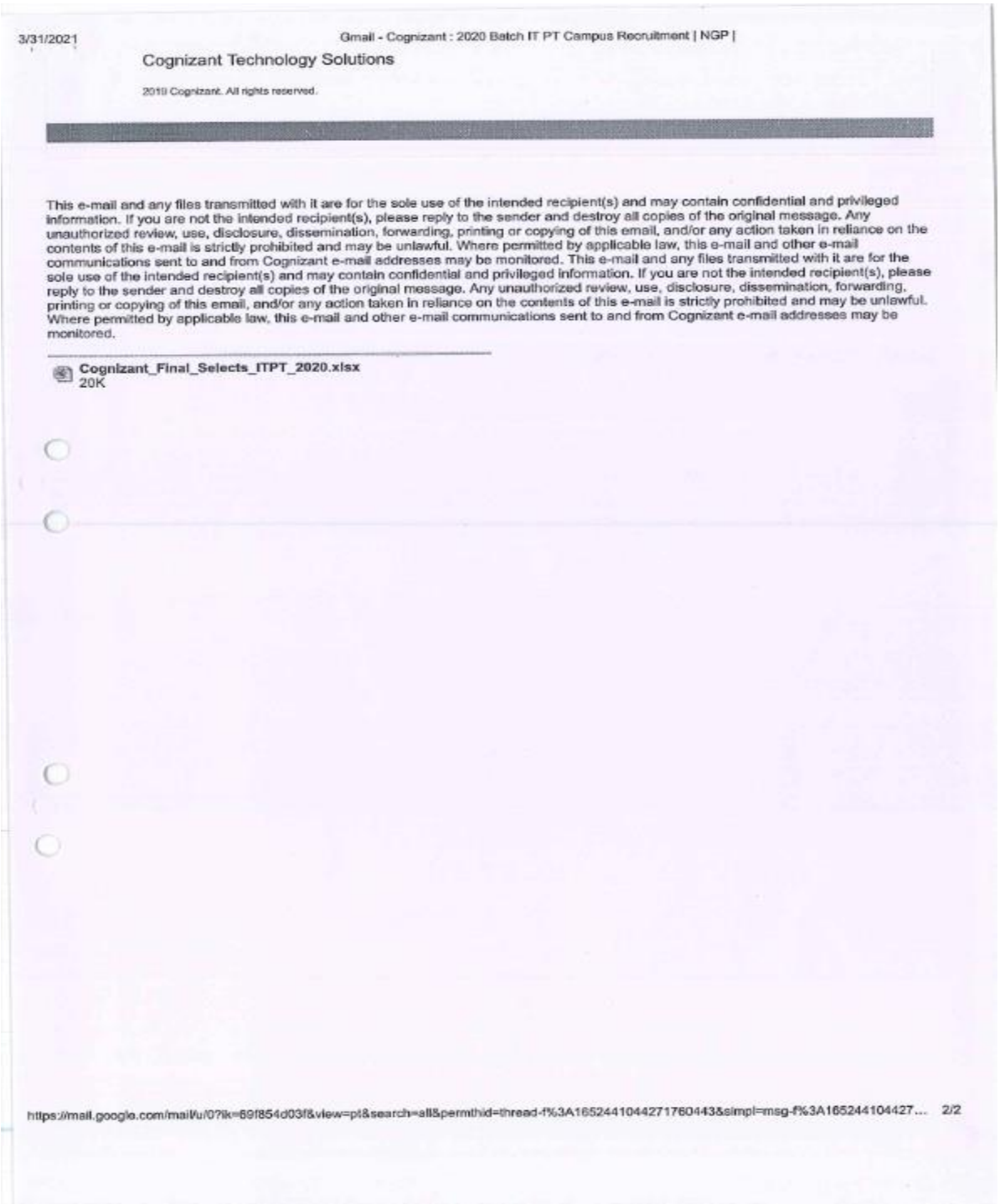

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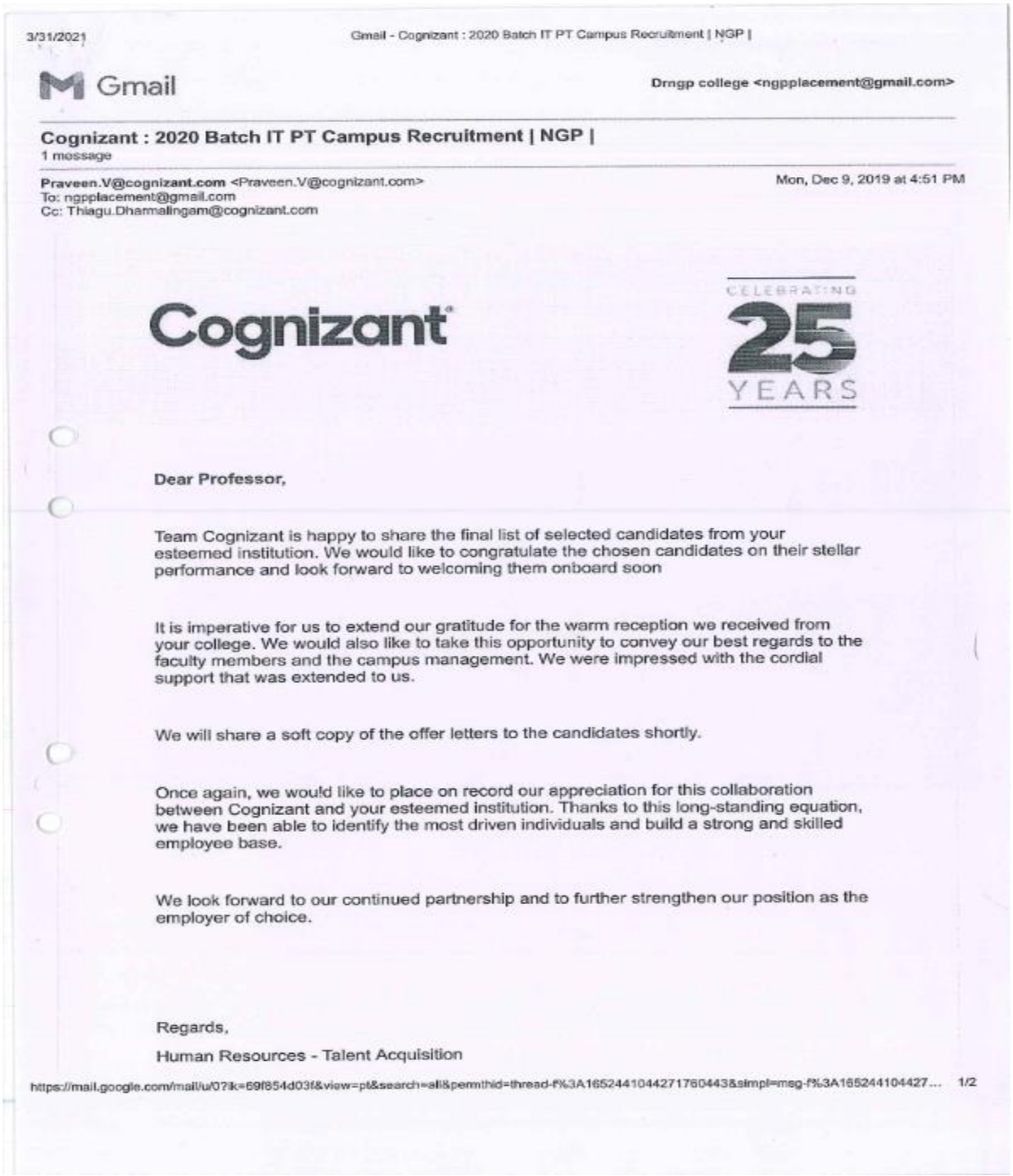
RITHISA - CTS



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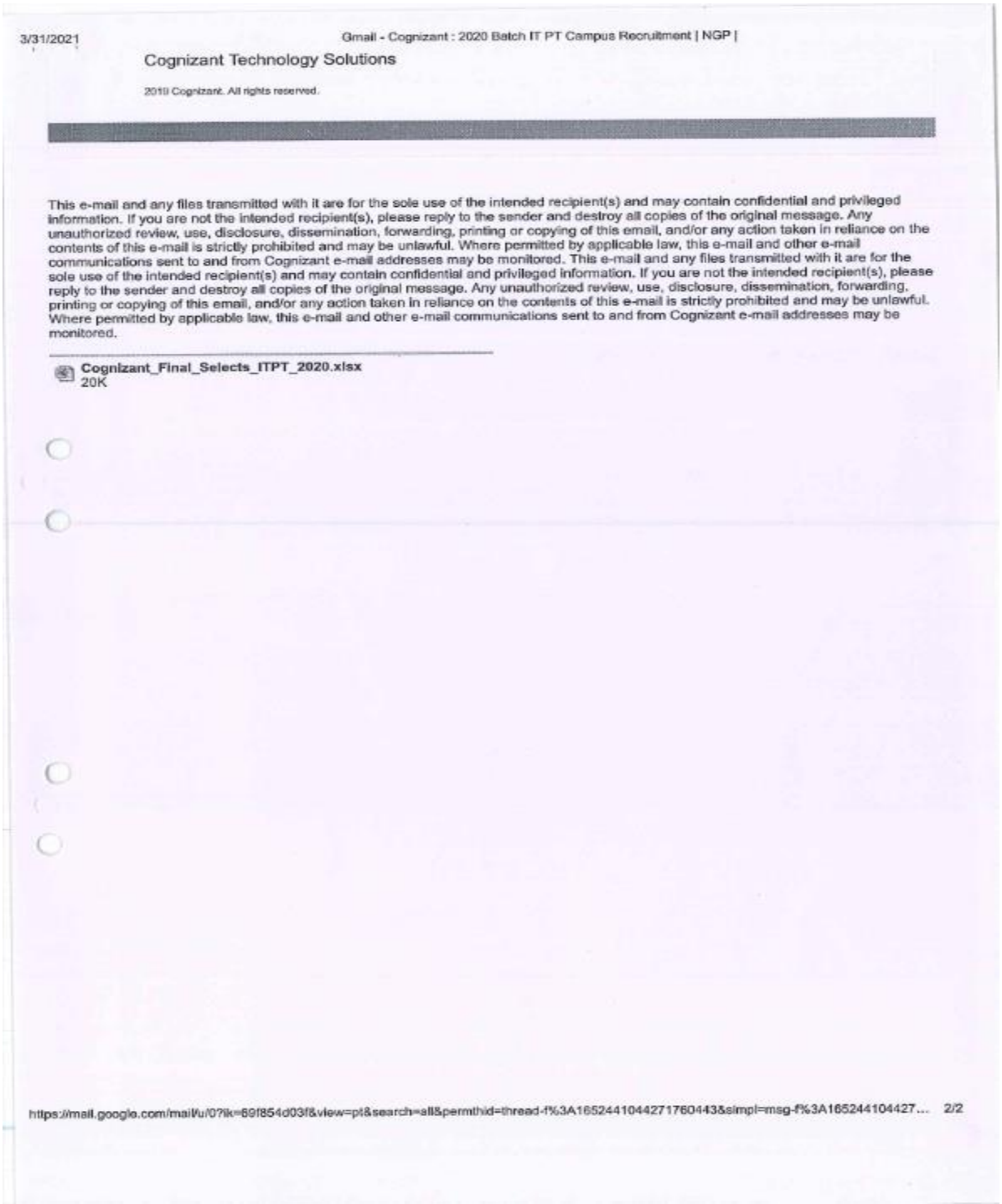

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25	AA05LL6A	Rithisa Babu	rithisababu2611@gmail.com	171CE043	BSc	Chemistry	IT PT
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29	AA05LLGO	Dharanidharan Ranganathan	dharanidharanranganathan@gmail.com	171CE005	BSc	Chemistry	IT PT
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31	AA05KXWC	Boopathy Velusamy	BOOPATHYART4@GMAIL.COM	171CS108	BSc	Computer Science	IT PT
32	AA05KY0N	Hariprasath Sadhasivam	prasathh017@gmail.com	171CS118	BSc	Computer Science	IT PT
33	AA05KXZ8	Raghul Ganesan	171cs150@gmail.com	171CS150	BSc	Computer Science	IT PT
34	AA05KXYR	Nandha Kumar Dhanraj	nandhamahi86@gmail.com	171cs136	BSc	Computer Science	IT PT
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36	AA05KXWZ	Karthika Narayanan	karthikanaryanan2000@gmail.com	171cs025	BSc	Computer Science	IT PT
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38	AA05KXY5	Sangeetha Ramachandran	sangeetha73393@gmail.com	171CS157	BSc	Computer Science	IT PT
39	AA05KY0P	Sakthisree Kumarsamy	sakthikumar3080255@gmail.com	171CS065	BSc	Computer Science	IT PT
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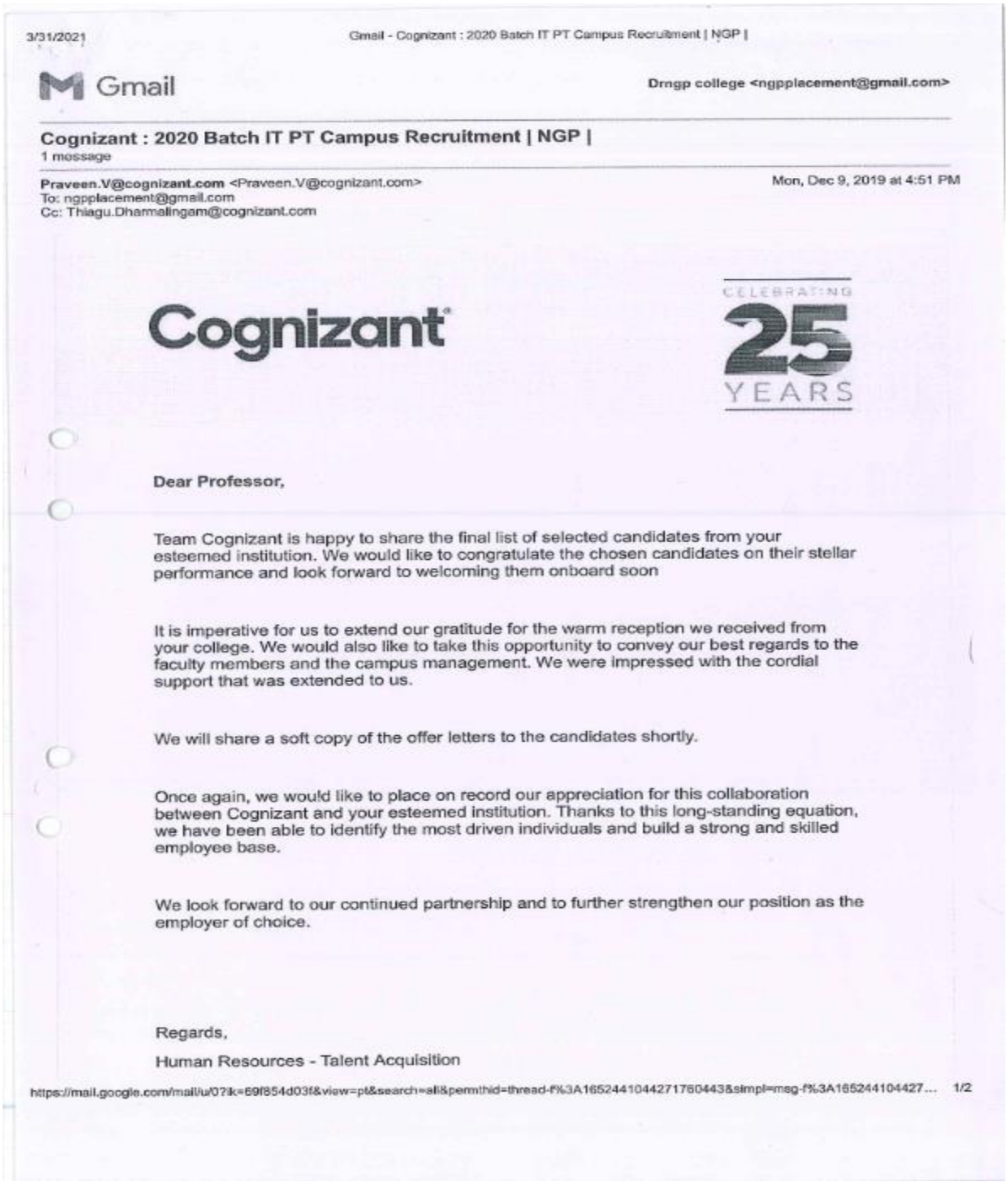

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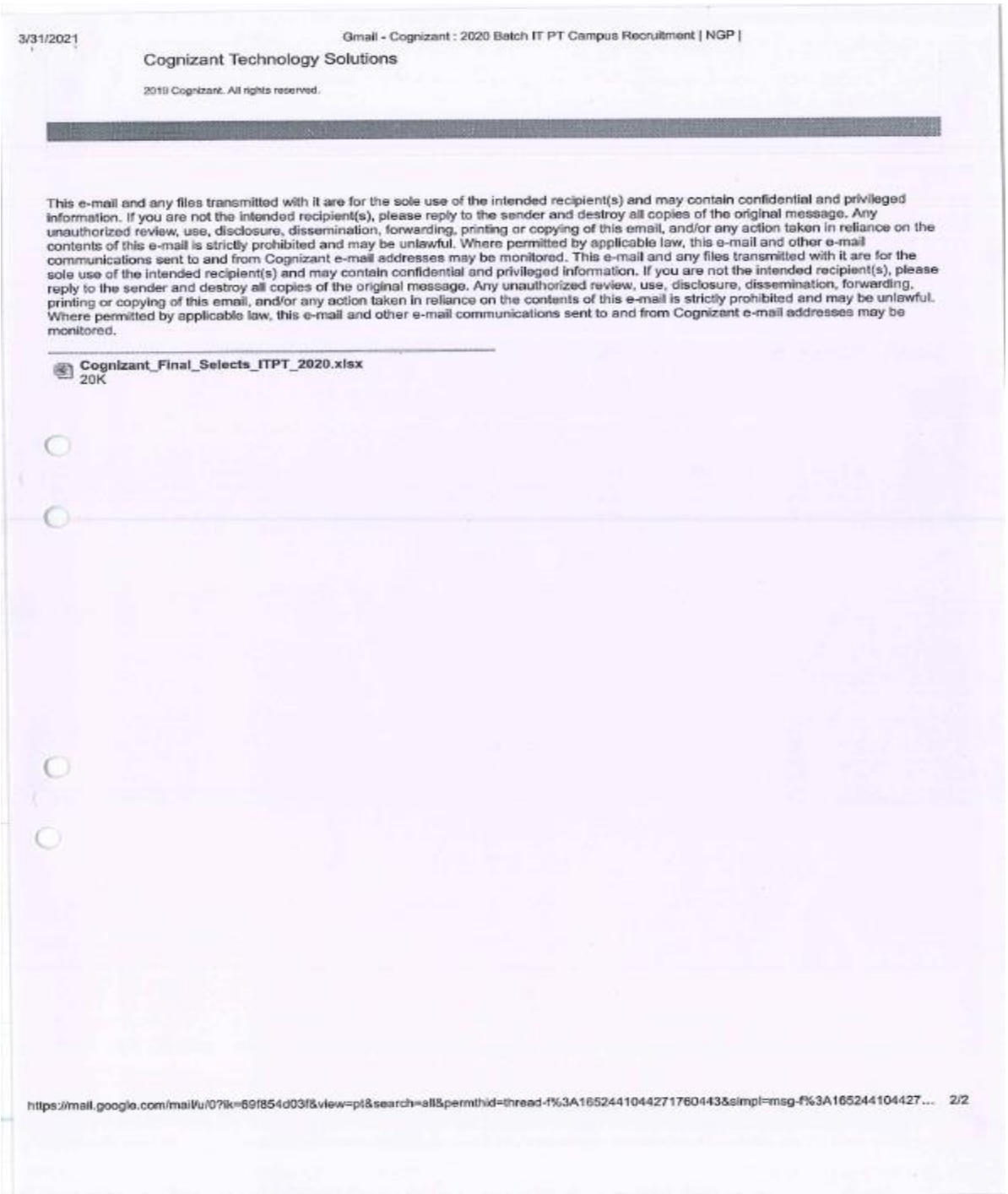

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S.No	Assessment ID	Name	Primary Email ID	Current University Reg No	Current Degree	Current Stream	Status
1	AA05KXX8	Bharath Subramani	bharathsr726@gmail.com	171CA009	BCA	Computer Applications	IT PT
2	AA05KXVP	Archana Venkatachalam	archanaachu3ngb@gmail.com	171ca103	BCA	Computer Applications	IT PT
3	AA05KXVM	Arthi Jayaraj	arthijayaraj1999@gmail.com	171ca105	BCA	Computer Applications	IT PT
4	AA05KXXB	Preethika Palaniswamy	preeethi7419@gmail.com	171CA039	BCA	Computer Applications	IT PT
5	AA05KXZN	Reneesha Sainudeen	reneesharenee12@gmail.com	171CA143	BCA	Computer Applications	IT PT
6	AA05KXYP	Praveen Vijayakumar	praveenvijayakumar2@gmail.com	171CA138	BCA	Computer Applications	IT PT
7	AA05KXZX	Jayalakshmi Sundaramoorthy	171ca018bca@gmail.com	171ca018	BCA	Computer Applications	IT PT
8	AA05KXZ2	Karthika Duraiswamy	karthika.tirupur99@gmail.com	171ca123	BCA	Computer Applications	IT PT
9	AA05KXVX	Preetha Kumaresan	preethakpr@gmail.com	171ca141	BCA	Computer Applications	IT PT
10	AA05KY09	Kanmani Muralidharan	kanmanimuralidharan@gmail.com	171ca121	BCA	Computer Applications	IT PT
11	AA05KXW8	Sneha Vijayakumar	171ca052bca@gmail.com	171ca052	BCA	Computer Applications	IT PT
12	AA05KXXP	Sakthishree Rajagopalseethapathy	sakthishree1412@gmail.com	171ca146	BCA	Computer Applications	IT PT
13	AA05KYM0	Loganadhan Balasubramaniun	loga.balasubramaniun@gmail.com	171CA127	BCA	Computer Applications	IT PT
14	AA05KYML	Thurkkeeswaran Murugavel	thurkkees.murugavel@gmail.com	171CA157	BCA	Computer Applications	IT PT
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17	AA05KYJR	Karthirajraj Ravichandran	karthirajsr11@gmail.com	171ca020	BCA	Computer Applications	IT PT
18	AA05KXZL	Kaviya Duraiswamy	kaviyaram.tirupur@gmail.com	171CA023	BCA	Computer Applications	IT PT
19	AA05KXYN	Ramya Duraisamy	171CA043bca@gmail.com	171CA043	BCA	Computer Science And Application	IT PT
20	AA05LLFN	Arun Chinnasamydevaraj	prearun2510@gmail.com	171BI004	BCom	Computer Science And Application	IT PT
21	AA05LKLY	Arthi Rajendran	arthirajendran25@gmail.com	171BA006	BCom	Banking And Insurance	IT PT
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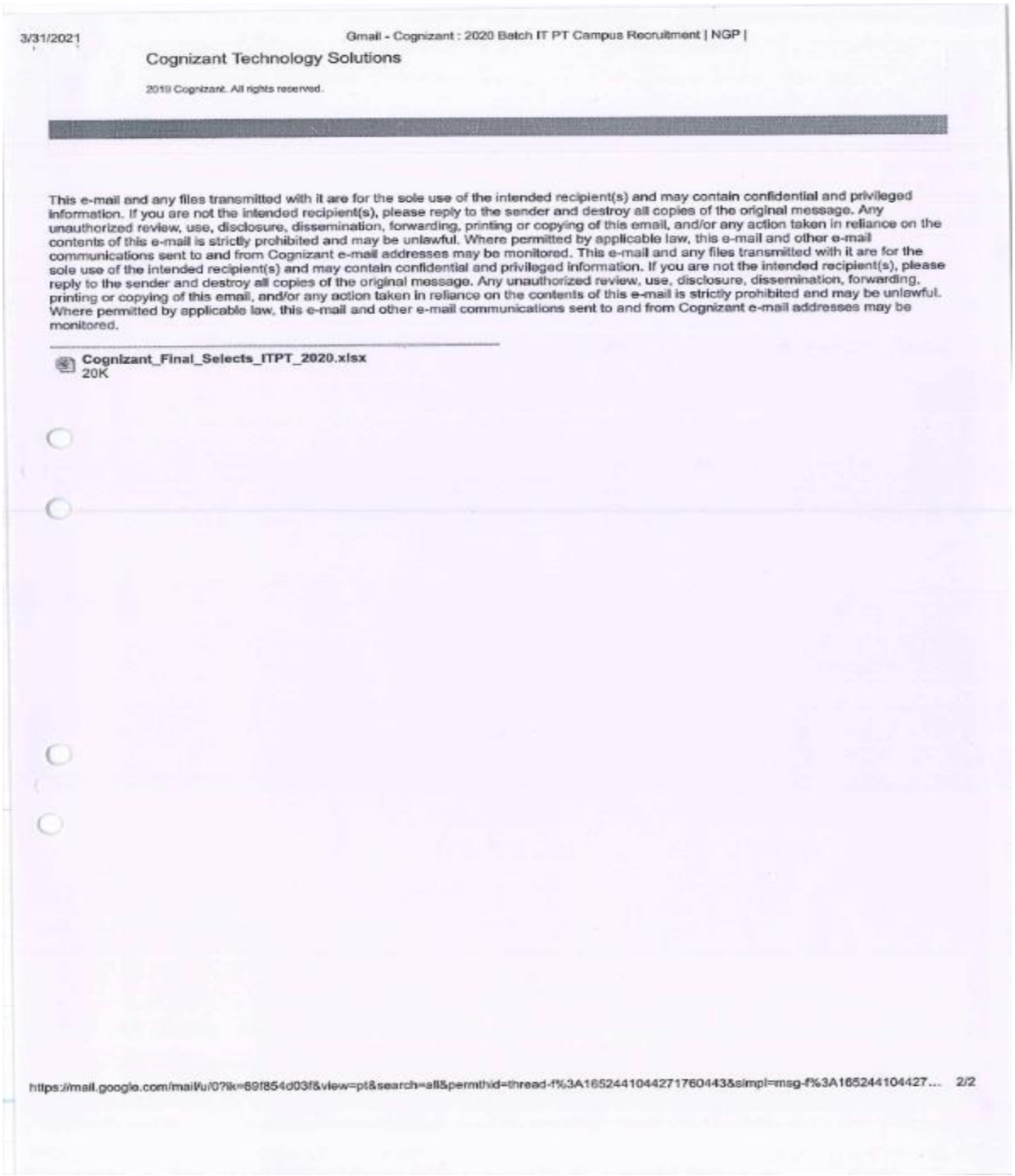

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84	AA05KXYI	Anu Priya	anupriya.ravi0106@gmail.com	171IT004	BSc	Information Technology	IT PT
85	AA05KY0K	Lavanya Raj	lavanyaraj025@gmail.com	171it032	BSc	Information Technology	IT PT
86	AA05KXVR	Nivetha Ramdev	nivetharamdev@gmail.com	171IT039	BSc	Information Technology	IT PT
87	AA05KXXU	Kaviya Moorthy	kaviyamoorthy0306@gmail.com	171IT031	BSc	Information Technology	IT PT
88	AA05KXW1	Preethi Jayachandran	preethibmw16@gmail.com	171IT147	BSc	Information Technology	IT PT
89	AA05KXW3	Praveena Selvaraj	praveenaselvaraj274@gmail.com	171it046	BSc	Information Technology	IT PT
90	AA05KY0O	Jaya Priya Baskaran	jaibaskaran3@gmail.com	171IT122	BSc	Information Technology	IT PT
91	AA05KY04	Aysha Shaheena Basith	shaheenaaaysha1999@gmail.com	171it107	BSc	Information Technology	IT PT
92	AA05KXYZ	Harshini Venkatesan	harshu261199@gmail.com	171IT024	BSc	Information Technology	IT PT
93	AA05KXWO	Vivekanand Satish	vivekanand20rd@gmail.com	171IT063	BSc	Information Technology	IT PT
94	AA05KYJ9	Pughazhendhi Pughazhendhi	pughazhendhi05@gmail.com	171IT047	BSc	Information Technology	IT PT
95	AA05KYJZ	Sankarganesh Sankarganesh	sankarganesh9787@gmail.com	171IT053	BSc	Information Technology	IT PT
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113	AA05LKNK	Deepika Venkatesan	deepu07091999@gmail.com	171MT005	BSc	Mathematics	IT PT
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120	AA05LKKF	Lavanya Avanashiappan	lavanyaavinashiappan@gmail.com	171MA024	BSc	Mathematics With Computer Applications	IT PT
121	AA05LKKC	Kavipriya Jagadeeswaran	kavikavii1312@gmail.com	171MA022	BSc	Mathematics With Computer Applications	IT PT
122	AA05LKOM	Mohana Priya	mohana192k@gmail.com	171MA031	BSc	Mathematics With Computer Applications	IT PT
123	AA05LKUH	Sandhiyajeniferj Josepharokiyaraj	sandhiyajenifer24@gmail.com	171PH038	BSc	Physics	IT PT
124	AA05LL6I	Sowmya Anbalagan	sowmi1phy@gmail.com	171PH049	BSc	Physics	IT PT
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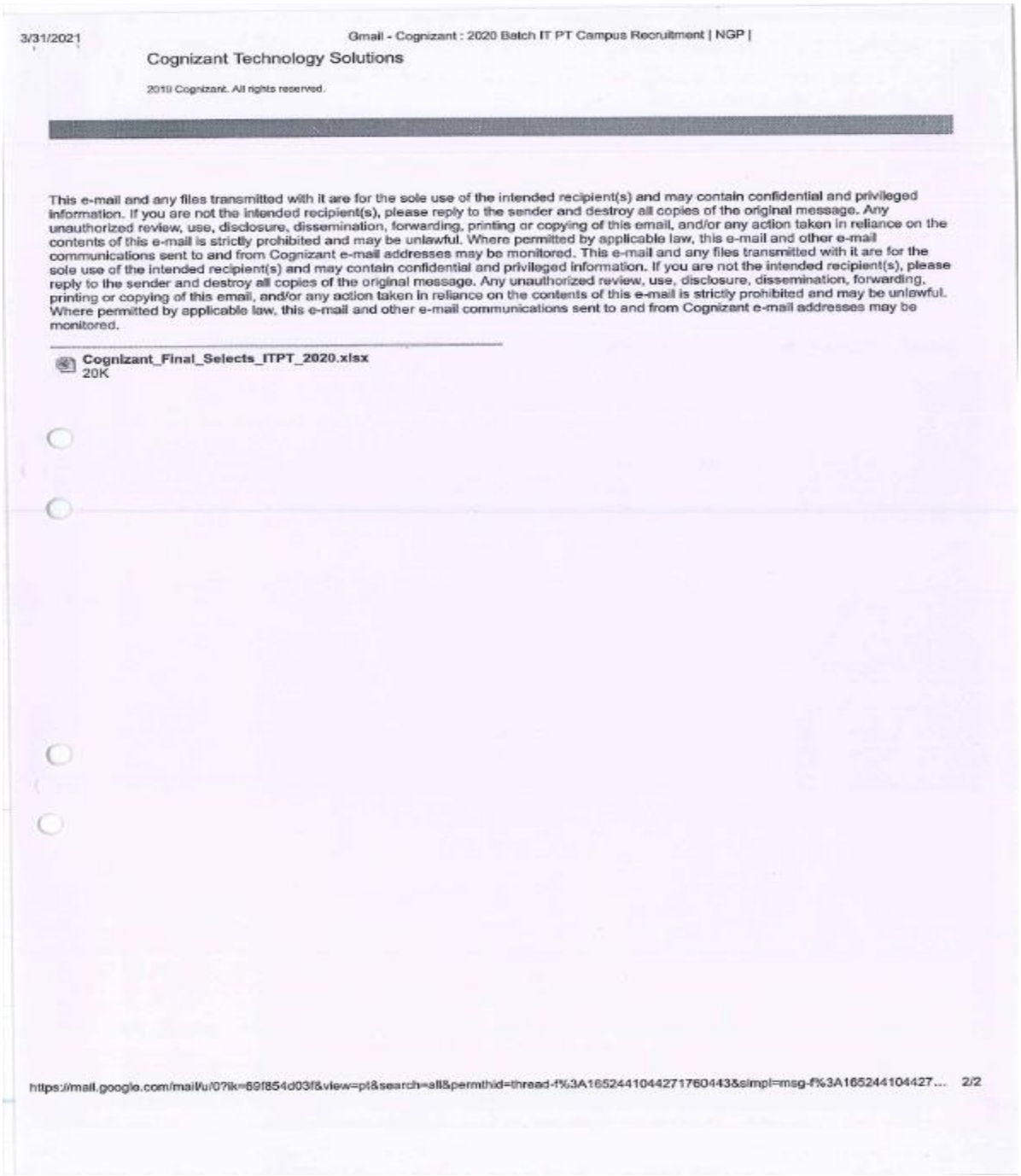

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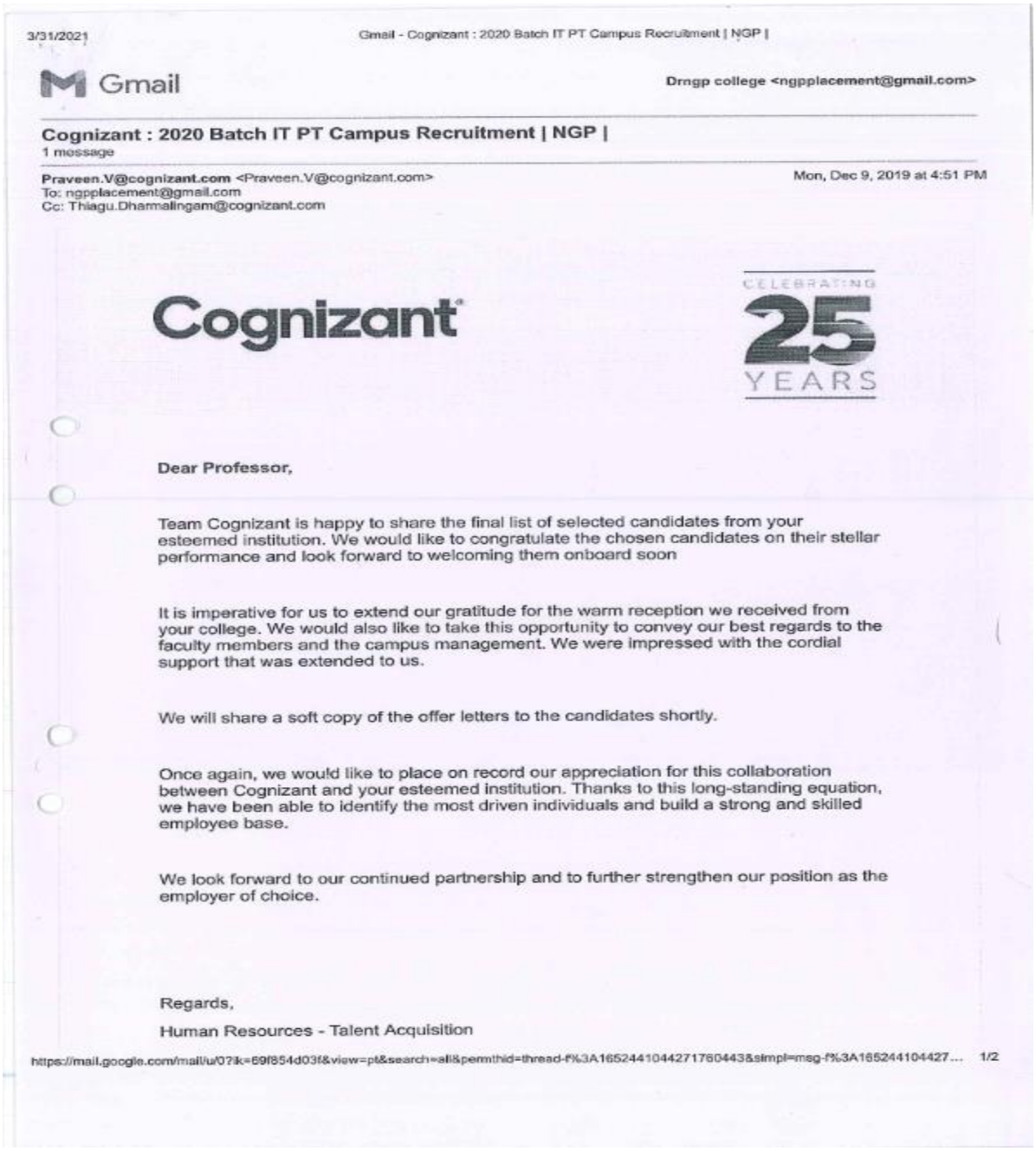
ROSHAN ANTONY - CTS



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Cc: Thiagu.Dharmalingam@cognizant.com

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Human Resources - Talent Acquisition

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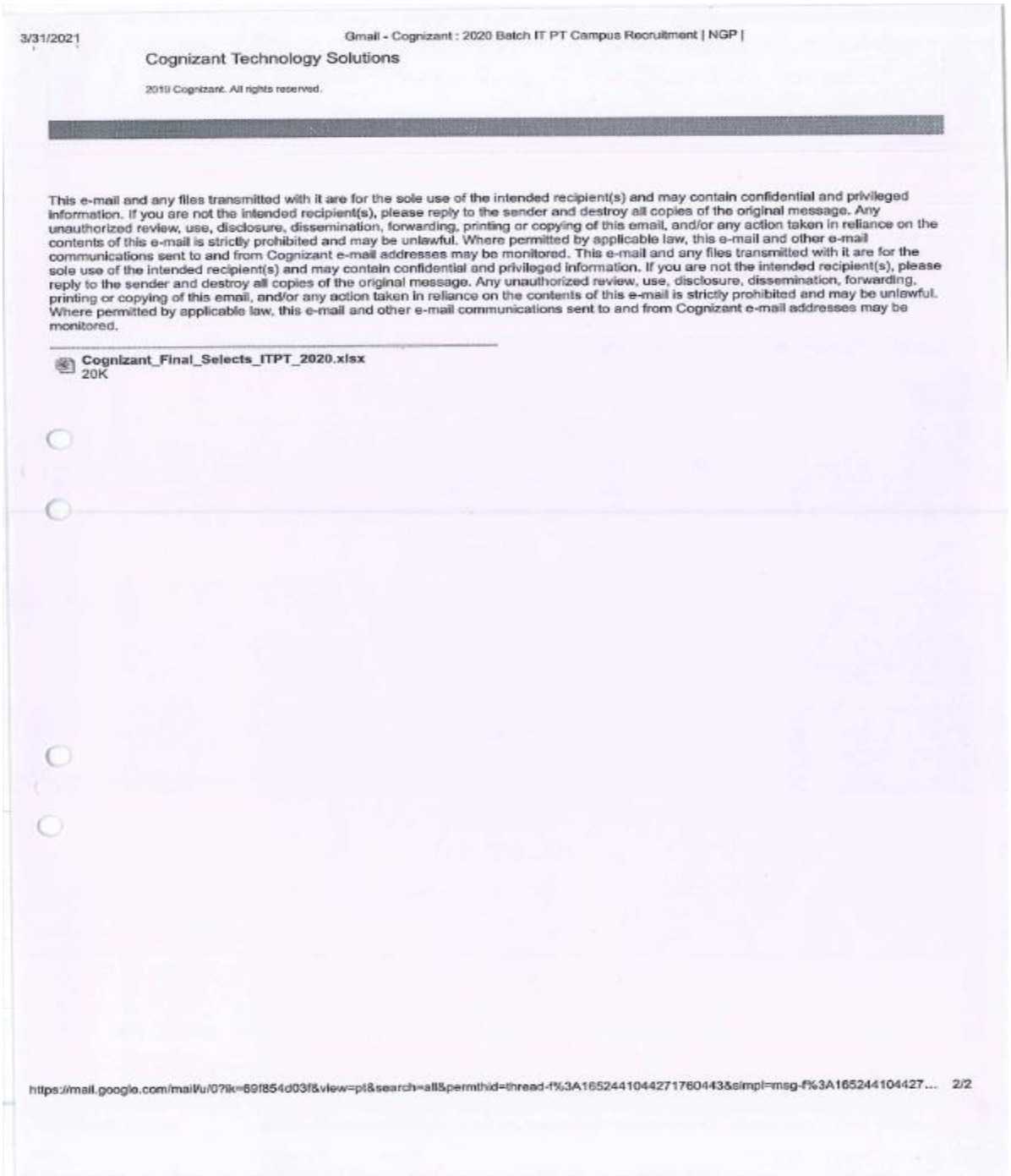

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SHOBANA SIDDIQAH MOHAMED KASIM - CTS

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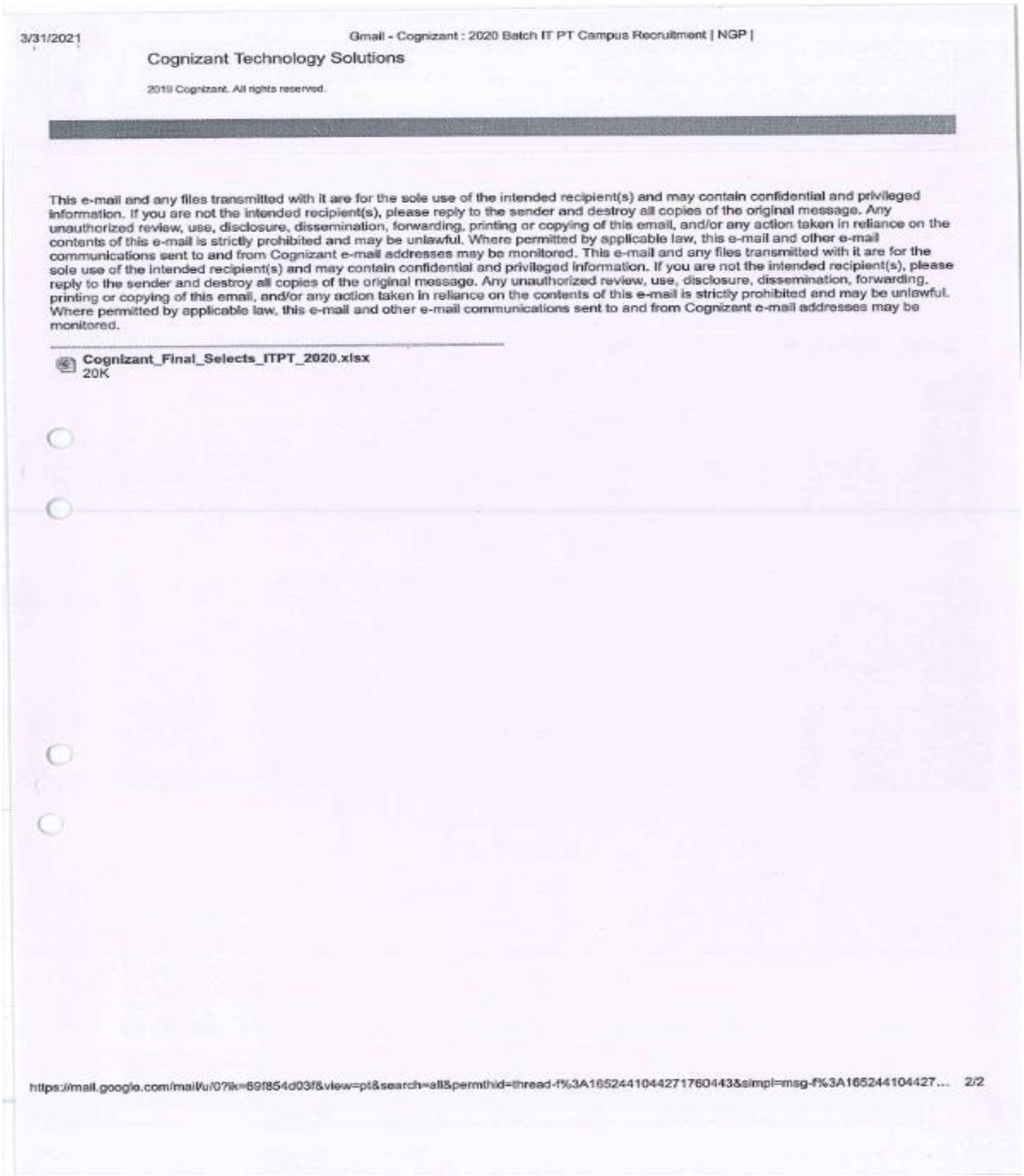

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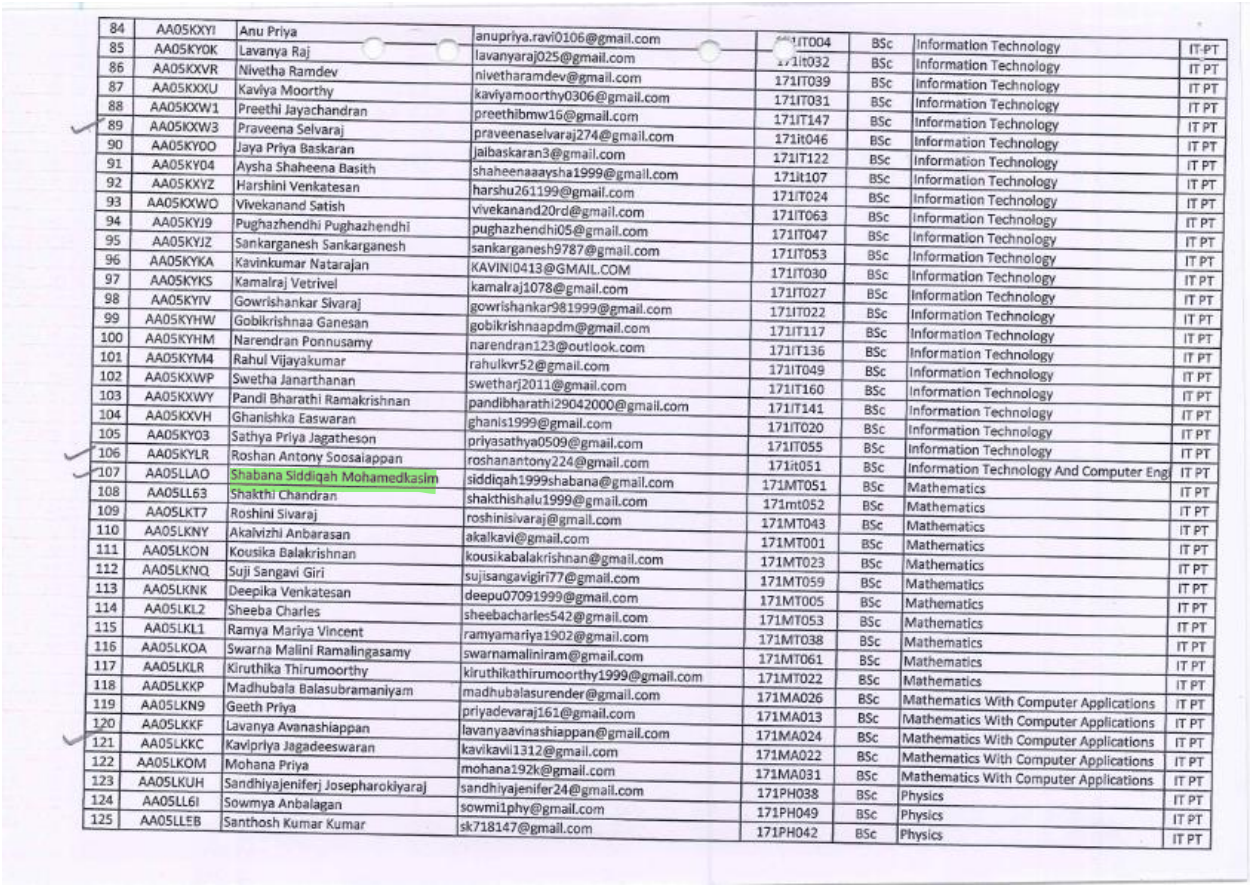

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Survey No.123, 132/2, 133/2, 133/3 and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
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Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

11/12/2020

Mr. Praveen Vijayakumar
2/173, Bangala Thottam
Chinniampalyam,
Coimbatore - 641062

Subject: Offer of Employment

Dear Praveen Vijayakumar:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, 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 on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000**/- subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Regd. Off.: Floor 4, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500032, Telangana, India
GST Reg No: 29AABCD0479H1ZO CIN: U72900TG2000PTC039976

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Praveen Vijayakumar, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Jennifer Miriam Cynthia

Authorized Signatory

DHATSHAYANI A – DELOITTE

Deloitte.

Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77 Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3 and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka – 560037

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

11/12/2020

Ms. Dhatshayani Anandhraj
3/126, Shankara Nagar ,
2nd Street , Vinayagapuram,
Coimbatore - 641035

Subject: Offer of Employment

Dear Dhatshayani Anandhraj:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, 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 on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000**/- subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Regd. Off.: Floor 4, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500032, Telangana, India
GST Reg No: 29AABCD0476H1ZO CIN: U72900TG2060PTC039976

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Praveen Vijayakumar, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Jennifer Miriam Cyprian

Authorized Signatory

VIVEKANAND S – DELOITTE

Deloitte.

Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77 Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3 and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka – 560037

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

11/12/2020

Mr. Vivekanand Sathish kumar
11/256 B, EB Colony Main Road
Gandhi Nagar, Avinashi Road,
Tiruppur - 641603

Subject: Offer of Employment

Dear Vivekanand Sathish kumar:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, 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 on **January 18, 2021**.

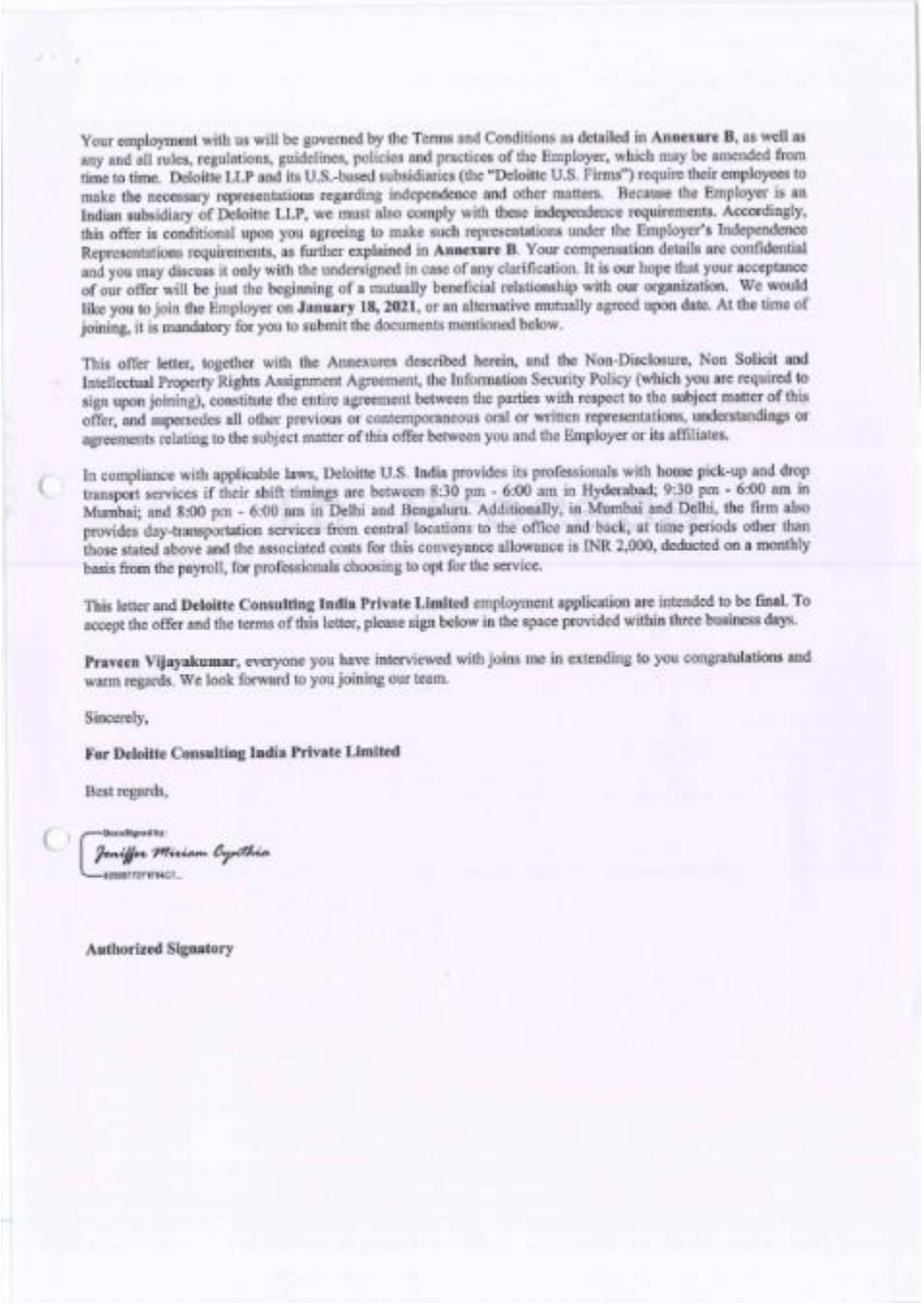
Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000**/- subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Regd. Off.: Floor 4, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500032, Telangana, India
GST Reg No: 29AABCD0478H1ZO CIN: U72900TG2000PTC033976



Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with house pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be **final**. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Praveen Vijayakumar, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Jennifer Miriam Cyprian

Authorized Signatory

JOELAH TERESA G – DRAUP ZINNOV

ZINNOV MANAGEMENT CONSULTING PRIVATE LIMITED
URDYA EMPORIUM, NO.97, 4TH FLOOR, HOSUR MAIN ROAD, SUDDAGUNTEPALYA
BANGALORE KARNATAKA - 560 029 | T: +91 080-40804600 | FAX +91 80 41127578
info@zinnov.com | www.zinnov.com | CIN - U72200KA2000PTC027044

zinnov

26-August-2021

Joelah Teresa G
Coimbatore

CONFIDENTIAL

SUB: Offer of Employment

Dear Joelah,

Welcome to Zinnov!

We are pleased to offer you employment with **Zinnov Management Consulting Private Ltd.** ("Company" hereinafter).

As an employee of the Company, you would be initially appointed to the position of **Research Executive.** As part of your annual compensation, you will receive a total compensation package of **INR 2,01,600.**

The details and breakup are as attached in **Annexure 1**

1. **Job Title:**

As **Research Executive,** you shall report to the Manager or other officers of the Company may be communicated to you from time to time.

2. **Annual Leave:**

You will be entitled to leave as per Company rules.

3. **Duties:**

In addition to the normal responsibilities / duties associated with the above position, you may also be assigned other duties as deemed fit and proper by the Company.

4. **Separation:**

This Contract of Employment is subject to termination by either party giving **One Month** (30 days) notice. Either party is not bound to give any reason thereof. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period with or without compensating for the un-expired period and is not bound to give any reason thereof. On acceptance of the separation notice, before you are relieved you will handover to the company all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not reproduce or retain any copies of these items.

5. **Probation period**

Your employment is subject to a probation period of Three months starting on your date of joining. You are required to conform to company's specific performance standards for the probationary period. The performance standards will relate to the duties and as well as the expectations for conduct and suitability to the workplace. Where, at any stage of the probation period, if your performance, conduct and/ or suitability does not meet the performance standards, the company can terminate this relationship of employment with a written notice of one week.

ZINNOV MANAGEMENT CONSULTING PRIVATE LIMITED
URDYA EMPORIUM, NO.97, 4TH FLOOR, HOSUR MAIN ROAD, SUDDAGUNTEPALYA
BANGALORE KARNATAKA - 560 029 | T: +91 080-40804600 | FAX +91 80 41127578
info@zinnov.com | www.zinnov.com | CIN - U72200KA2000PTC027044

zinnov

6. **Age of Retirement:**

Your age of retirement will be 60 (sixty) years. The Company, however, reserves the right to retire the services of the employee on attending the age of superannuation or earlier if he/she is not found physically or mentally fit.

7. **Medical & Personal Accident Insurance:**

SINDHU C – DRAUP ZINNOV

ZINNOV MANAGEMENT CONSULTING PRIVATE LIMITED
UMIYA EMPORIUM, NO.97, 4TH FLOOR, HOSUR MAIN ROAD, SUDDAGUNTEPALYA
BANGALORE KARNATAKA - 560 029 | T: +91 080-40804600 | FAX +91 80 41327578
info@zinnov.com | www.zinnov.com | CIN - U72200KA2000PTC027044

zinnov

26-August-2021

Sindhu C
Coimbatore

CONFIDENTIAL

SUB: Offer of Employment

Dear Sindhu,

Welcome to Zinnov!

We are pleased to offer you employment with **Zinnov Management Consulting Private Ltd,** ("Company" hereinafter).

As an employee of the Company, you would be initially appointed to the position of **Research Executive.** As part of your annual compensation, you will receive a total compensation package of **INR 2,01,600.**

SARUMATHI T – E- DATALABS

MYTHILI S – EPISOURCE

EPISOURCE

07-06-2021
Employee ID: ESPL9089

Mythili Saravanan
869, Mondikhaliputhur,
Periyaputhur (Po), Pogalur (Via),
Coimbatore
Tamil Nadu - 641697

Dear Mythili Saravanan,

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact; we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

With reference to our Offer Letter dated 07-06-2021, We are pleased to appoint you as Trainee - MCC effective 07-06-2021.

Please note that the terms and conditions of your service contract as intimated here after, is to be treated as strictly confidential and you are not to divulge its content to any employee of the company/person connected with the company, who is not authorized by the management.

All information regarding your compensation, benefits and performance appraisal are to be treated as strictly confidential. Hence discussions or sharing of information with other employees either in public or private is strictly prohibited.

We congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

You are advised to sign and return the duplicate of this letter as token of your acceptance.

We look forward to a long rewarding career with Episource.

With best Wishes,

For EpisourceIndia Pvt Ltd

Manjulaa Palanisamy
Vice President-HR

Mythili Saravanan

Page 1 of 9

Episource India Pvt. Ltd | www.episource.com | CIN - U72900TN2004PTC053347
Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028

ARULKUMAR S – EXTERPRISE SERVICES

Firefox https://outlook.office.com/mail/id/AAQkADMzMGEwN2E5LWM1Yz...

Reg: NDA and Confidentiality Agreement

HR Kovai <hr.kovai@exterprise.in>
Mon 05-10-2020 15:59
To: arulkumar0798@gmail.com <arulkumar0798@gmail.com>

Dear Mr. Arulkumar S,

Welcome to Exterprise Services !!

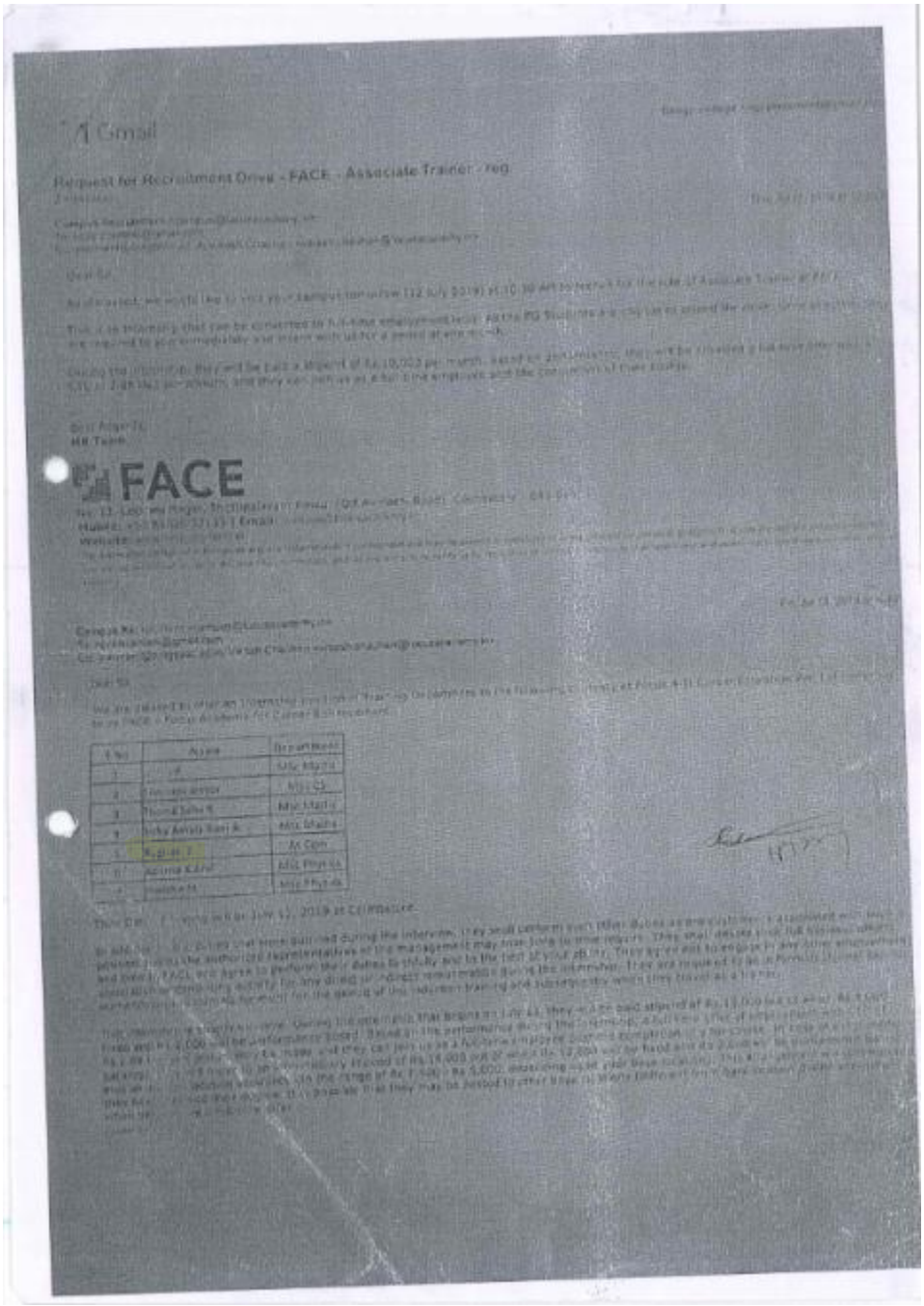
Kindly find the Non-Disclosure Agreement and Confidentiality Agreement attached for your reference. You are requested to carry the signed agreements to the premises while you join.

Let me know if you have any clarifications.

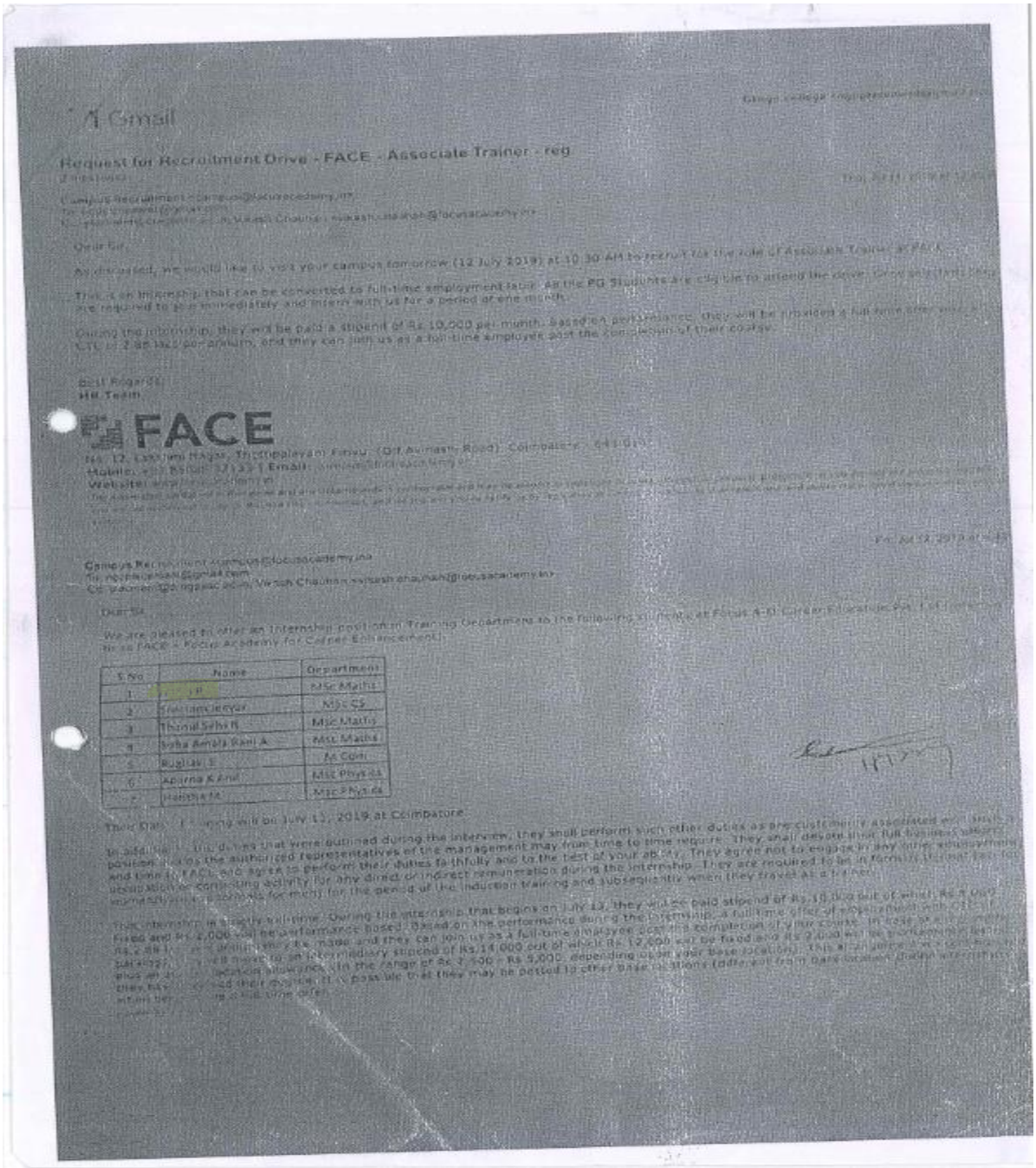
Thanks & Regards,
Suganya
Human Resources
EXTERPRISE SERVICES

1 of 1 07-10-2021, 12:45

FACE - RAGHAVI



SREERAM - FACE



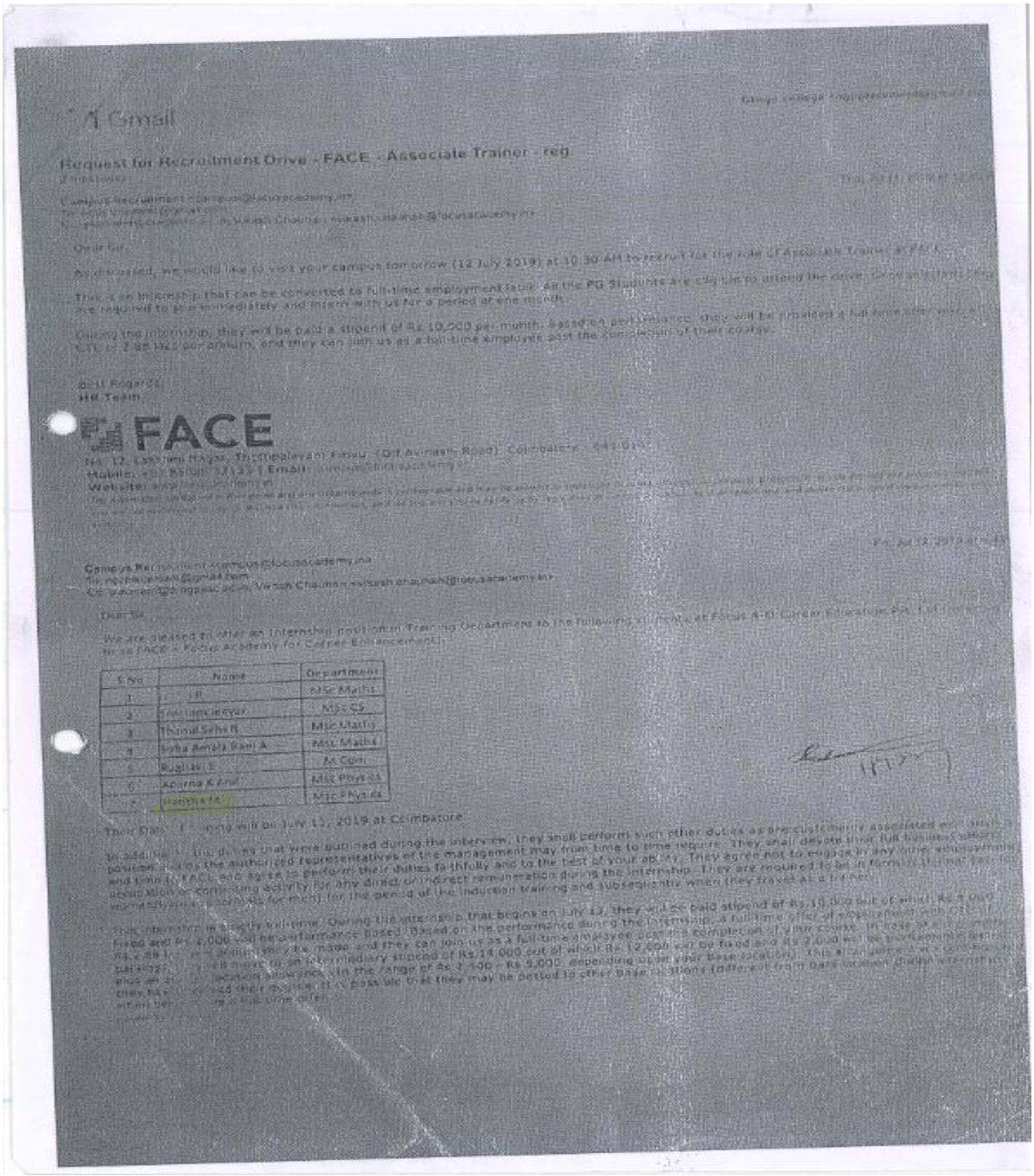
Gmail

Request for Recruitment Drive - FACE - Associate Trainer - reg

FACE

S.No	Name	Department
1	[redacted]	MSc Maths
2	Sowmiya Iyengar	MSc CS
3	Thamil Selvi R	MSc Maths
4	Sneha Amala Rani A	MSc Maths
5	Raghav S	M Com
6	Aparna K Anil	MSc Physics
7	Harshita M	MSc Physics

NALINI - FACE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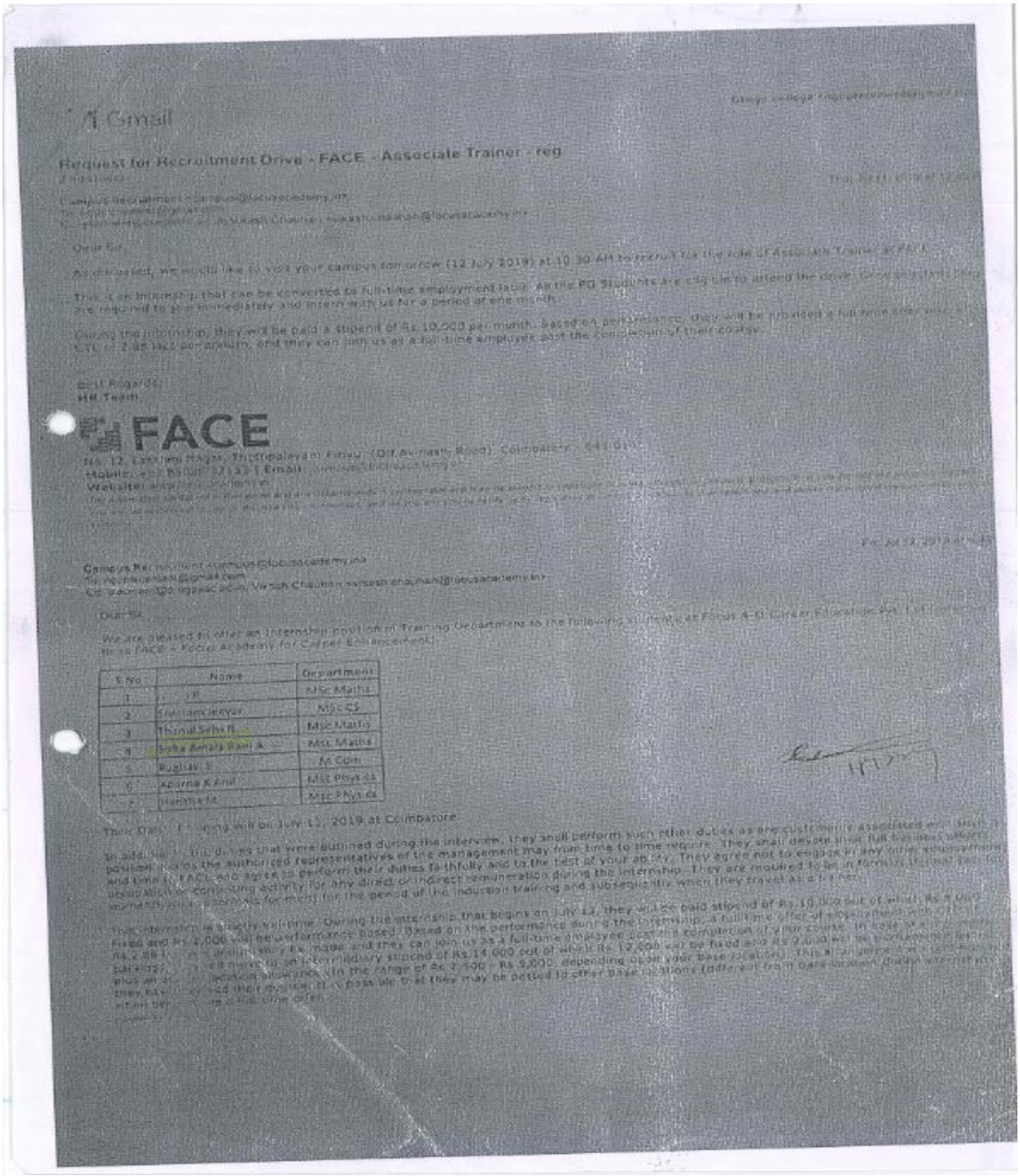
Request for Recruitment Drive - FACE - Associate Trainer - reg
FACE

SOFIA - FACE

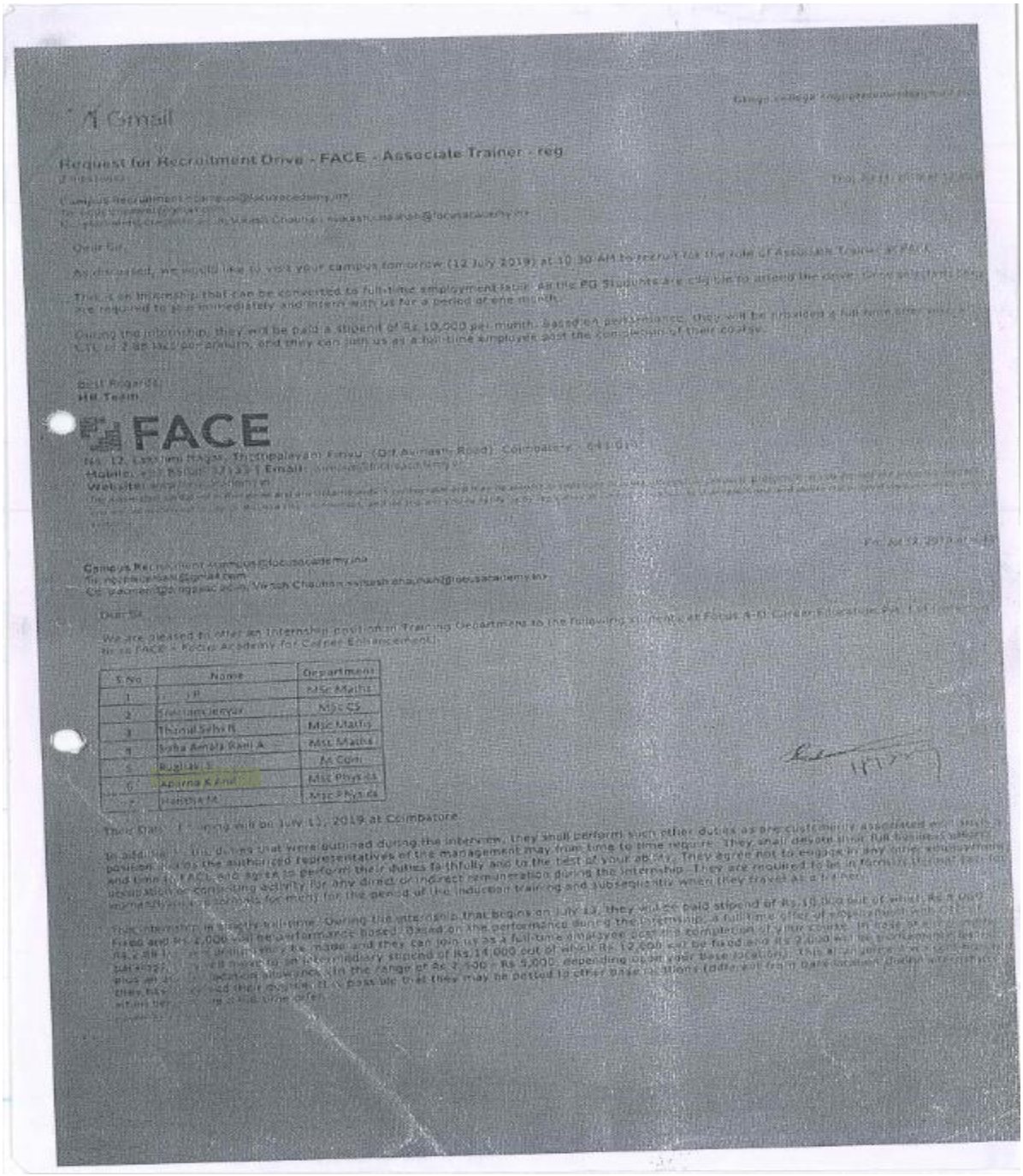


Request for Recruitment Drive - FACE - Associate Trainer - reg

FACE

S.No	Name	Department
1	[illegible]	MSc Maths
2	[illegible]	MSc CS
3	[illegible]	MSc Maths
4	Asha Amala Rani A	MSc Maths
5	[illegible]	M.Com
6	Aparna K Anil	MSc Physics
7	[illegible]	MSc Physics

HARITHA - FACE



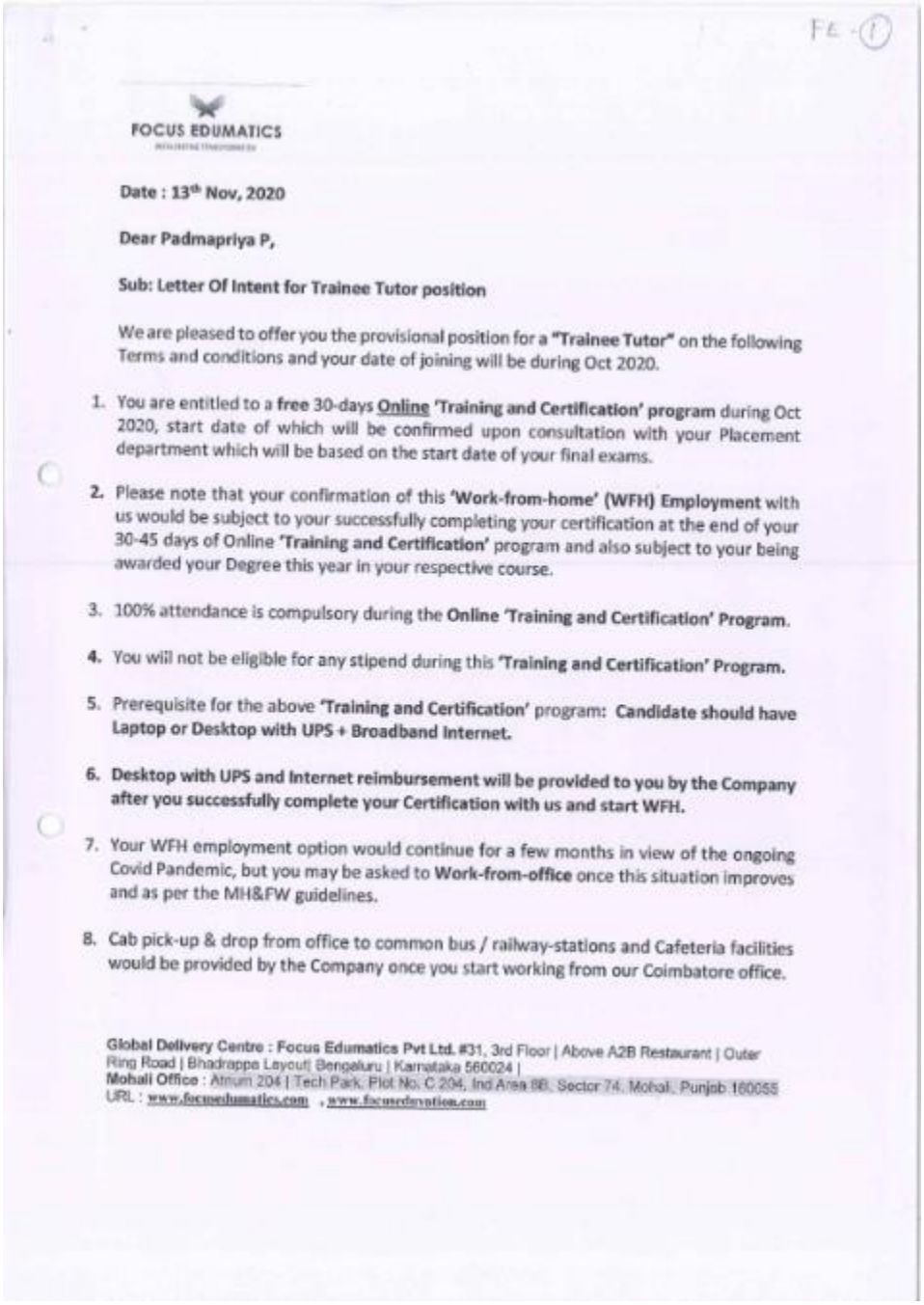
Request for Recruitment Drive - FACE - Associate Trainer - reg

FACE

S.No	Name	Department
1	[illegible]	MSc Maths
2	Sivaranjaniyer	MSc CS
3	Thamil Selvi R	MSc Maths
4	Usha Ambika Rani A	MSc Maths
5	Rajalakshmi S	BCom
6	Aparna K Anil	MSc Physics
7	Haritha M	MSc Physics

GANESH MOORTHI – FALCON SQUARE

PADMAPRIA P – FOCUS EDUMATICS



FE-1

FOCUS EDUMATICS

Date : 13th Nov, 2020

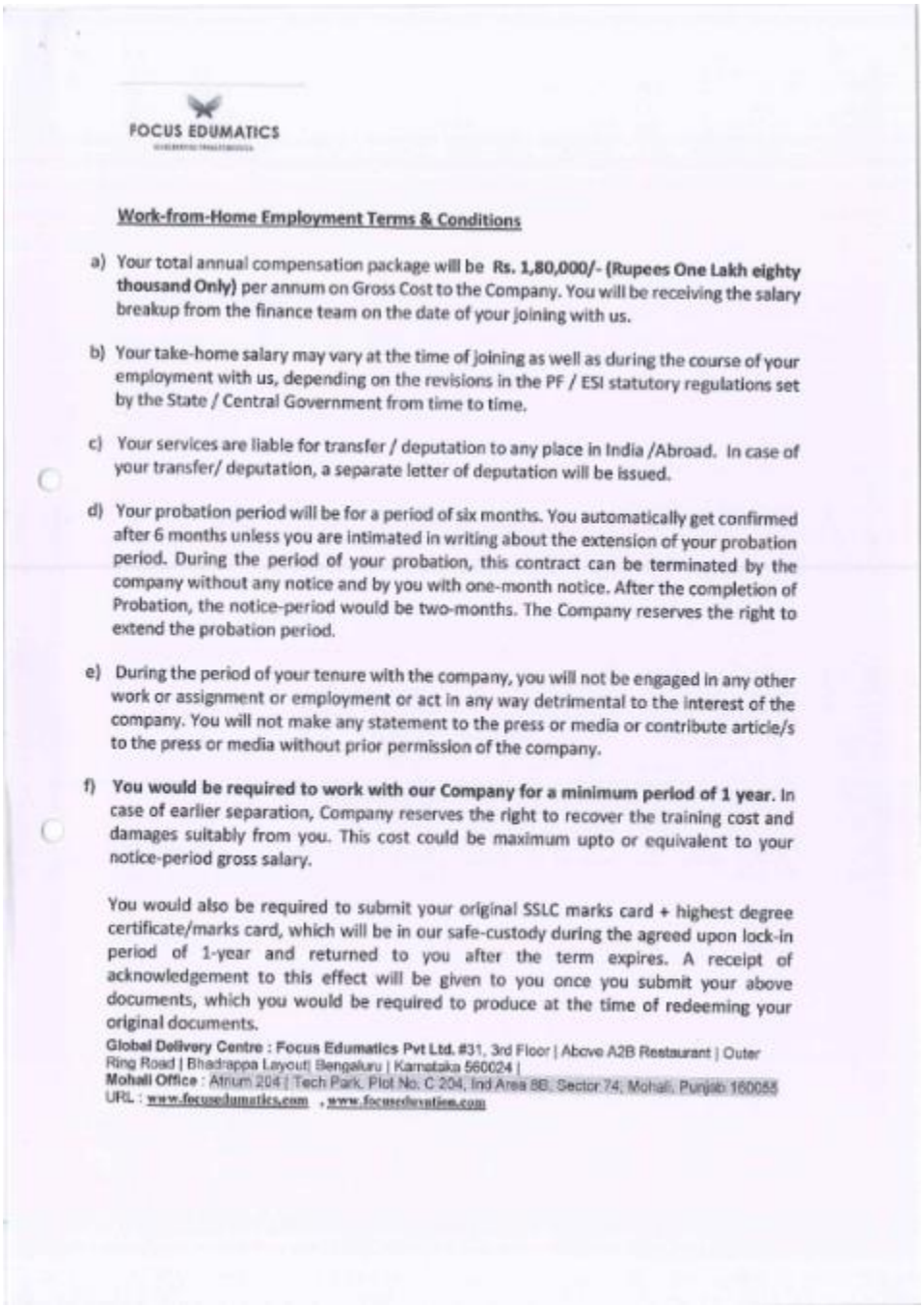
Dear Padmapriya P,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

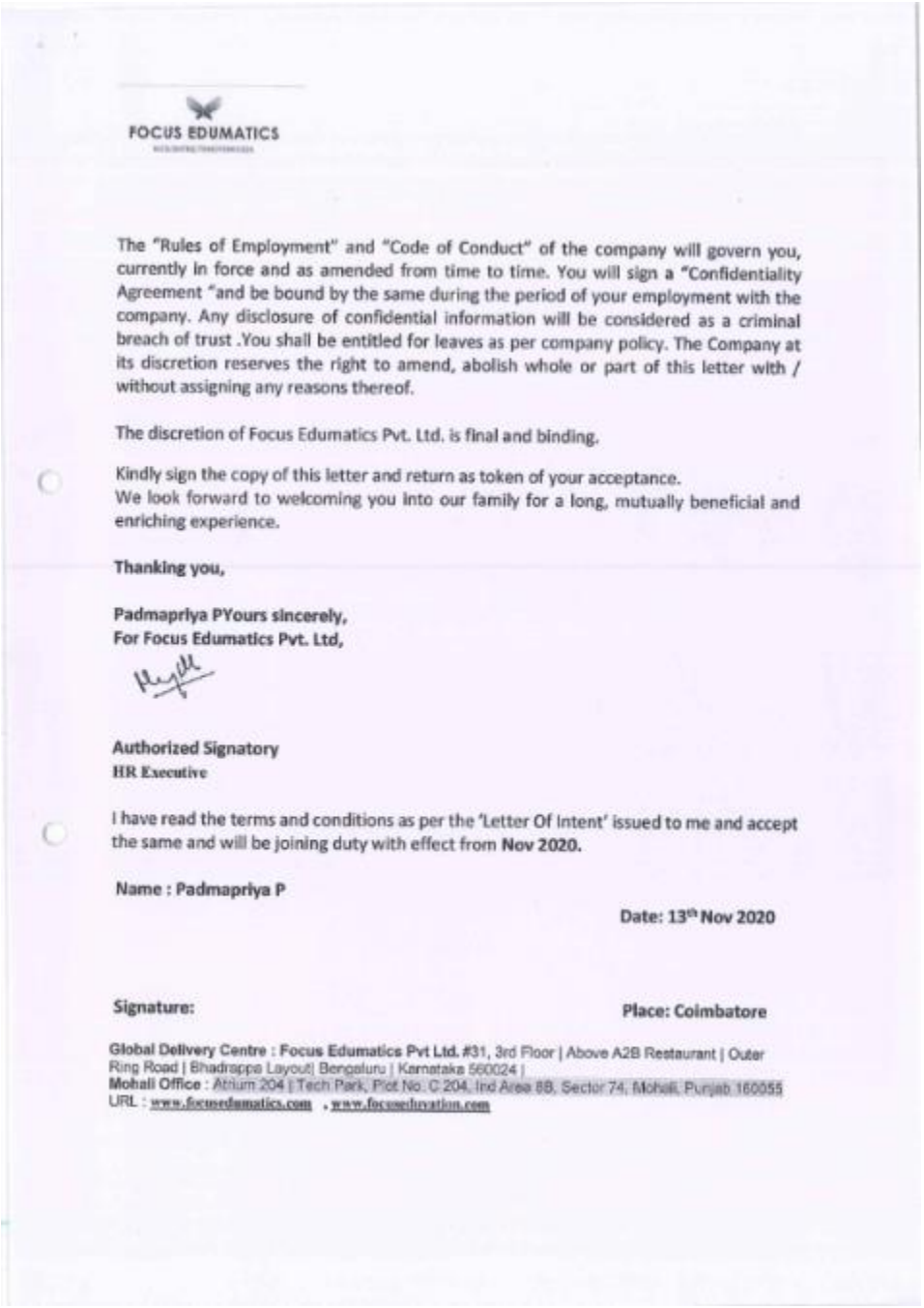
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Padmapriya P

Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

Focus Edumatics Pvt Ltd.,
No.1605, 3rd Floor, BMH -Srinivas Complex, Trichy Road, Coimbatore -641018

Compensation & Benefits

Emp Name : - Padmapriya P **Emp code : - 8958**

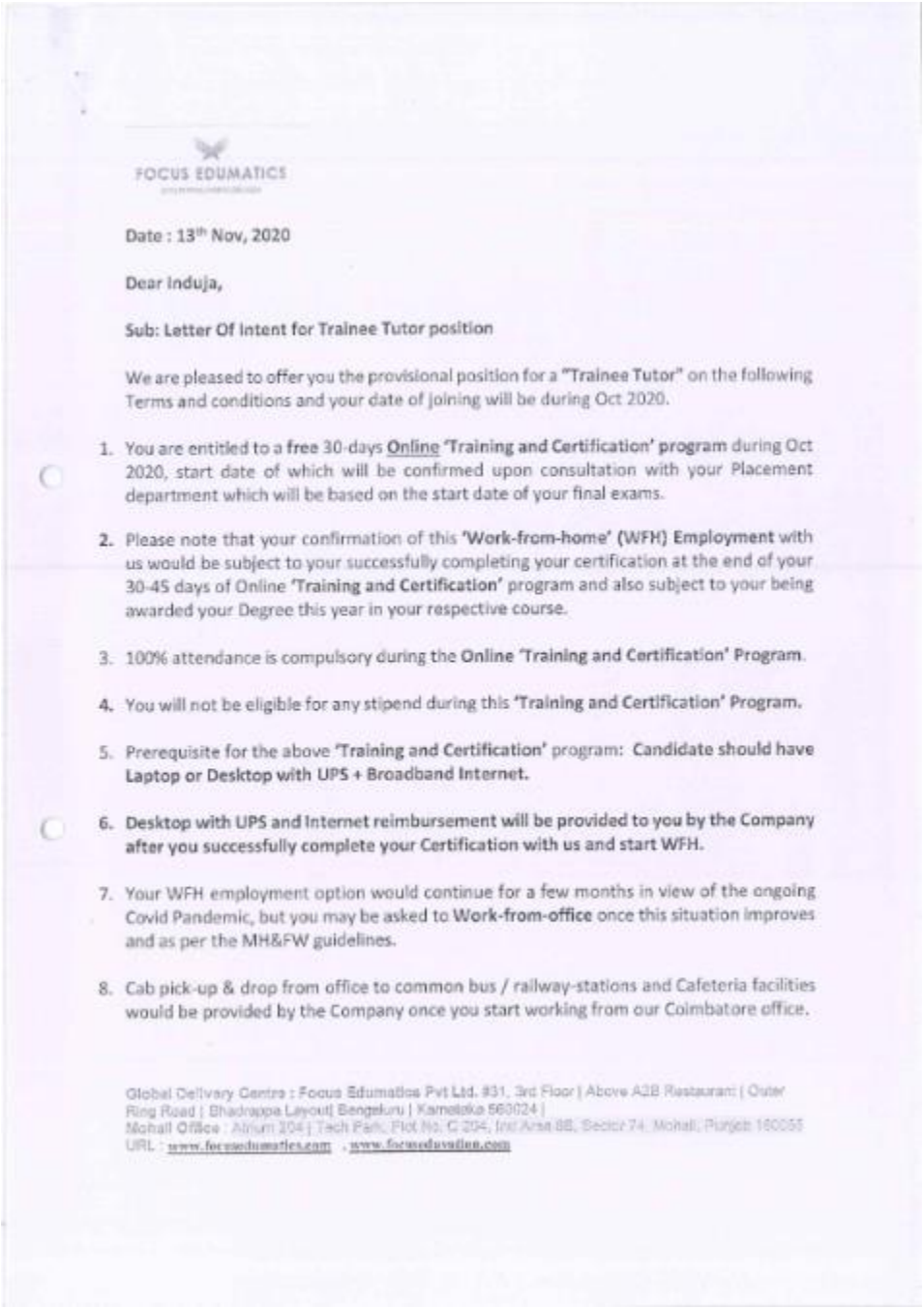
Designation : Online Tutor **DOJ : 13th Nov 2020**

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9,431	113,172
House Rent Allowance	2,844	34,128
Statutory Bonus	786	9,432
Monthly Gross Earnings (A)	13,061	156,732
B. Monthly Deduction		
PF Employee Share	1,132	13,584
ESI Employee Share	98	1,176
Professional Tax (Half Yearly)	208	2,496
Total Deductions (B)	1,438	17,256
Net Take Home (A - B)	11,623	139,476
C. Statutory & Other Employer Share		
EPF Employer Share	1,226	14,712
ESI Employer Share	425	5,100
Gratuity#	289	3,468
Statutory Total (C)	1,940	23,280
Total CTC (A + C)	15,001	180,000

- Net salary may vary, as it is calculated on prorata basis.
- All the statutory components subject to change based on the Govt policies.
- Payment of perquisites, allowances and reimbursements any other salary payments shall be subject to provisions of Income Tax, Professional Tax and any other statutory deductions as applicable in accordance with the laws prevailing from time to time.
- # Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation

Authorized Signatory | Prepared by | Signature of the Employee

INDUJA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

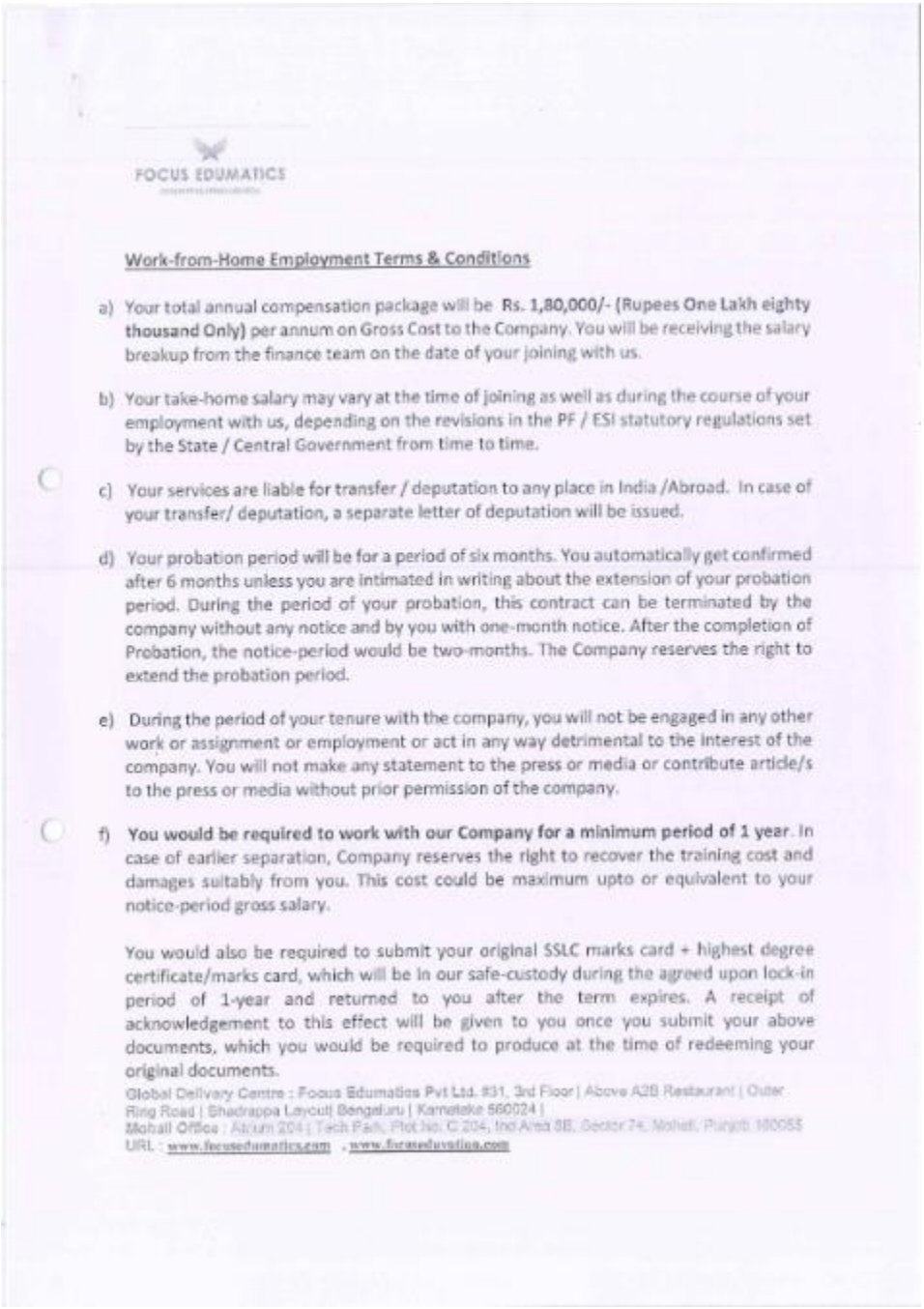
Dear Induja,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program**.
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseduonline.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

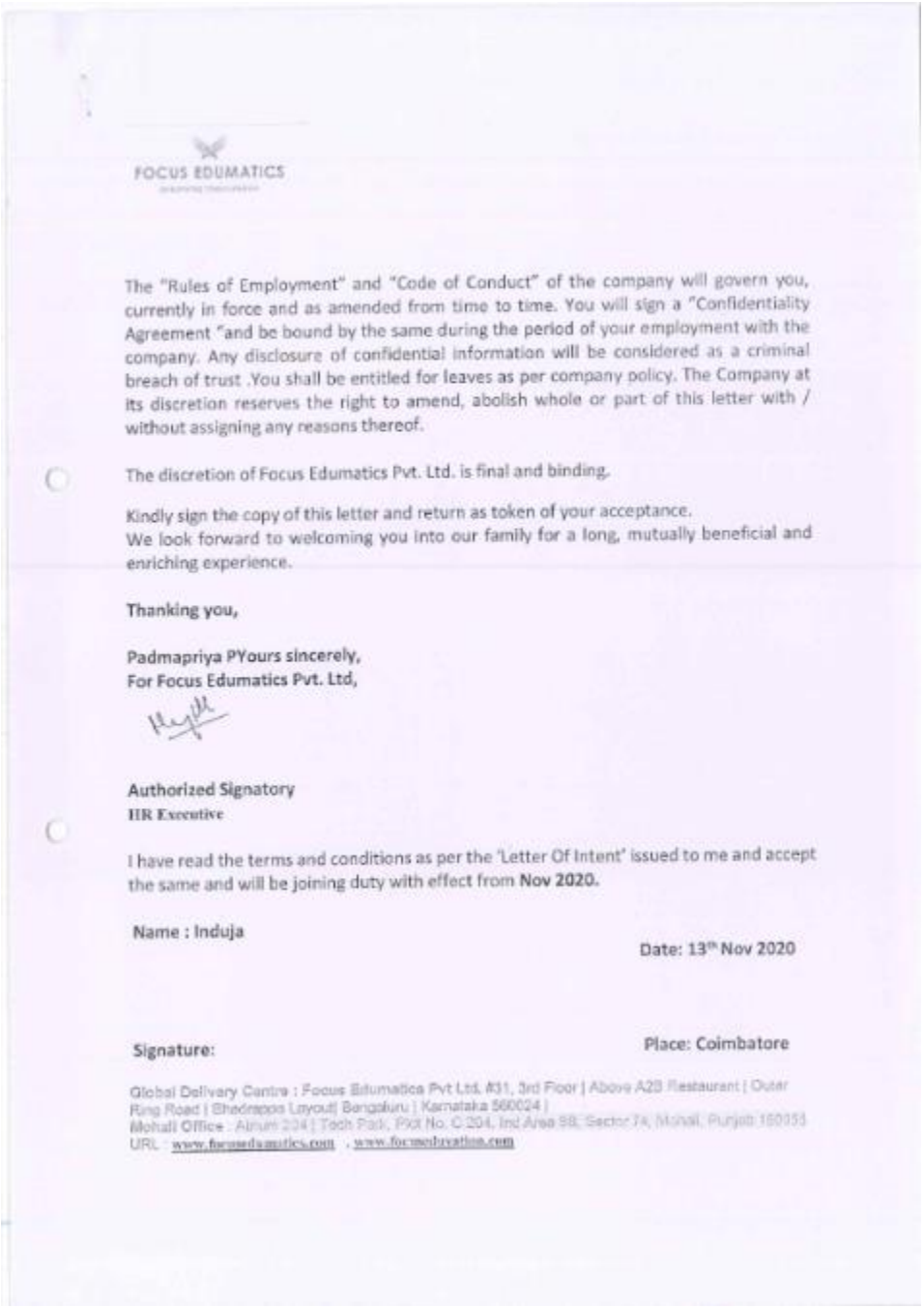
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year**. In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseduvation.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Induja

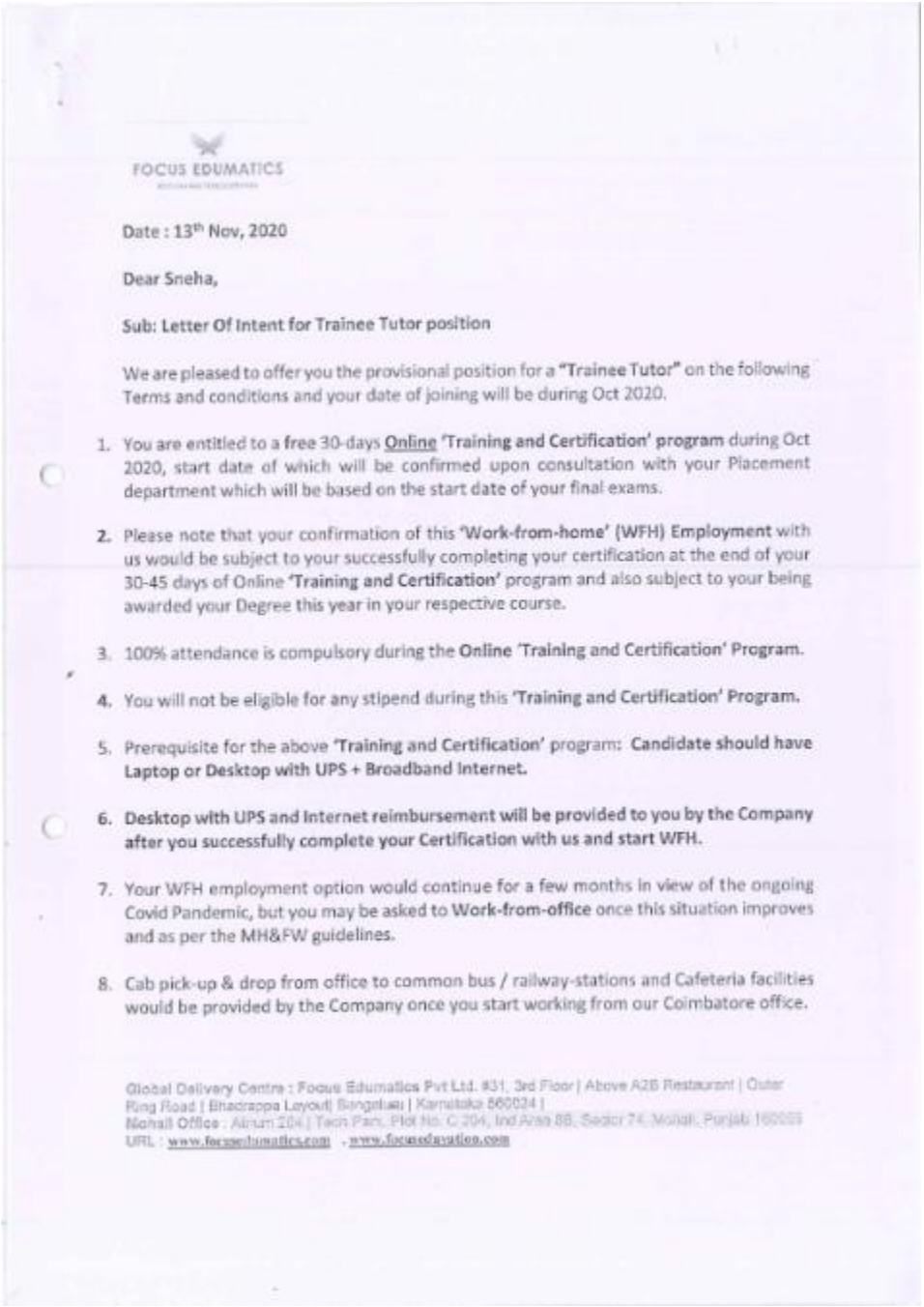
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

SNEHA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

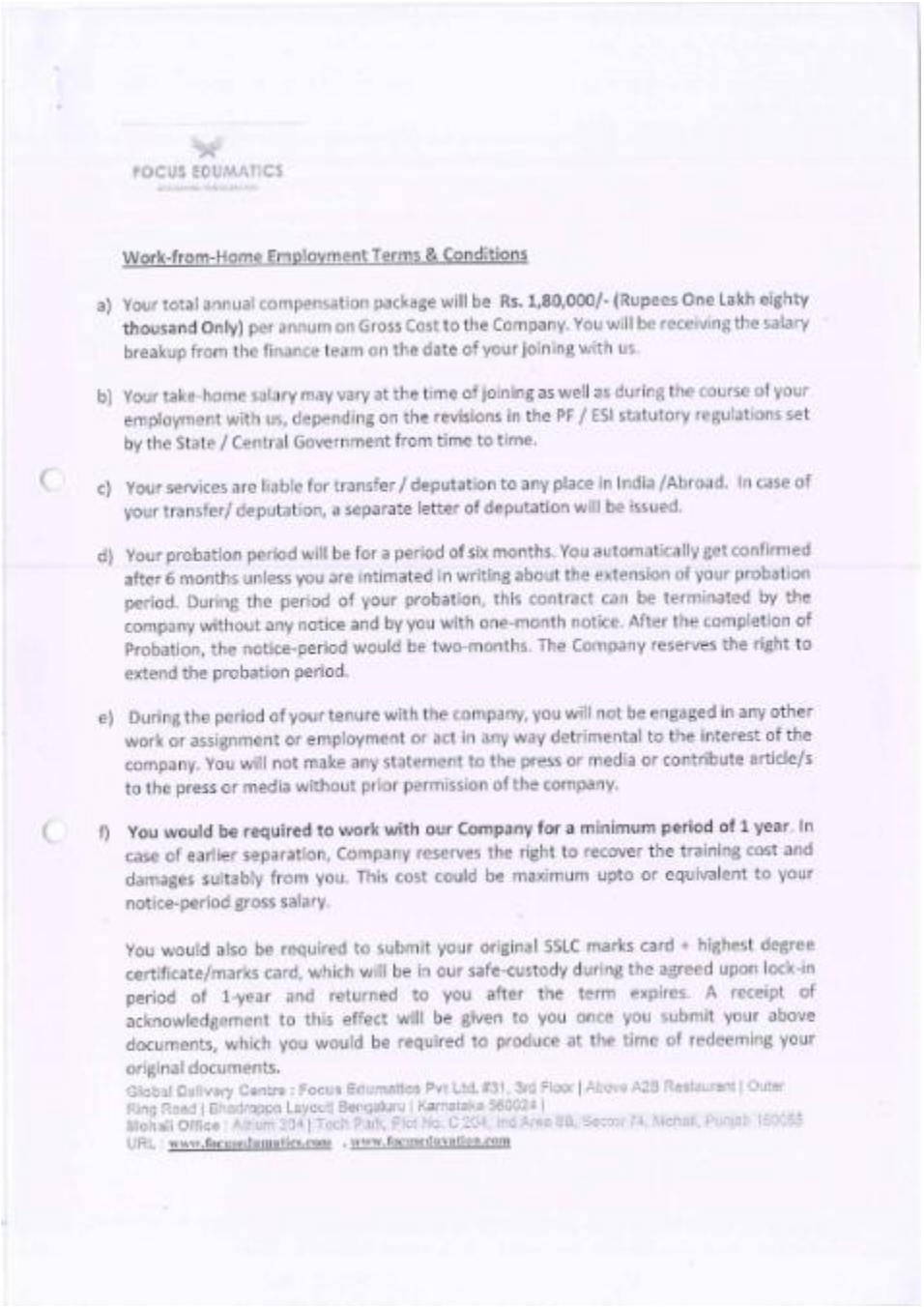
Dear Sneha,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangalore | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

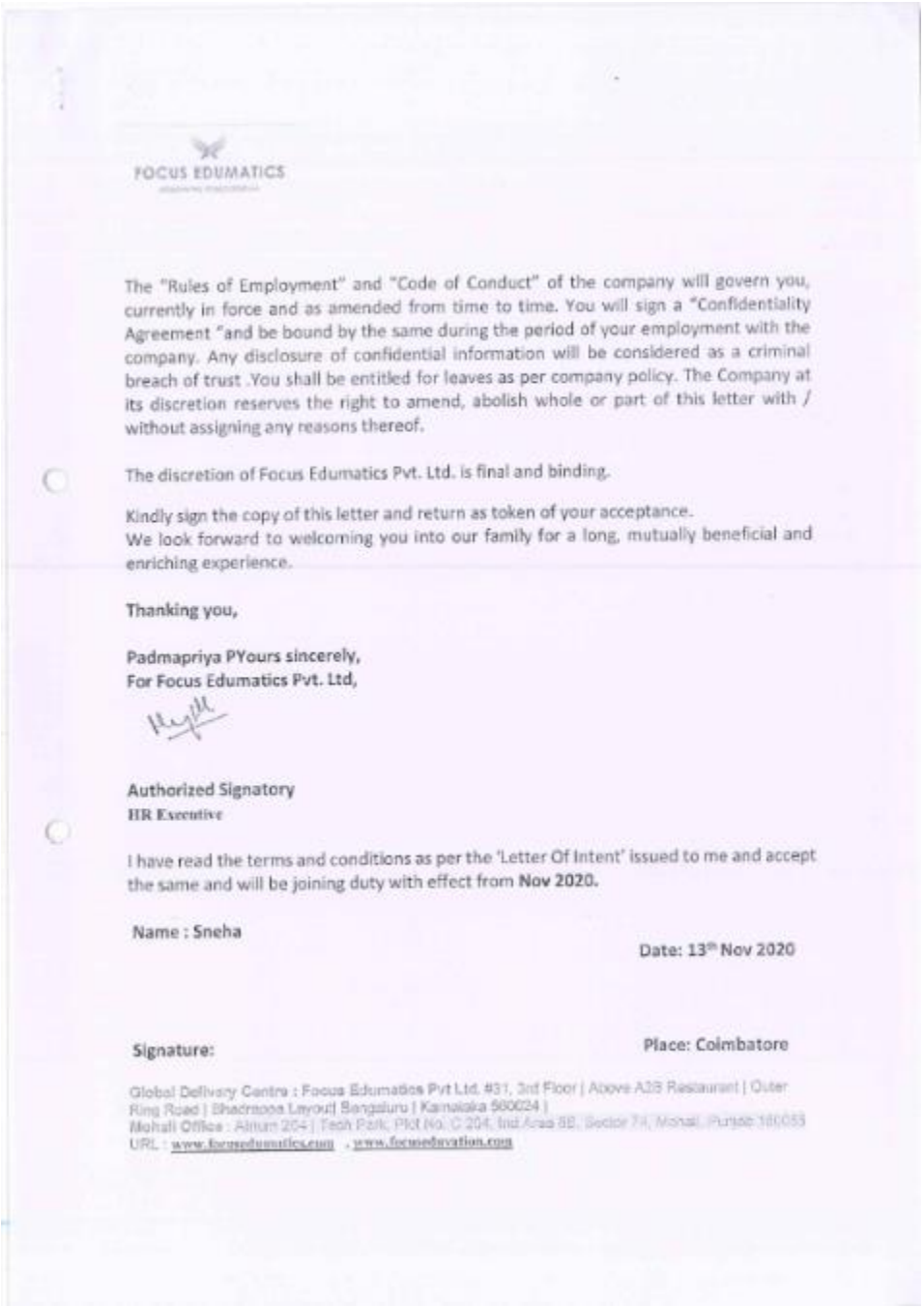
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year**. In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office | Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Sneha

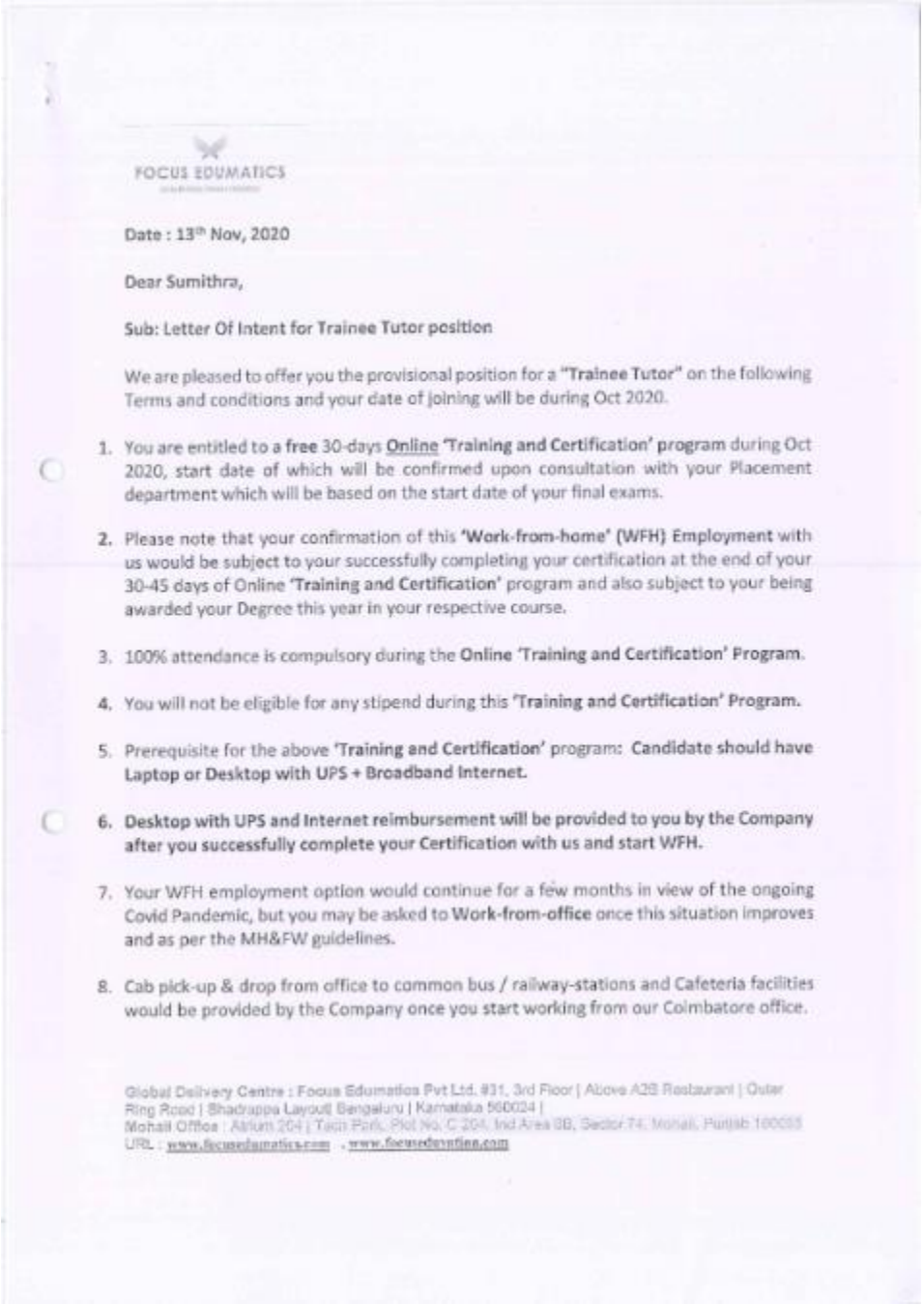
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Shadnagar Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focuseducation.com

SUMITHRA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Sumithra,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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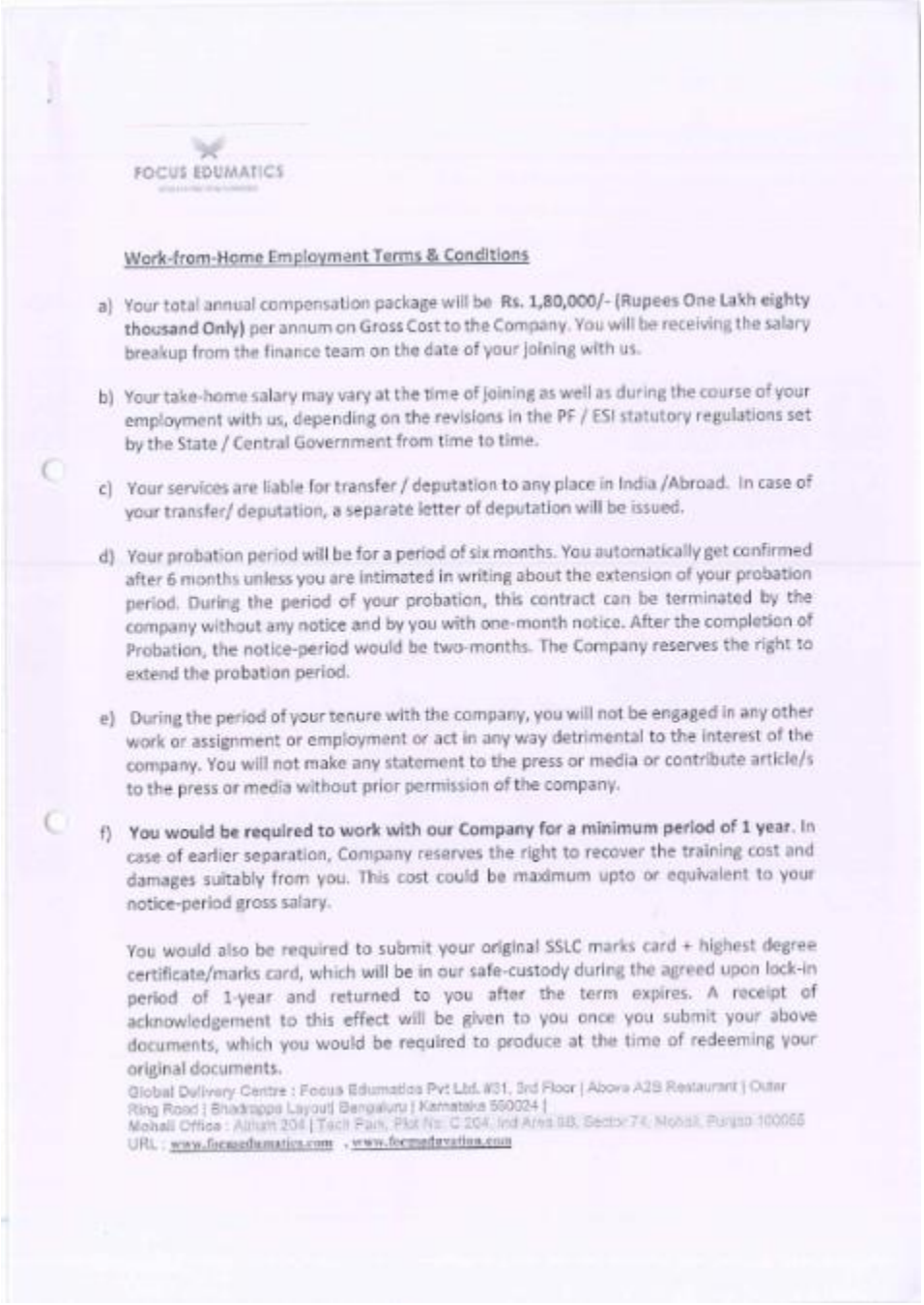
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedcertified.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

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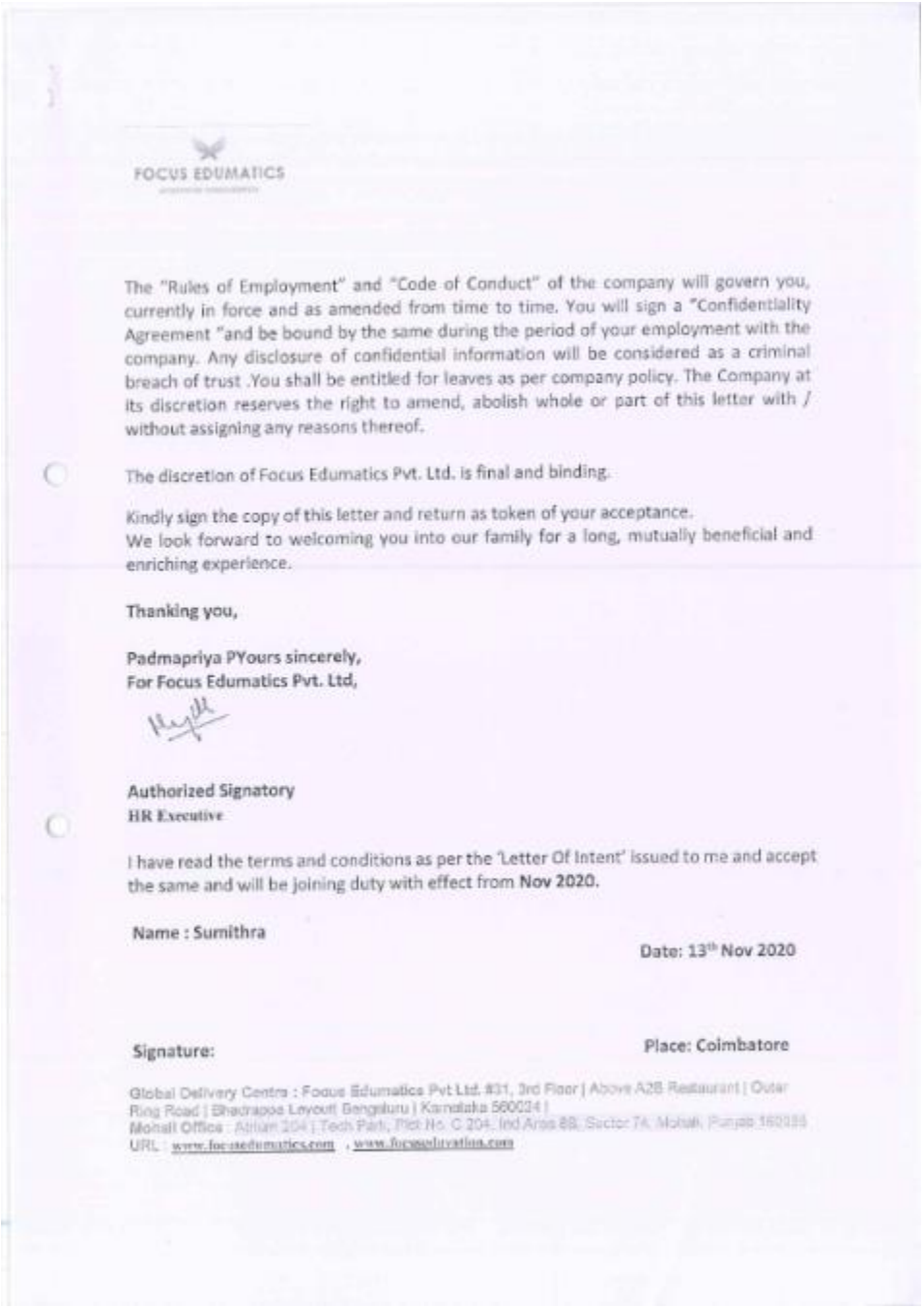
Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Abora A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedevation.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Sumithra

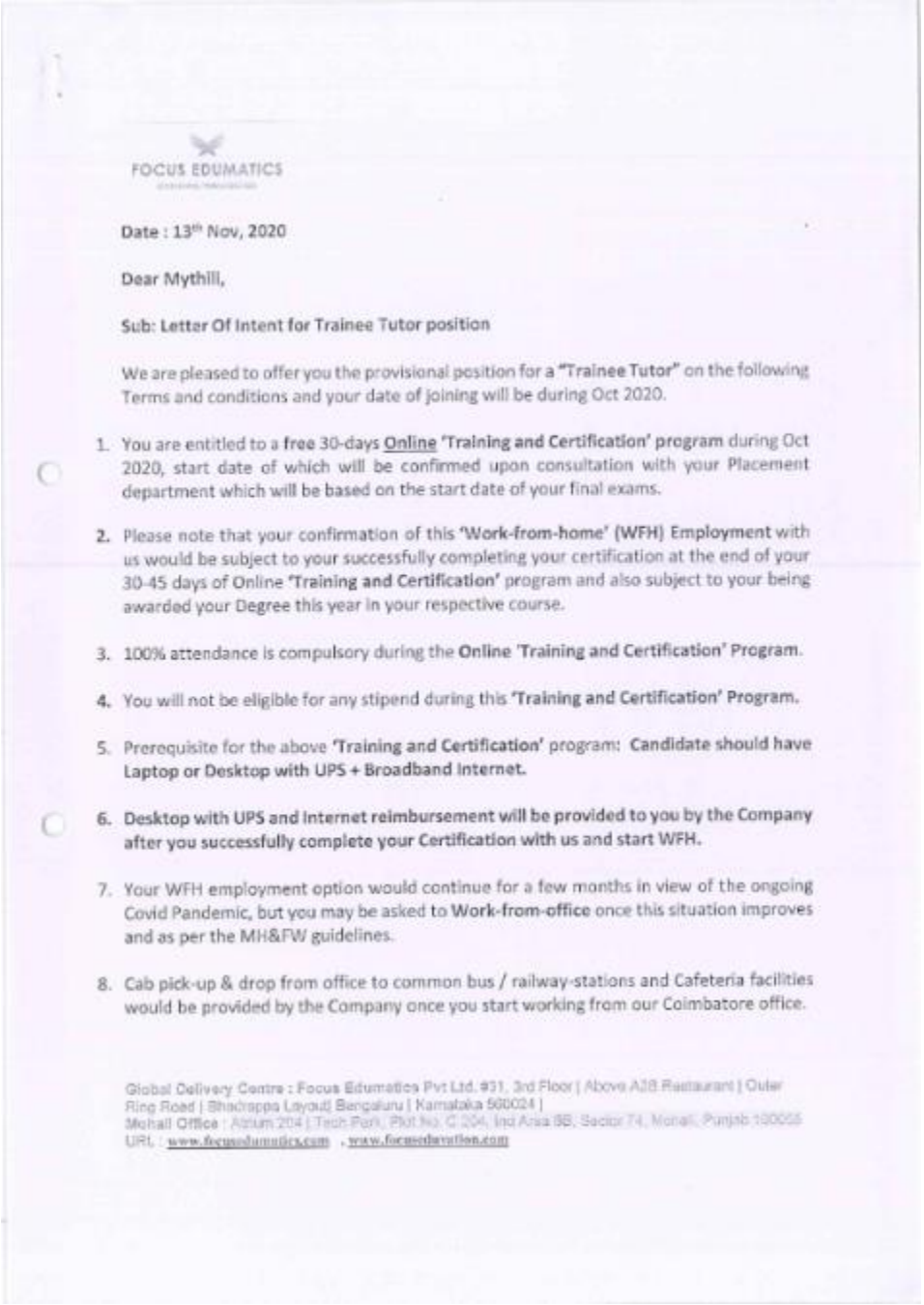
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout, Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedutvalue.com

MYTHILI – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Mythili,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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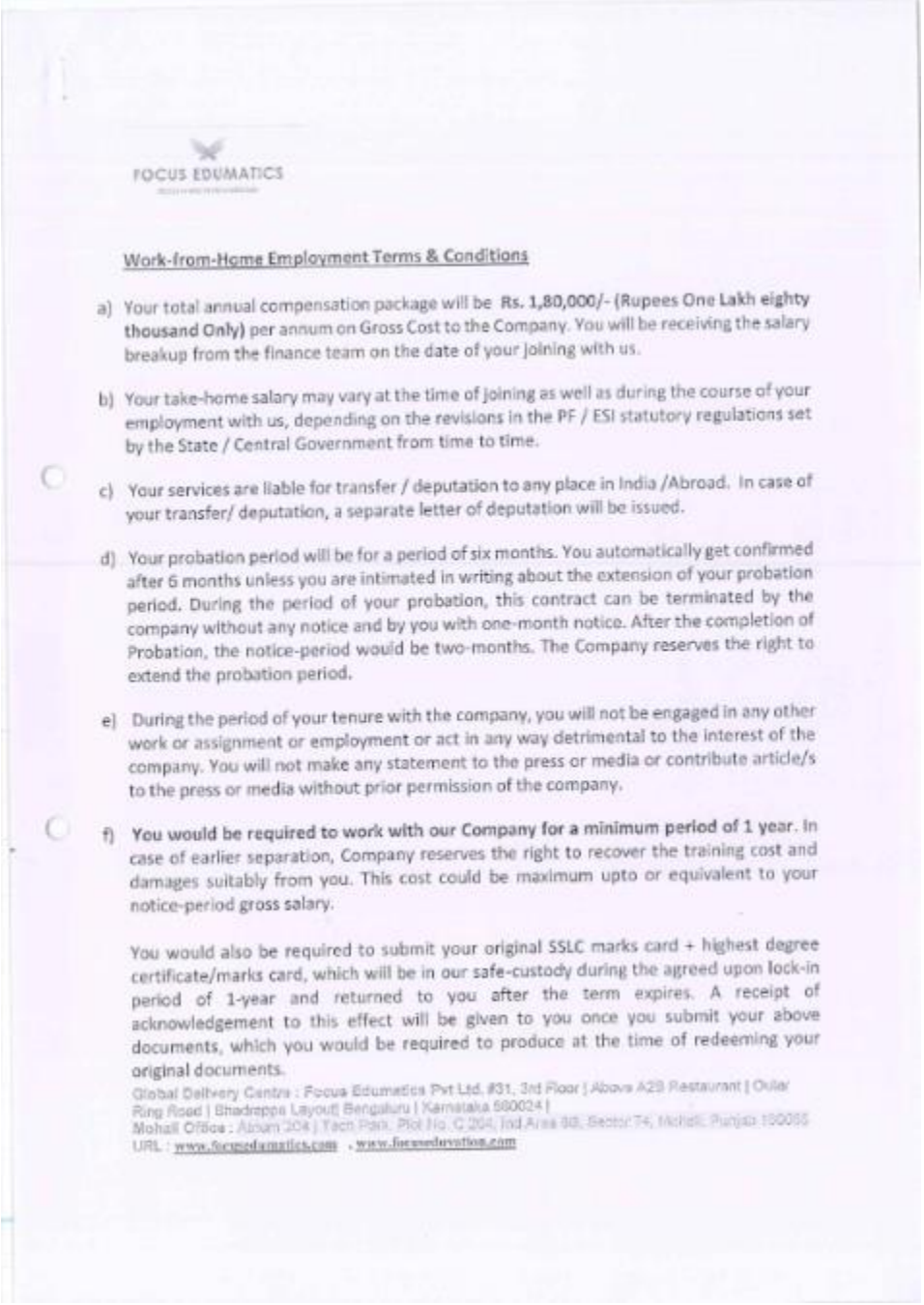
Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office | Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedtraction.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

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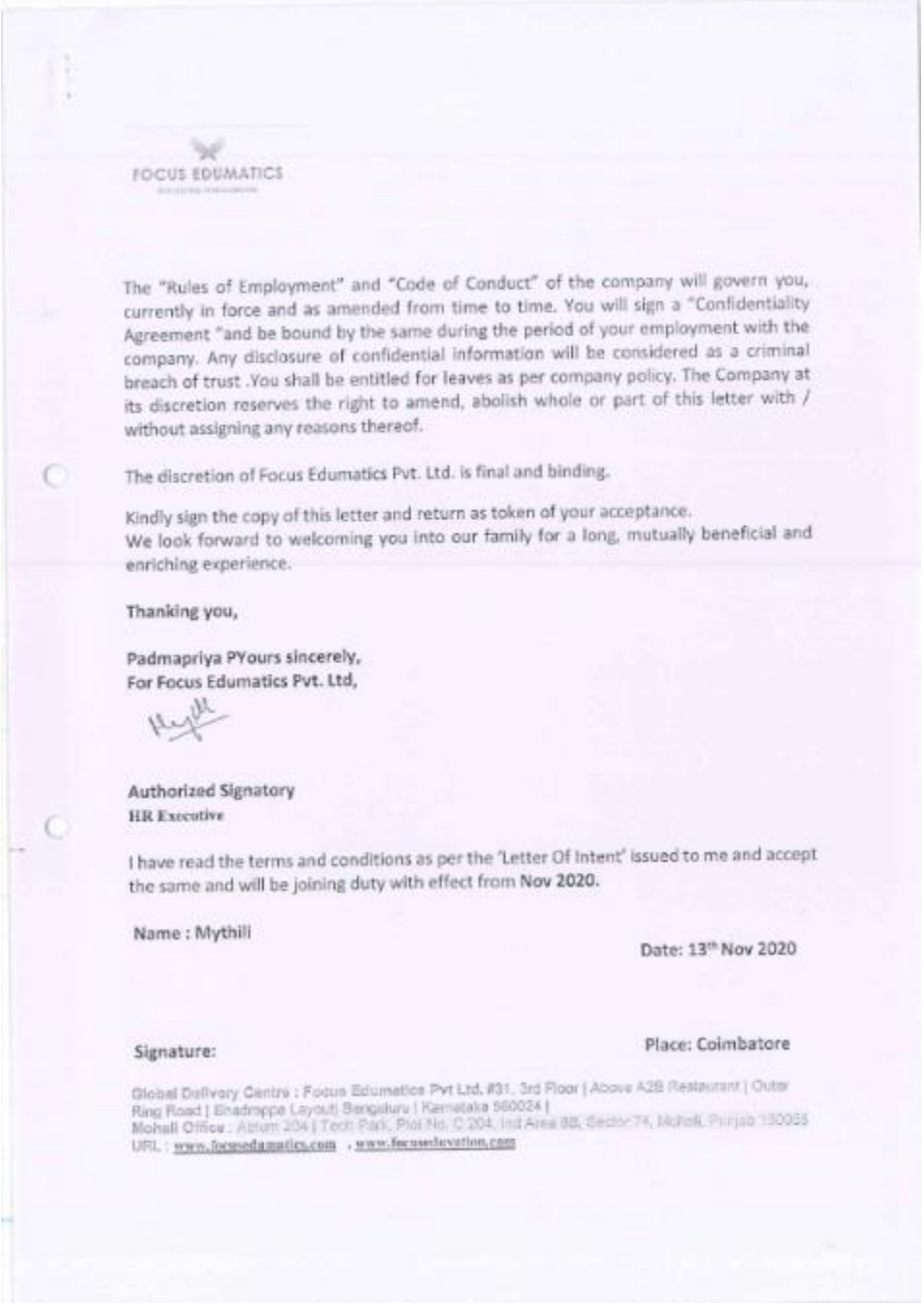
Mohali Office : Aburn 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedevotion.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Mythili

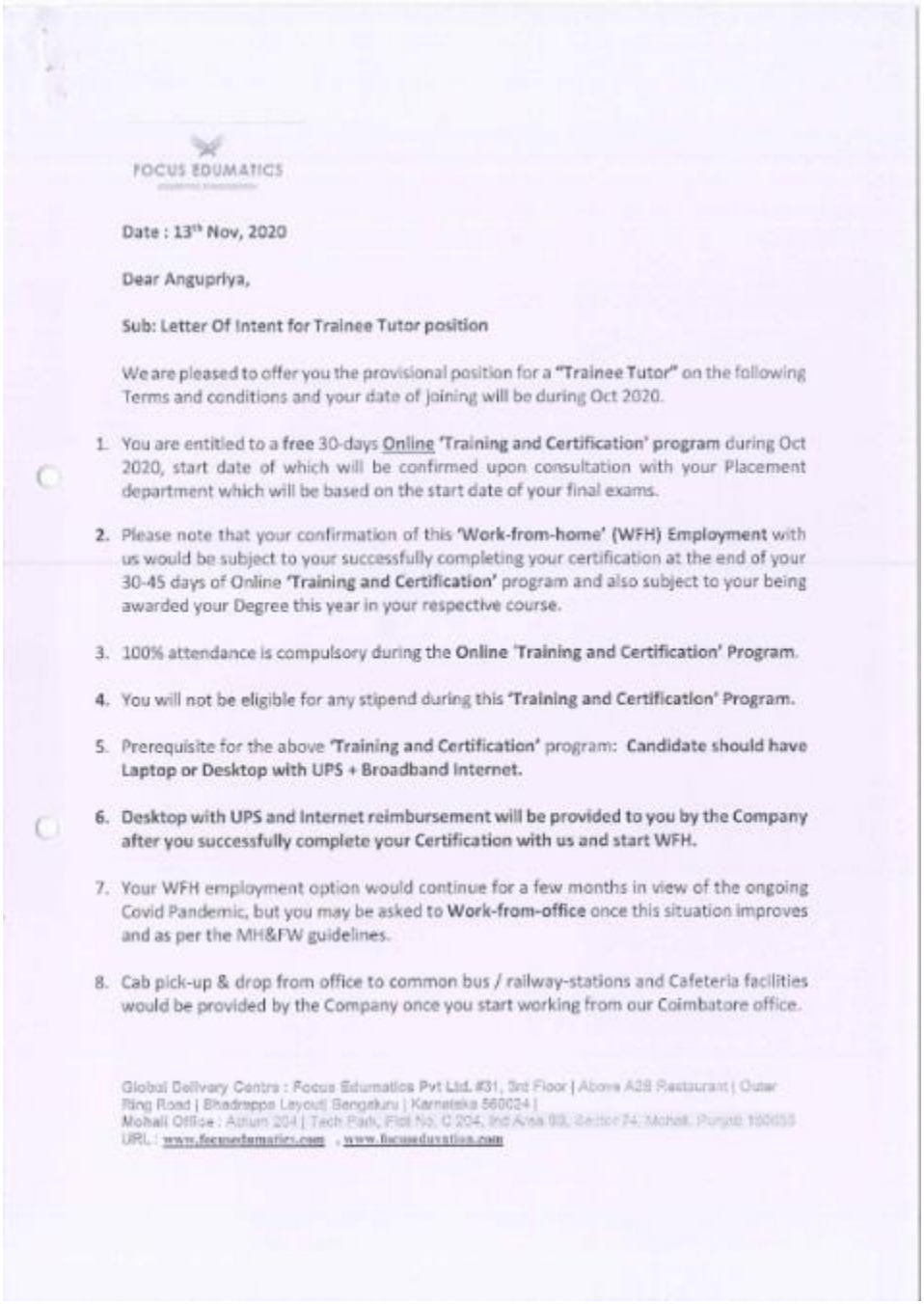
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

ANGUPRIYA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Angupriya,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days Online **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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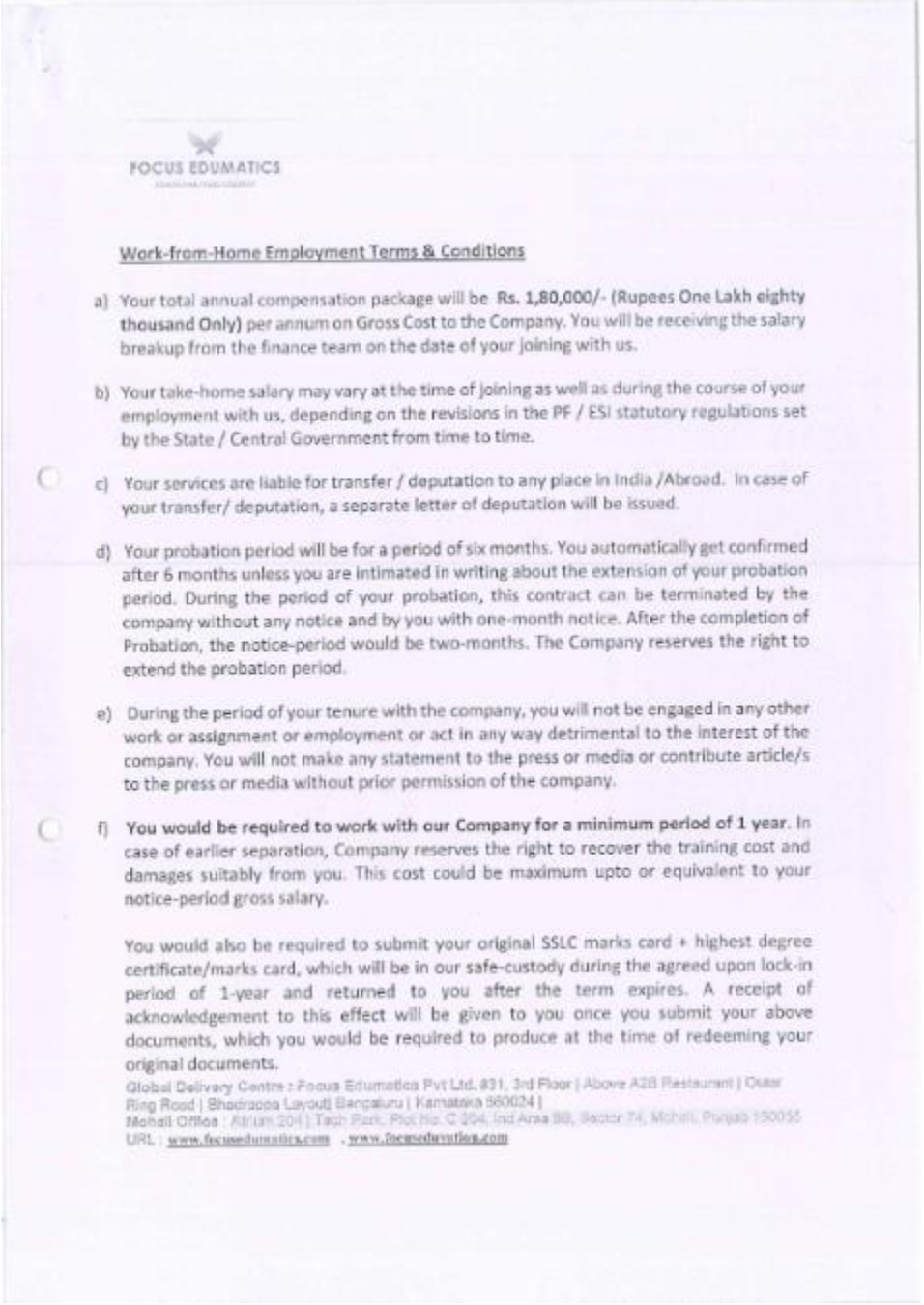
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 93, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseduvations.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

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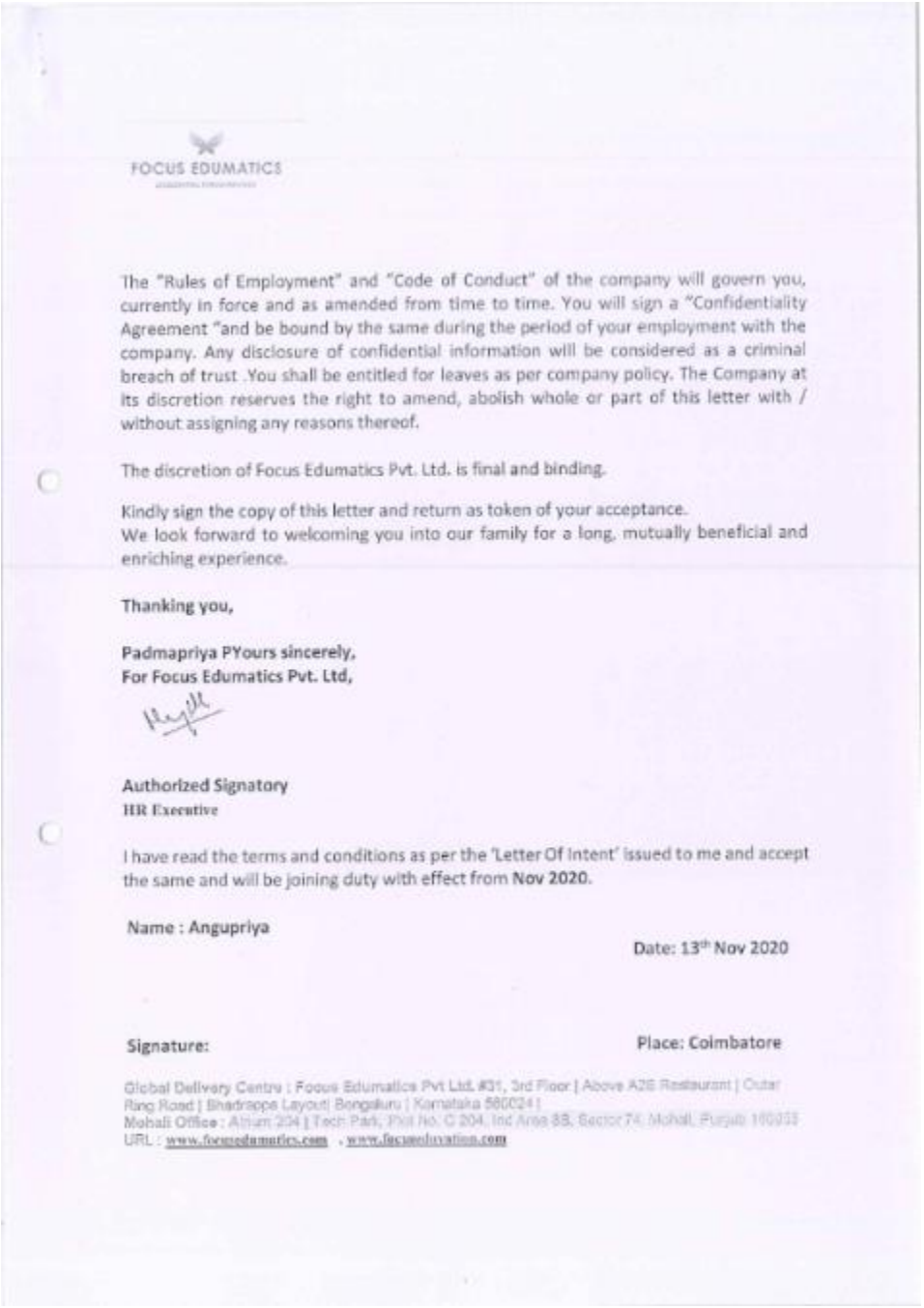
Mohali Office | Atrium 204 | Tech Park, Plot No. C 204, Ind Area BB, Sector 74, Mohali, Punjab 160055
URL : www.focuseducation.com , www.focuseducation.com



FOCUS EDUMATICS

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The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Angupriya

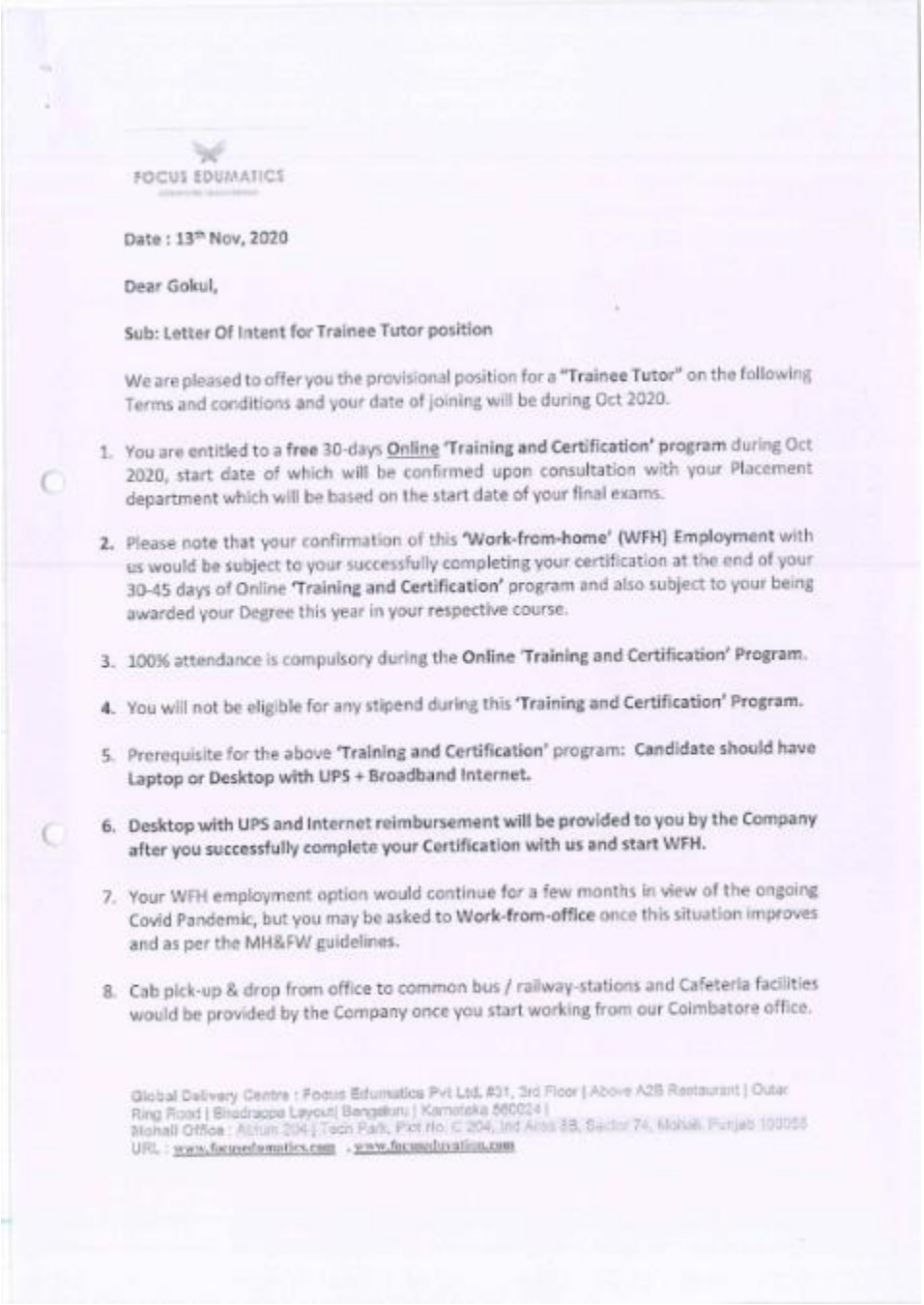
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focuseducation.com

GOKUL – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Gokul,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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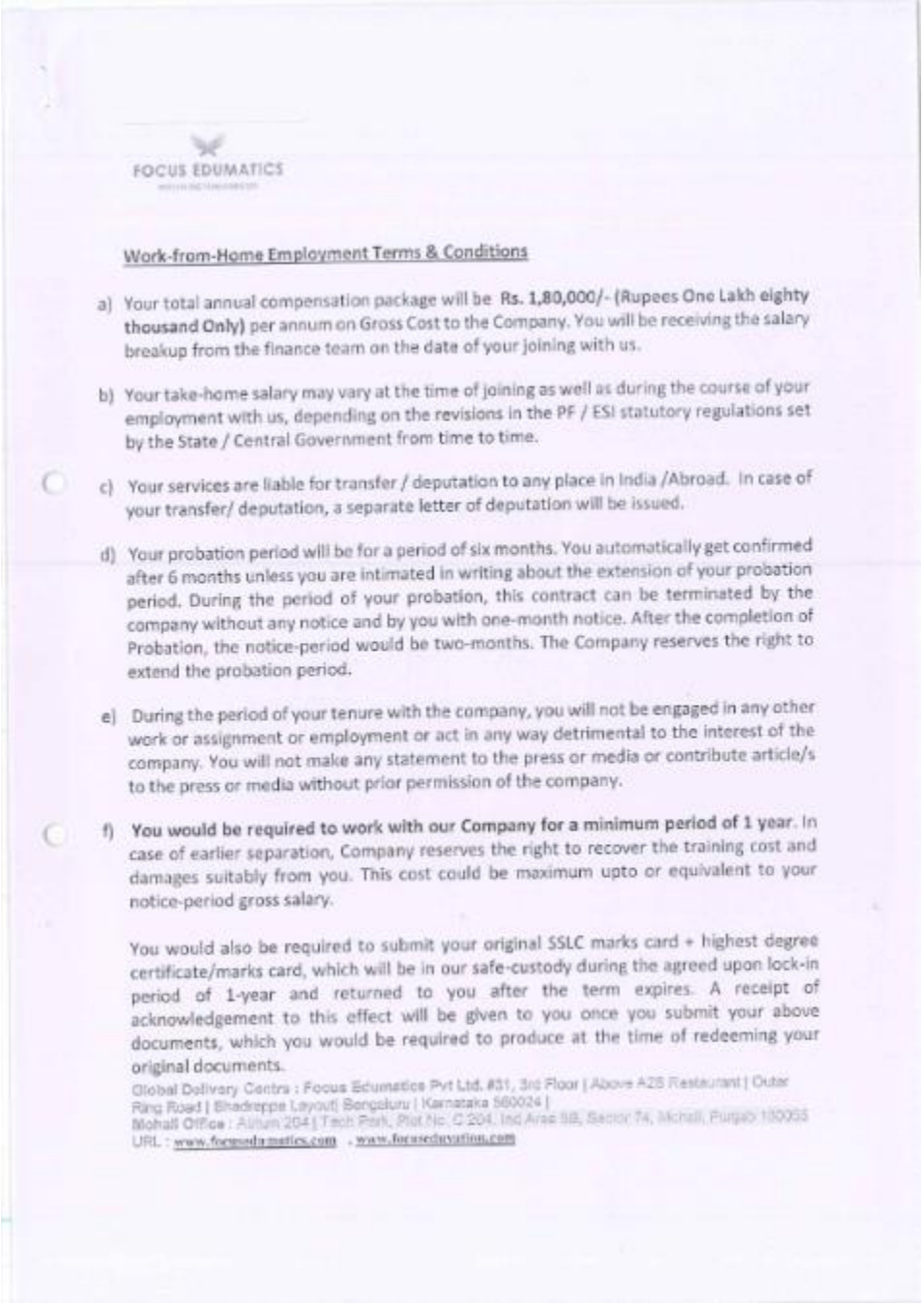
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

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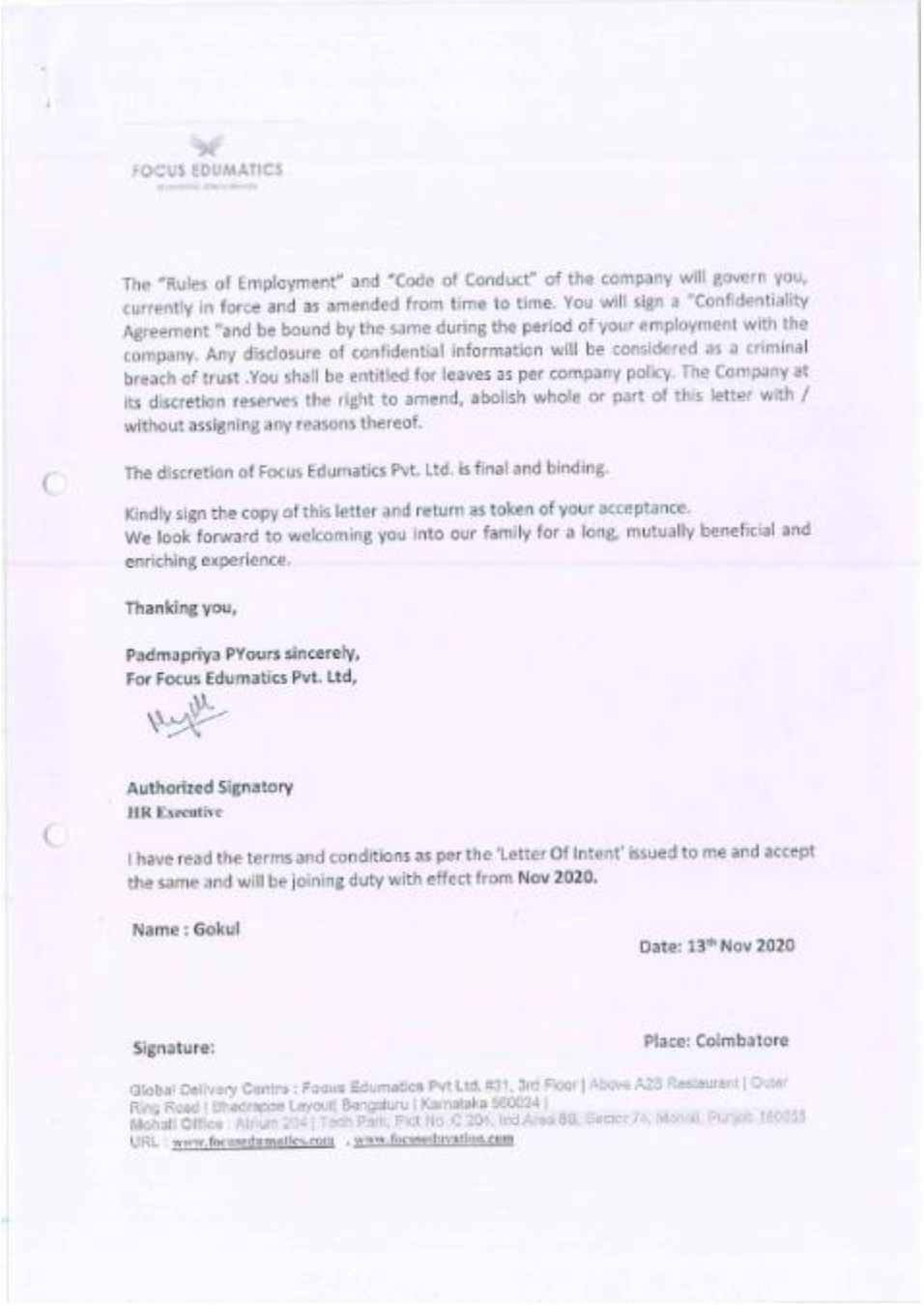
Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above AZB Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Autum 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Gokul

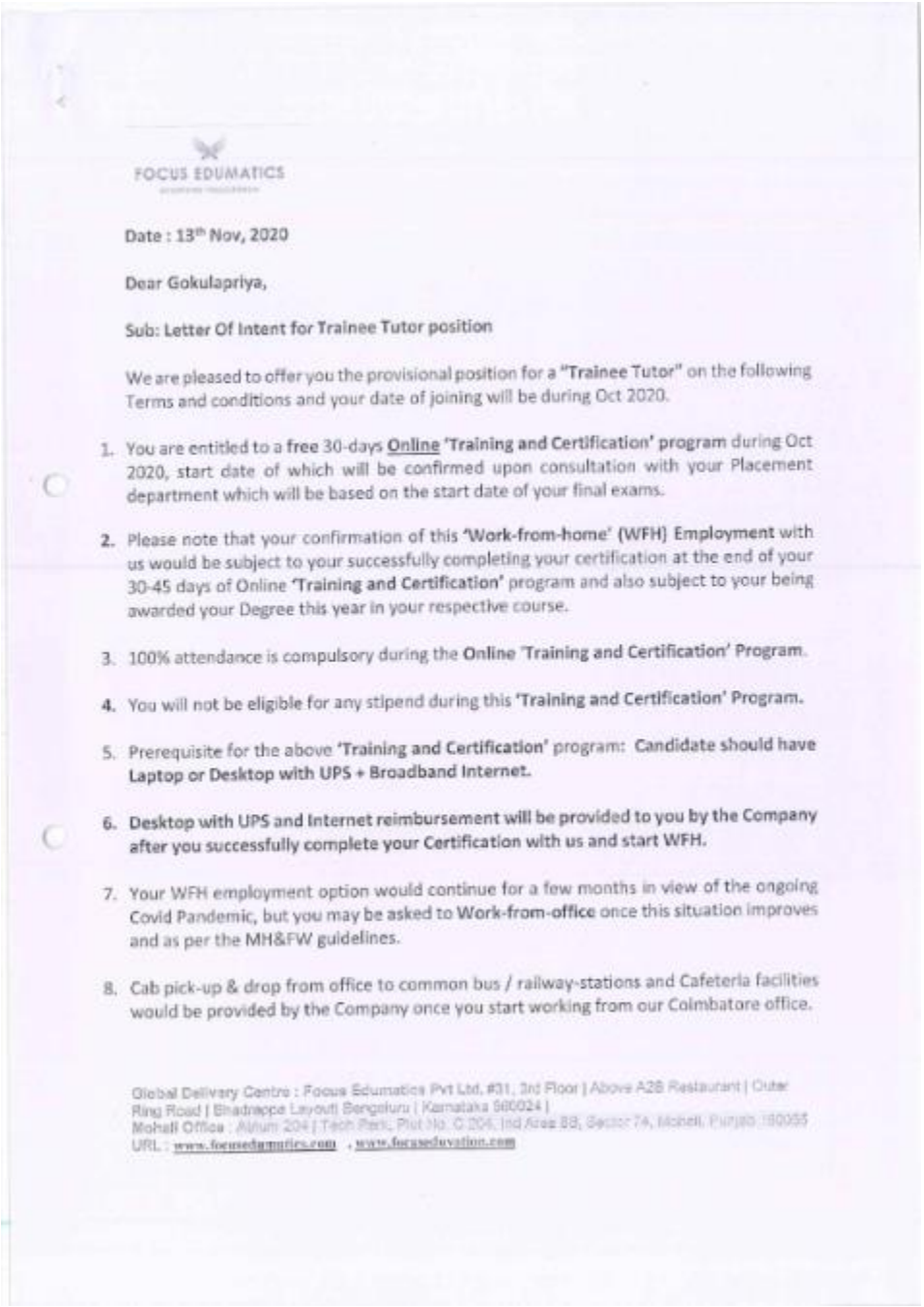
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. IC 204, Ind.Area 88, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducations.com

GOKULAPRIYA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Gokulapriya,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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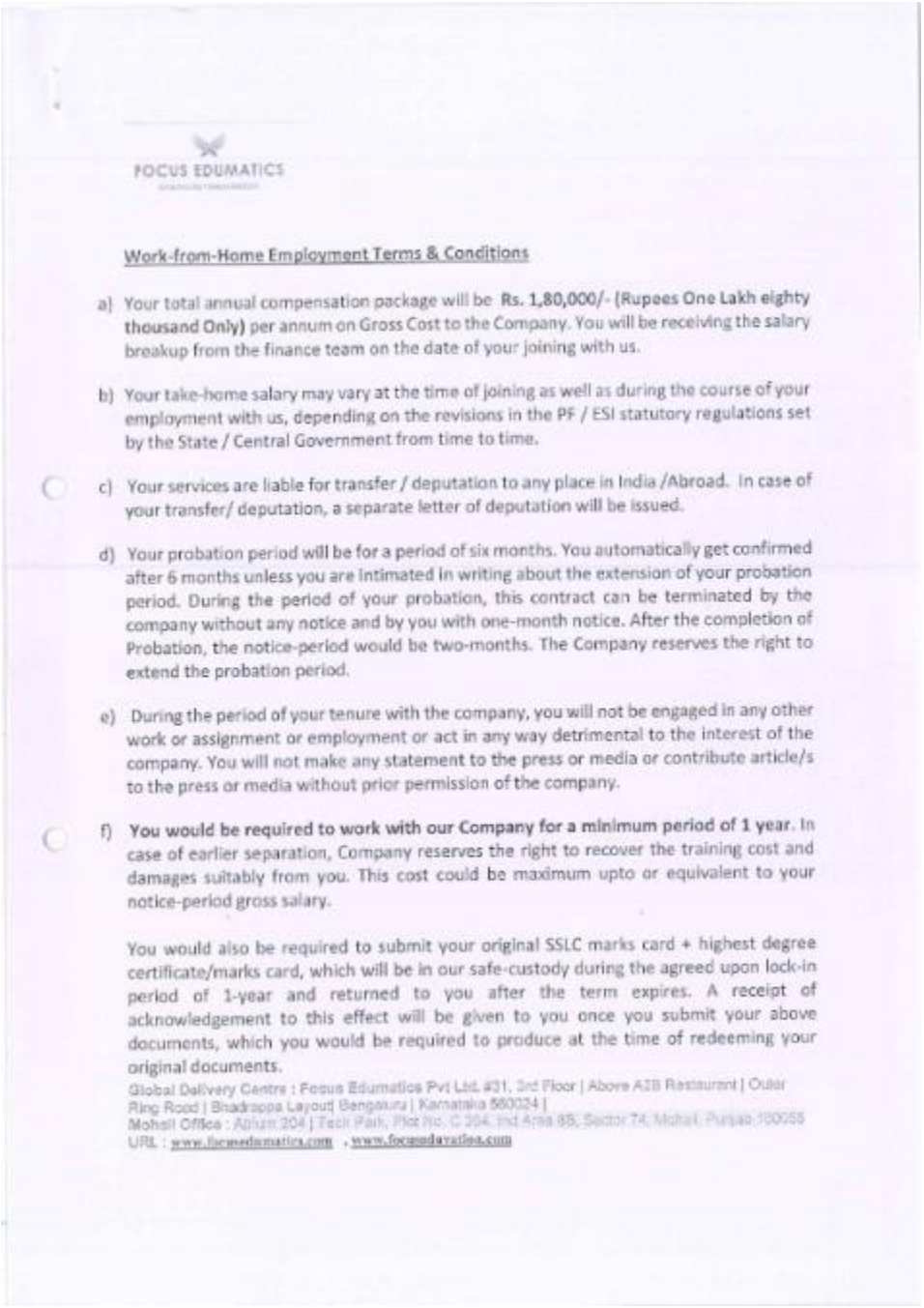
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

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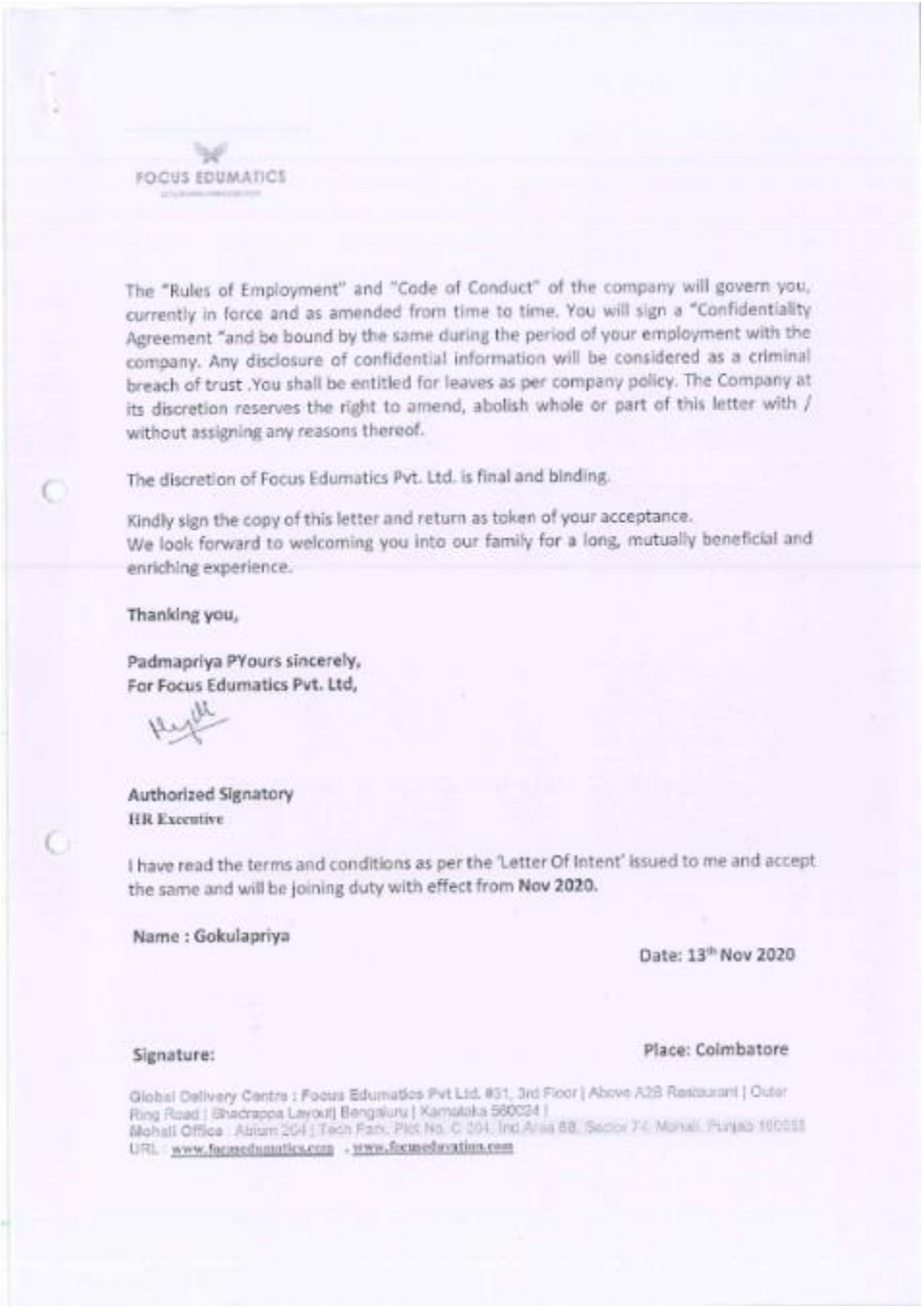
Mohali Office : Aplum 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedayatlas.com



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We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Gokulapriya

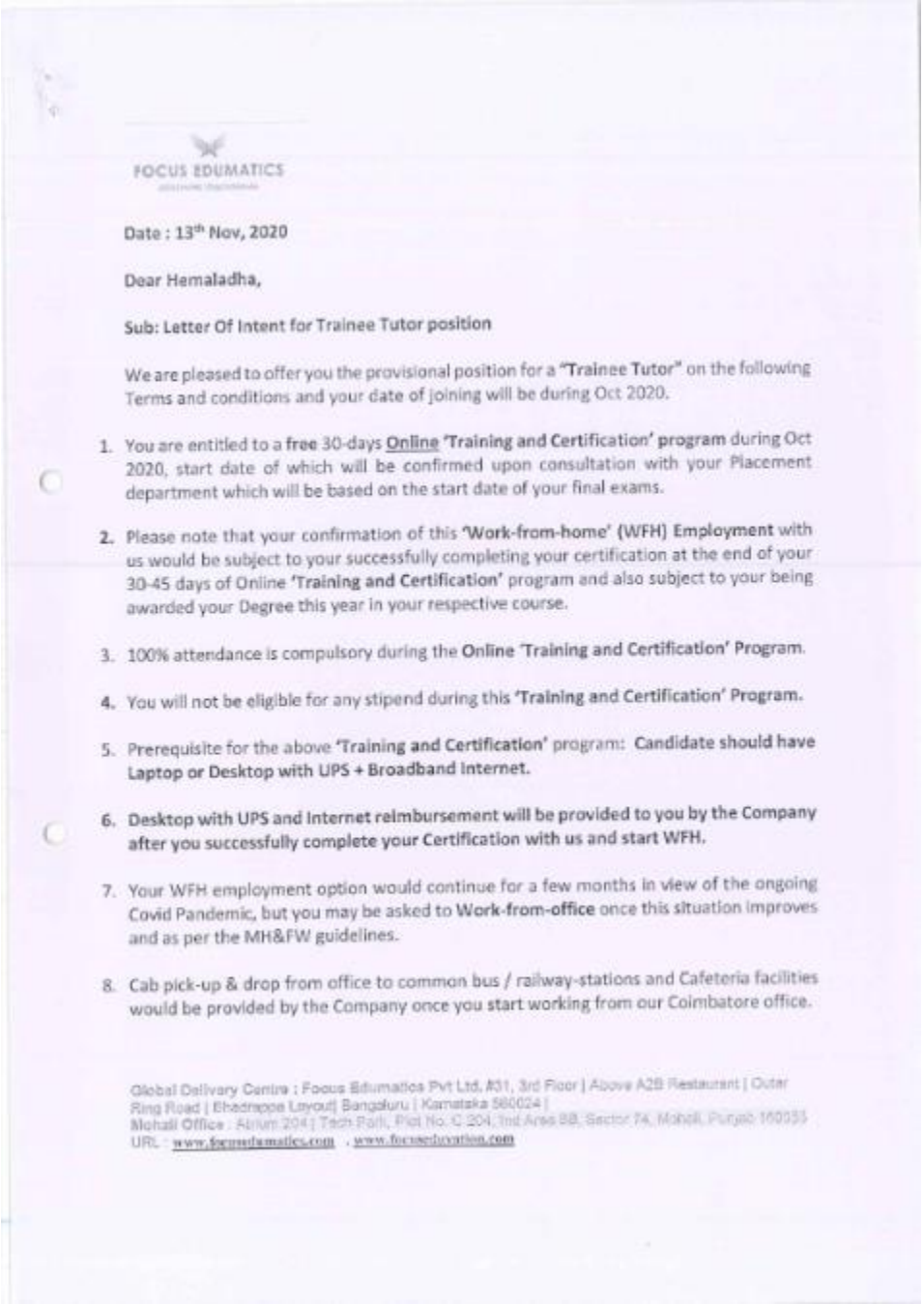
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Fam, Plot No. C 204, Ind.Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

HEMALADHA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Hemaladha,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

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2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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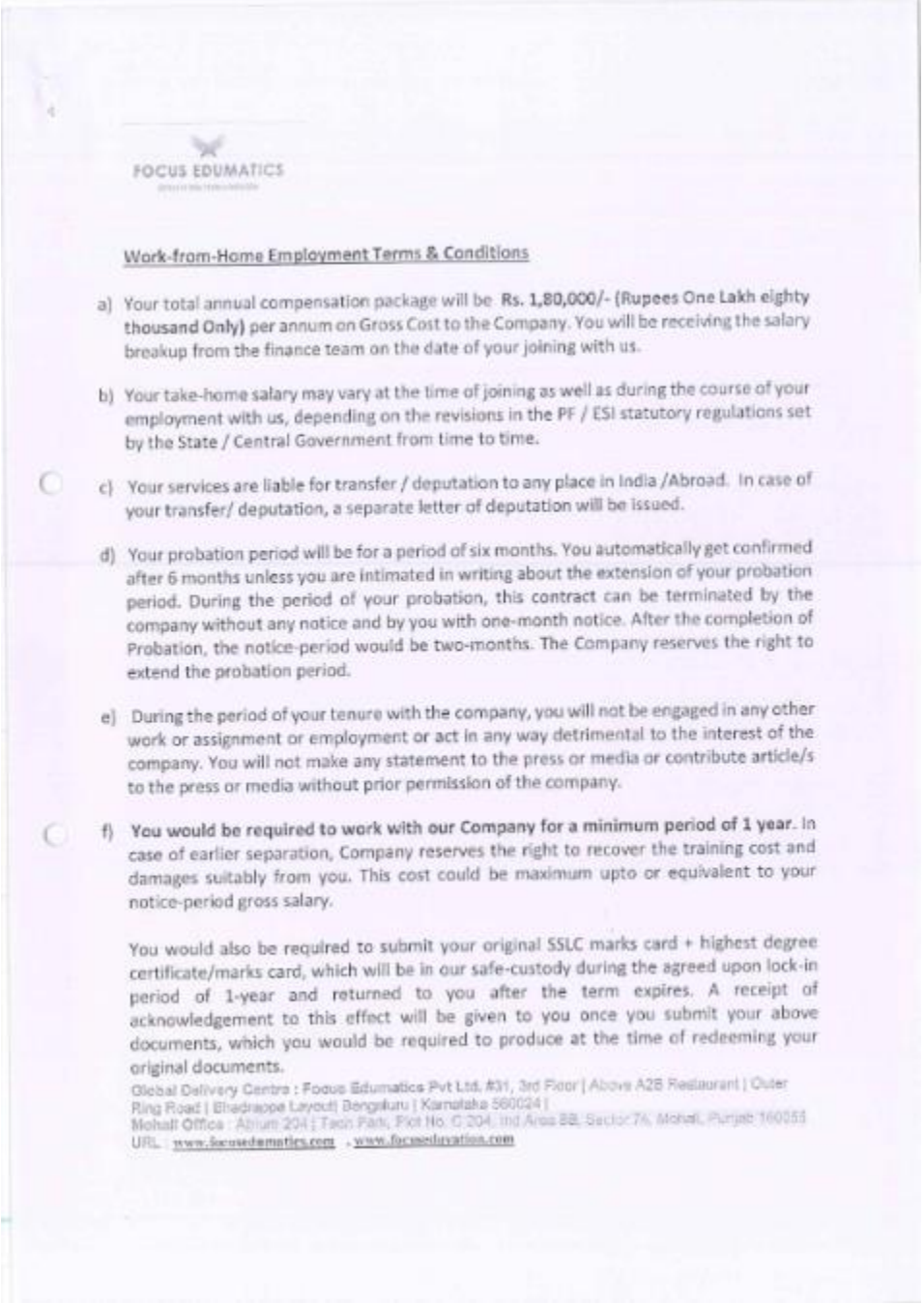
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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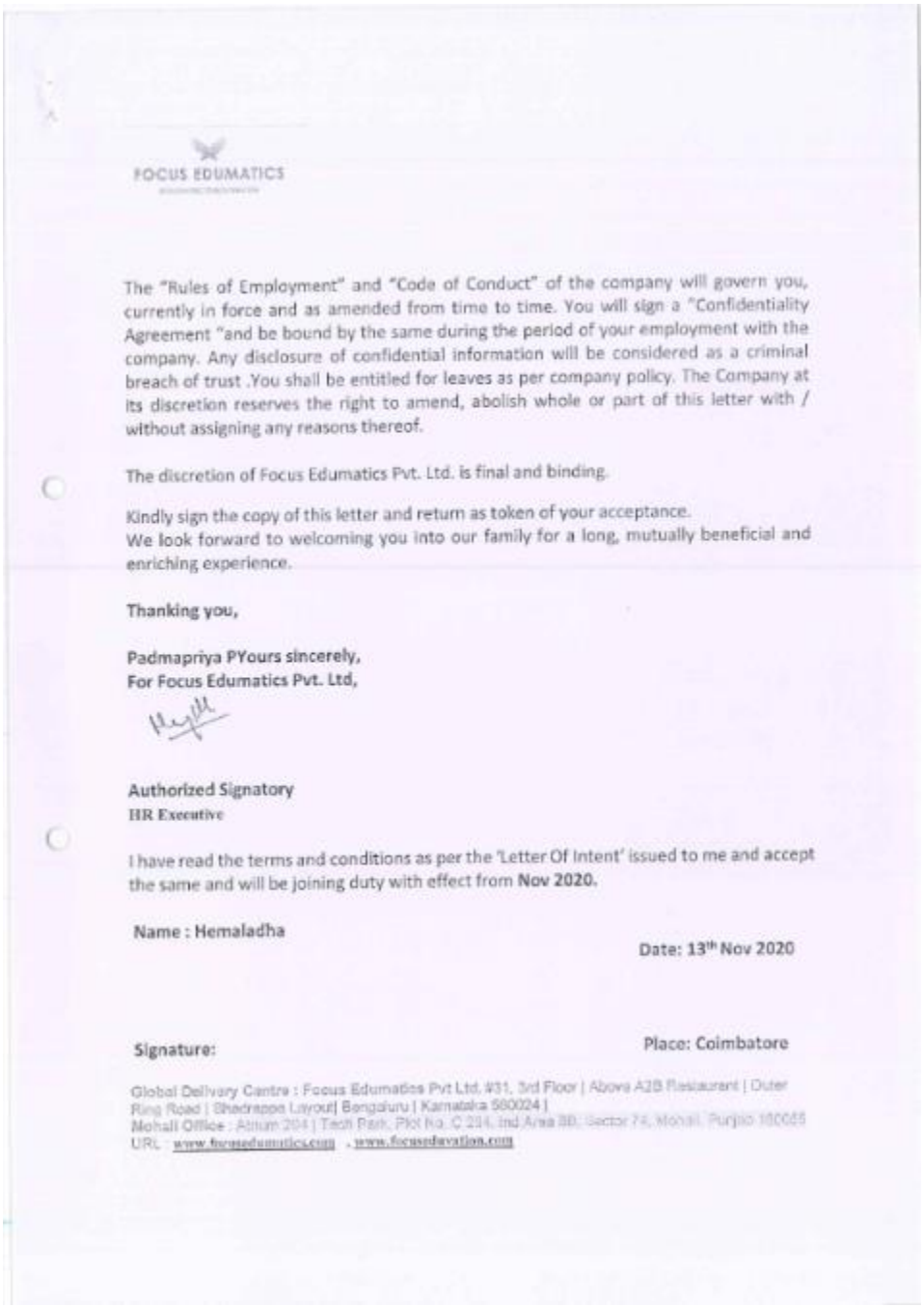
URL : www.focusedumatics.com , www.focuseducation.com



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Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Hemaladha

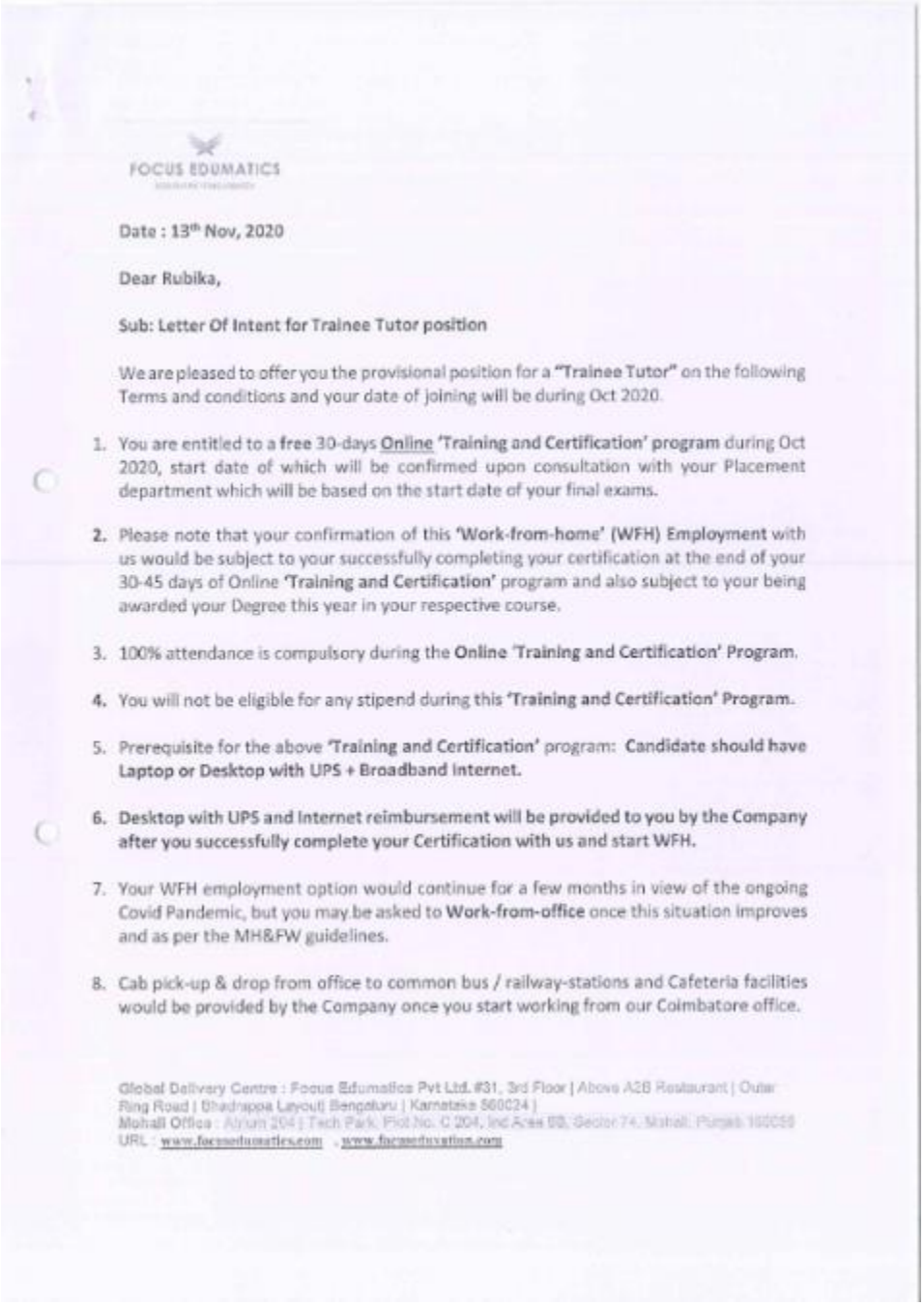
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 224, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuselevation.com

RUBIKA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Rubika,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

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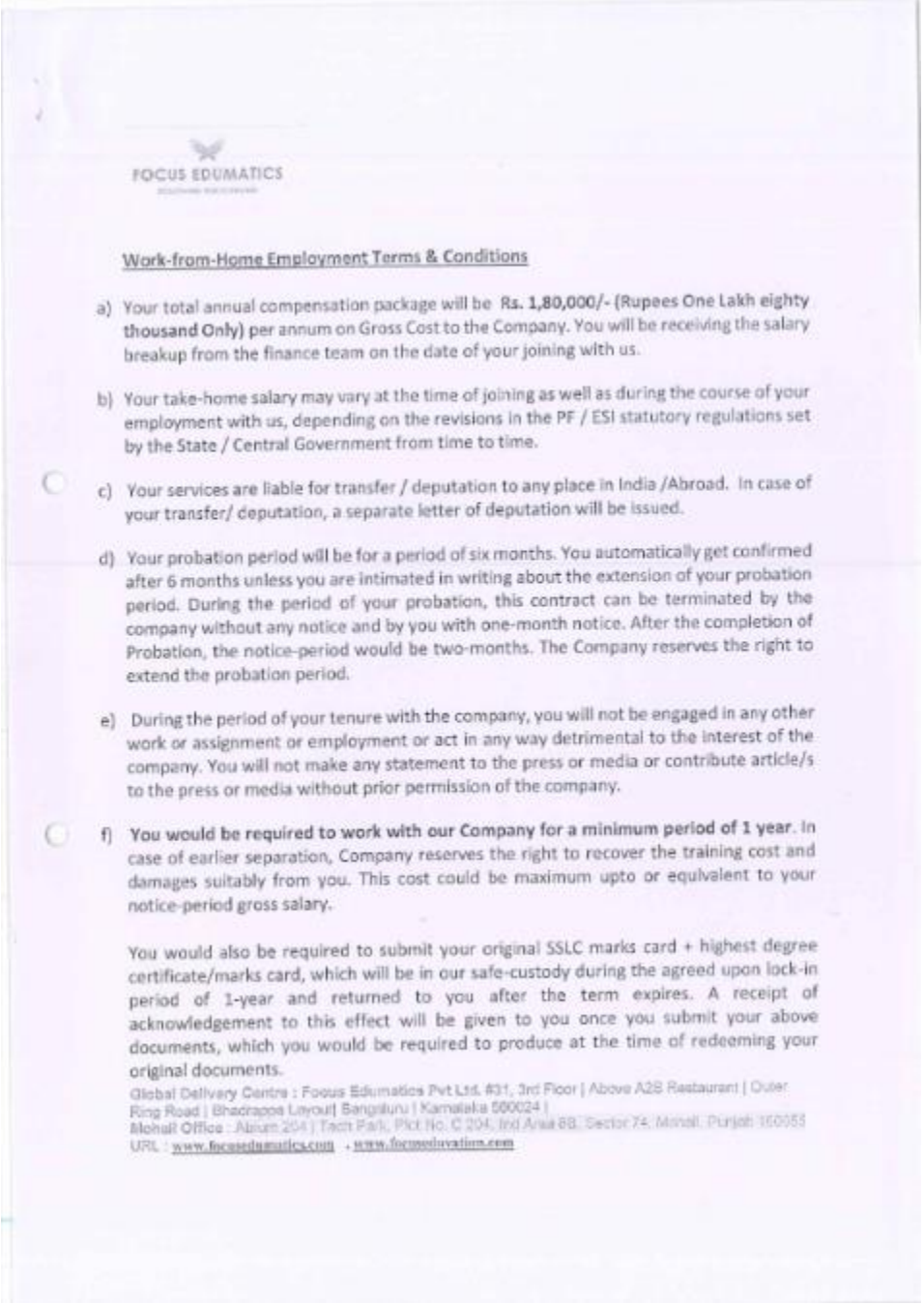
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

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b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

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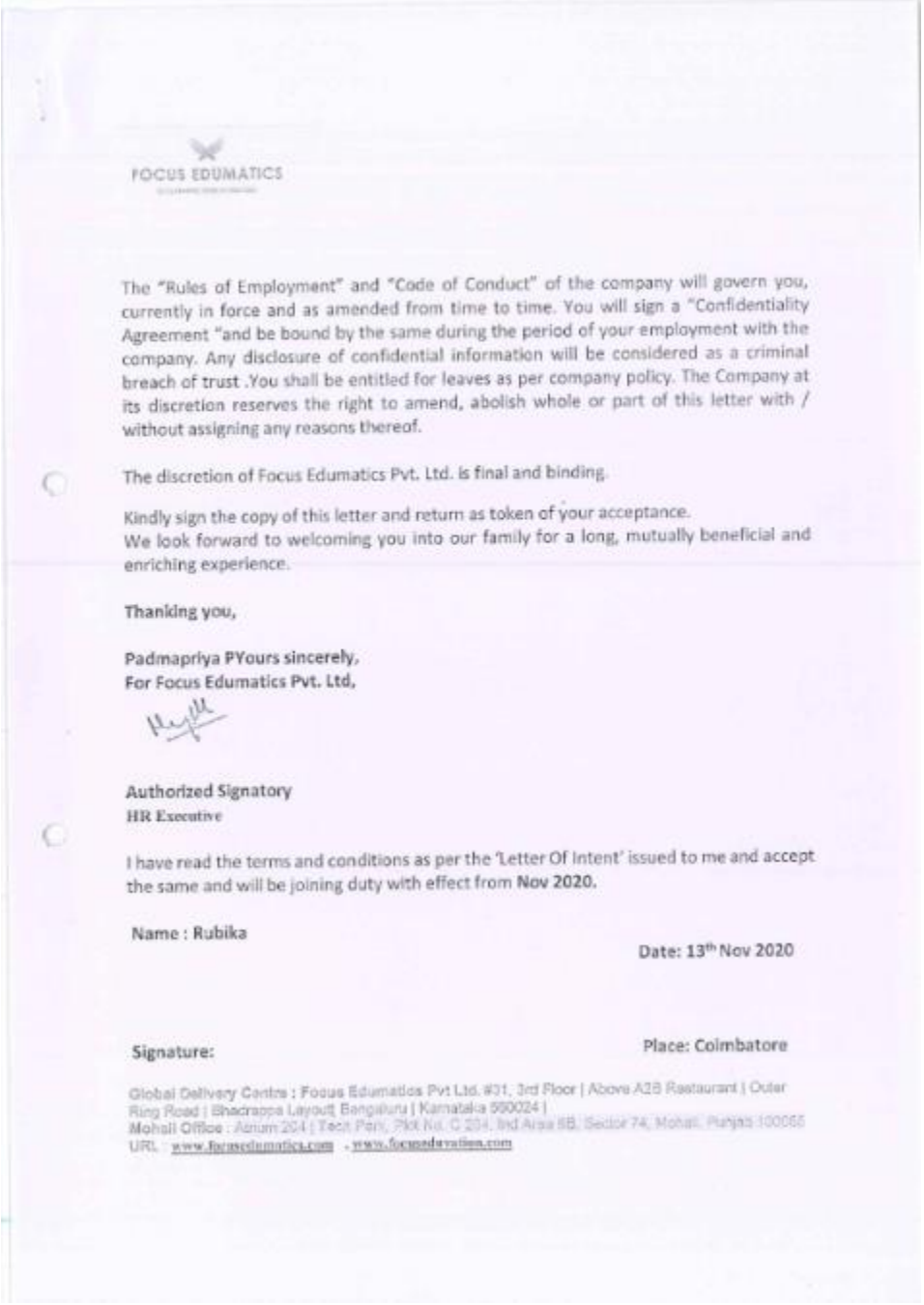
Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Aburn 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Rubika

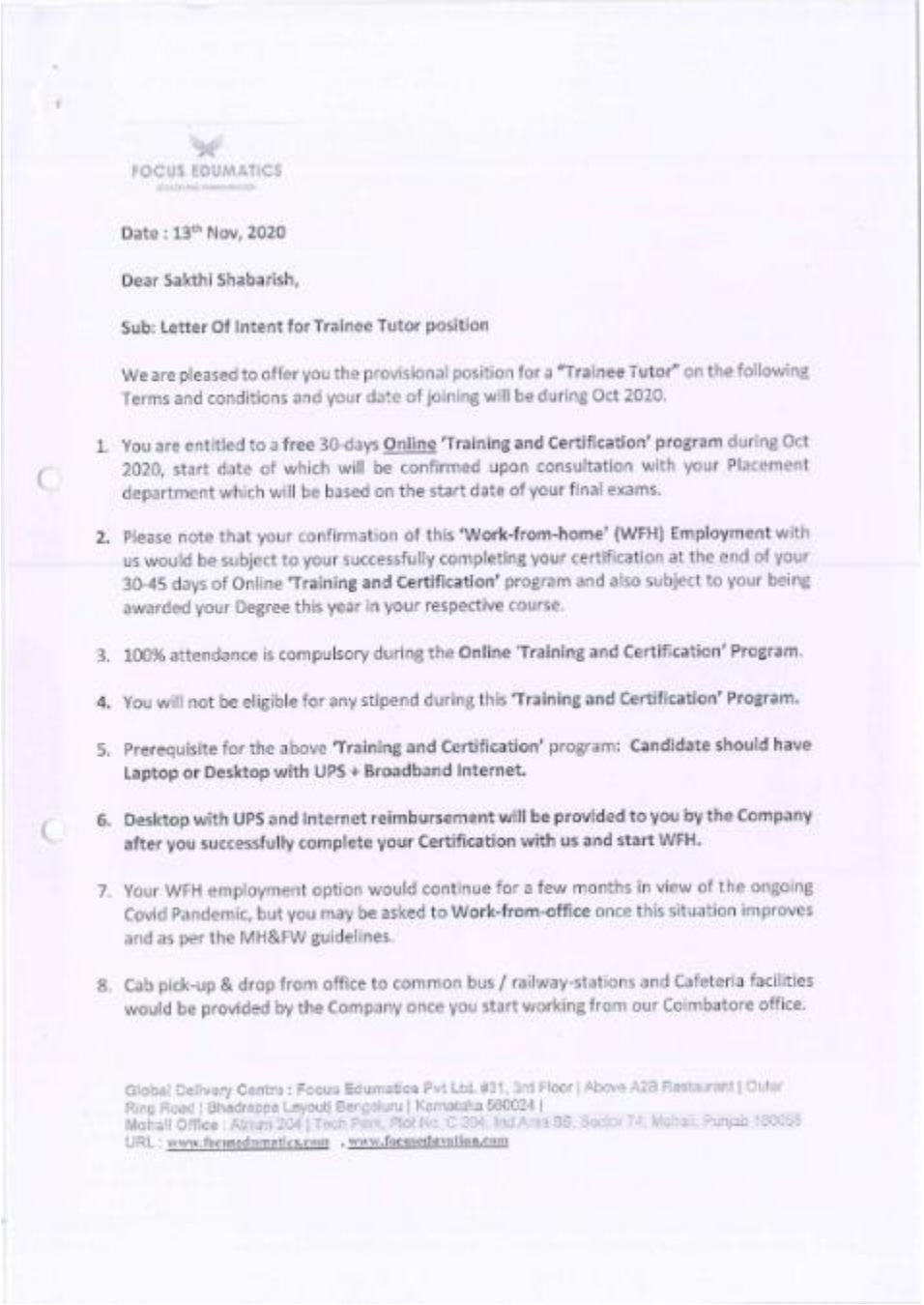
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout, Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedumatics.com

SAKTHI SHABARISH – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

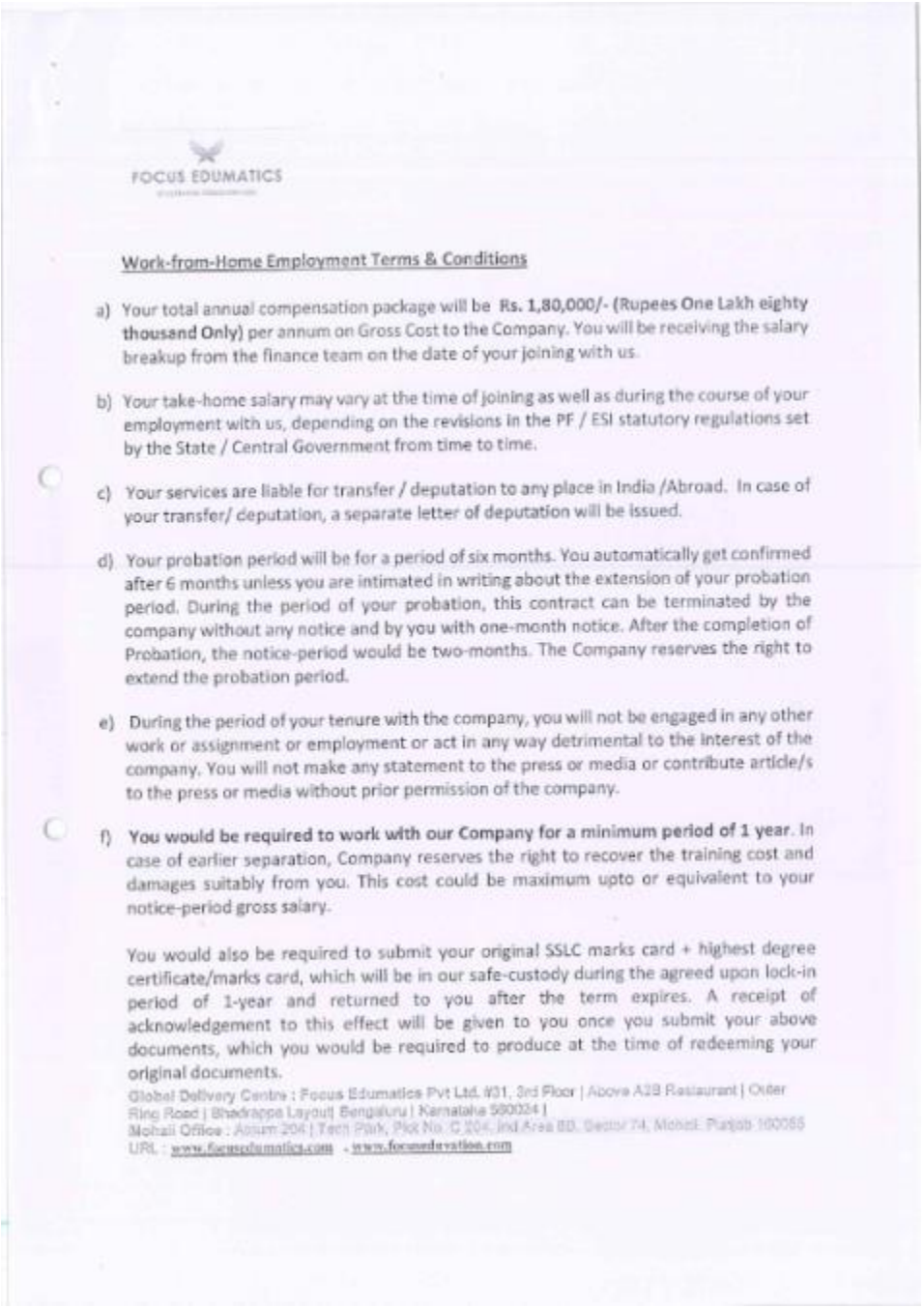
Dear Sakthi Shabarish,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Aliyan 204 | Tech Park, Plot No. C 304, Ind Area SB, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focusedevelops.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

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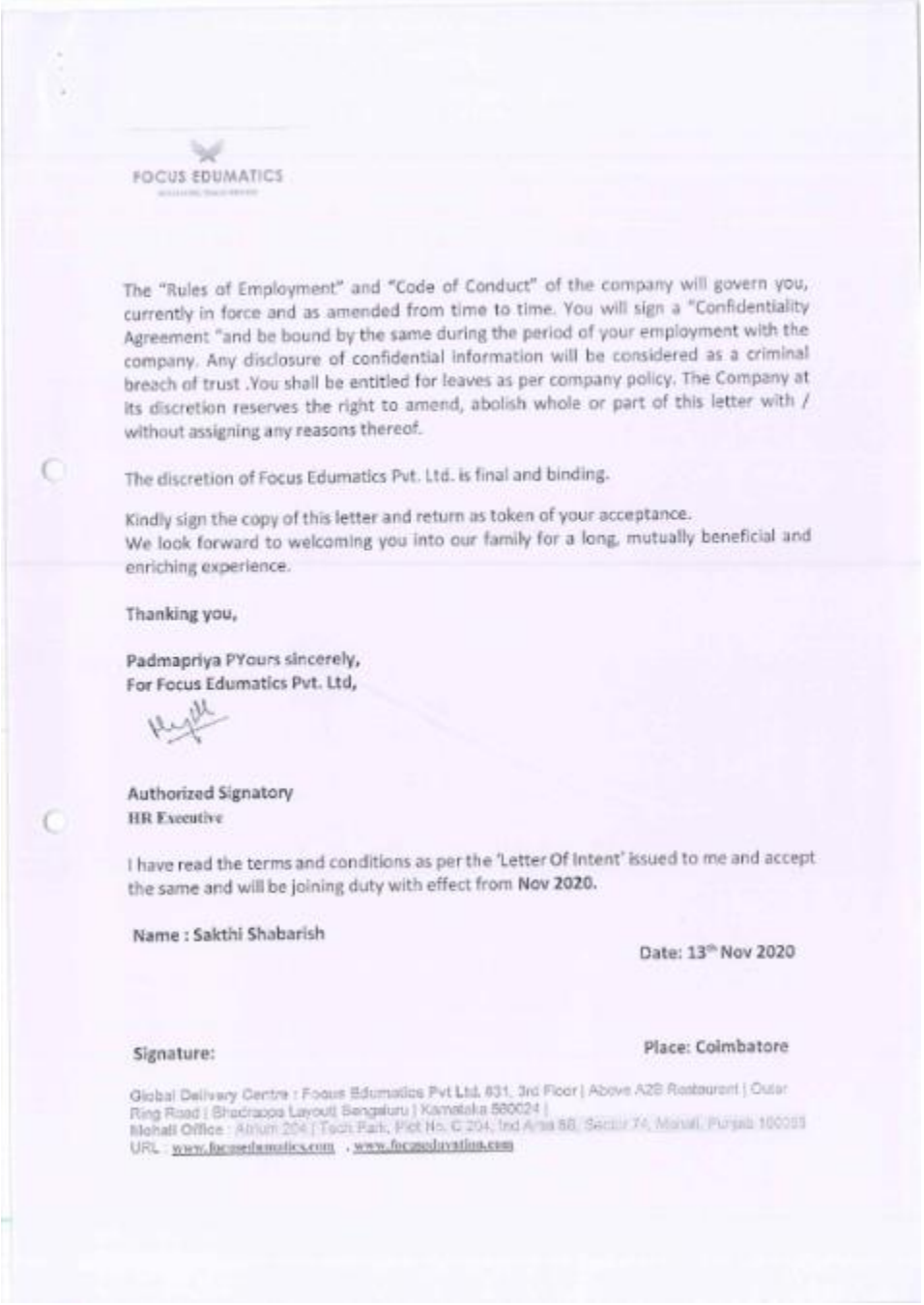
Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Assam 204 | Tech Park, Plot No. C 204, Ind Area BD, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvation.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Sakthi Shabarish

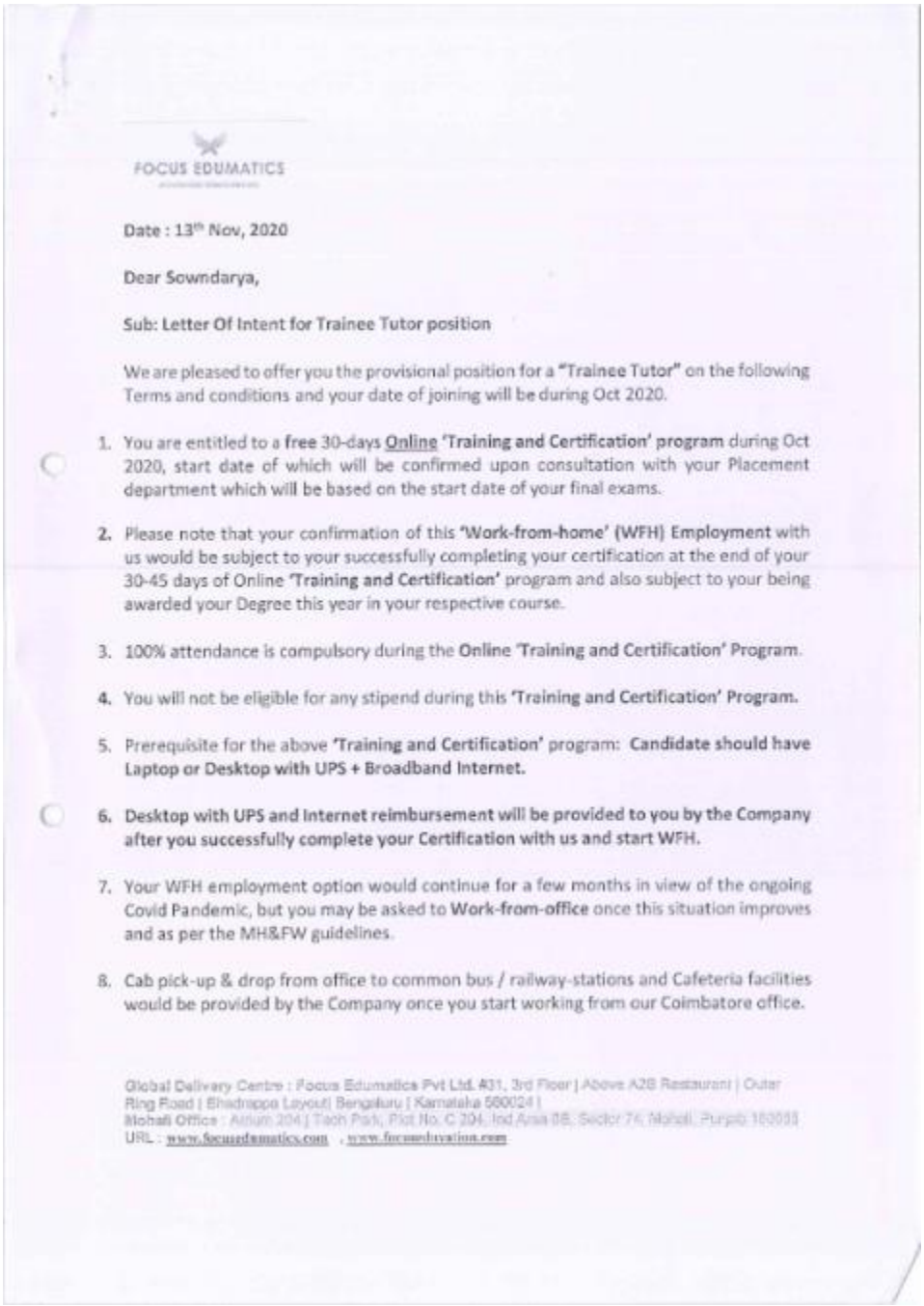
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, 831, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focusedvatics.com

SOWNDARYA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Sowndarya,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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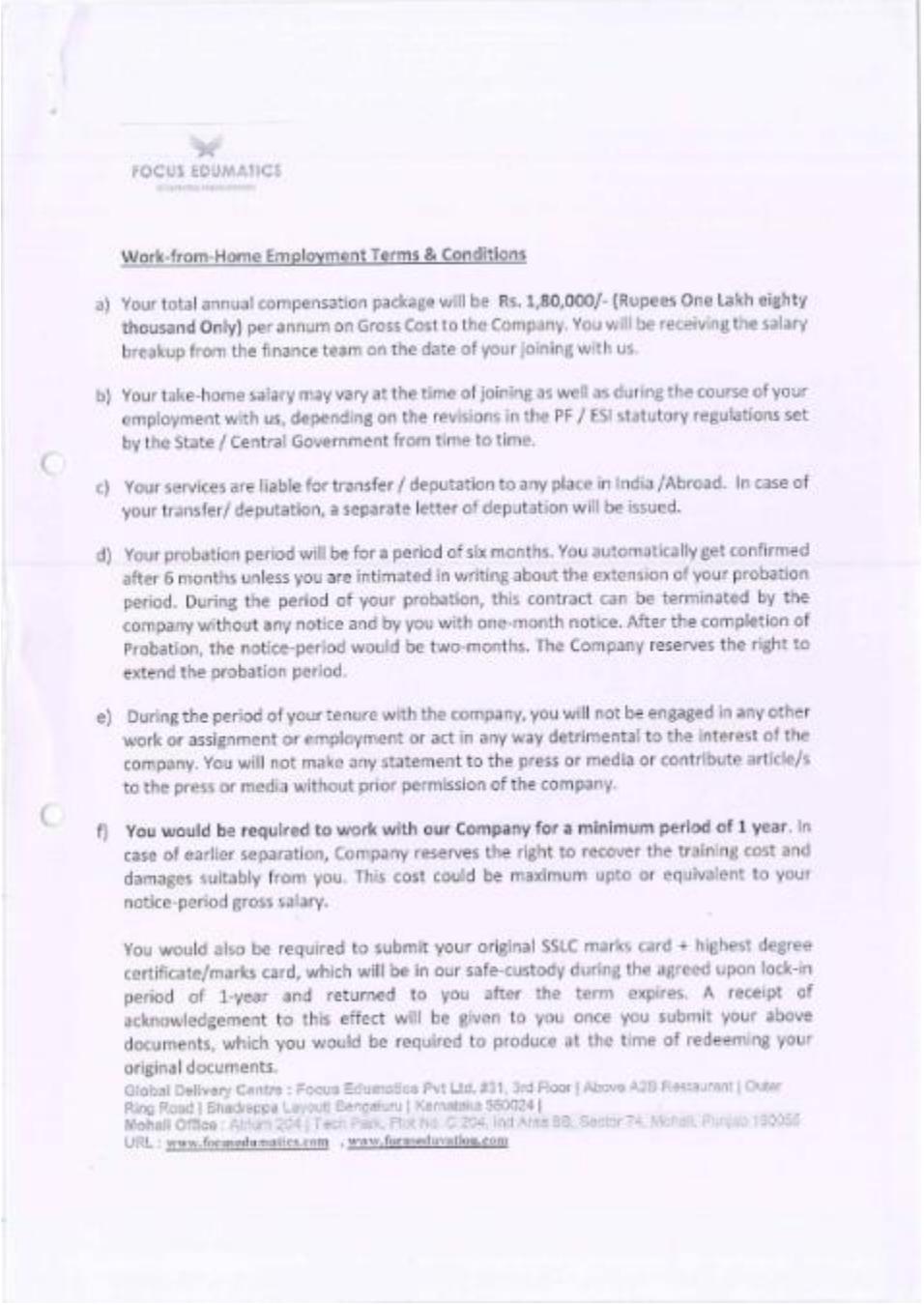
Global Delivery Centre : Focus Edumatics Pvt Ltd, 431, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Ashiyn 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedmatics.com , www.focusedvation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

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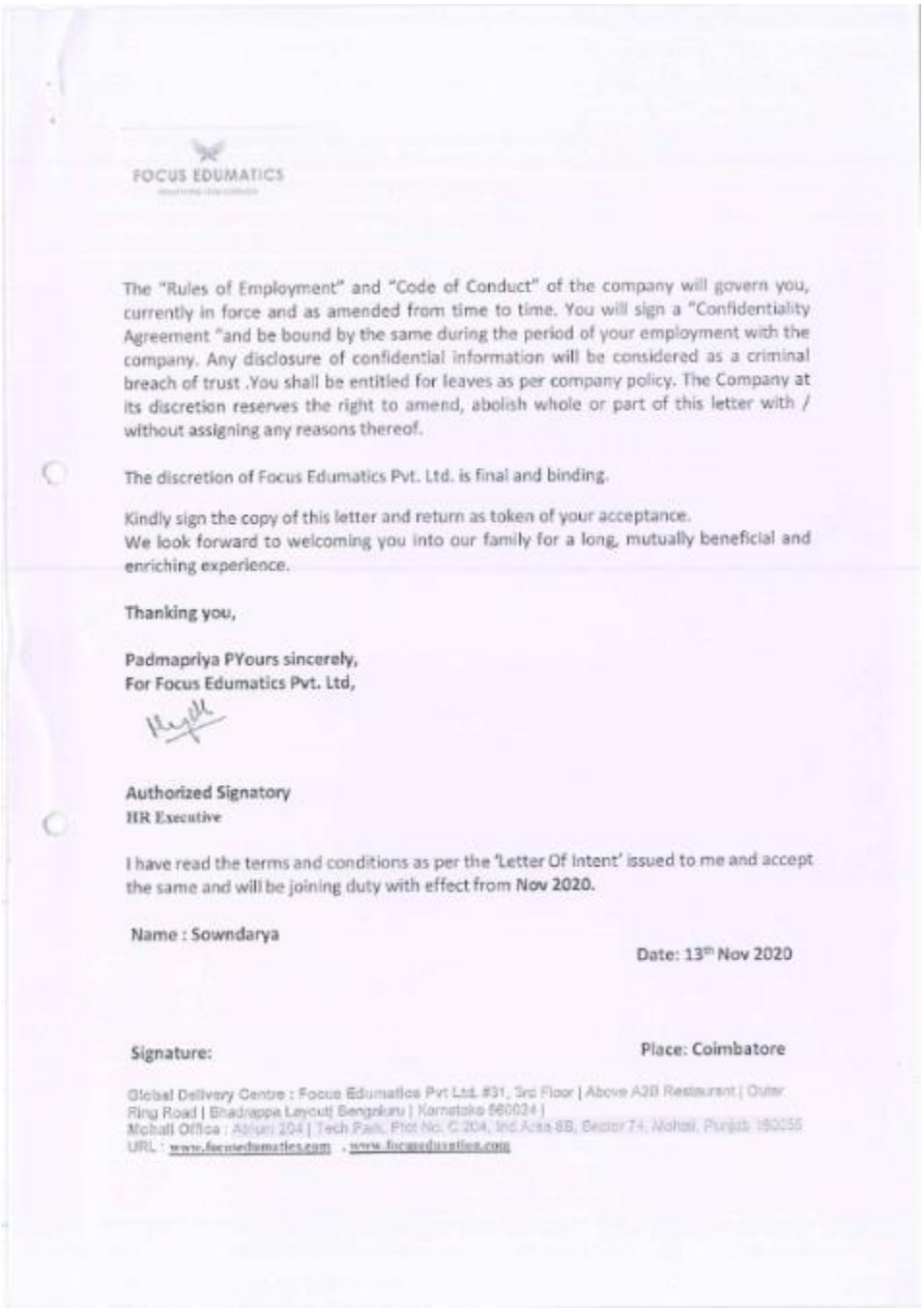
Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadreppa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area BB, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



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Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Sowndarya

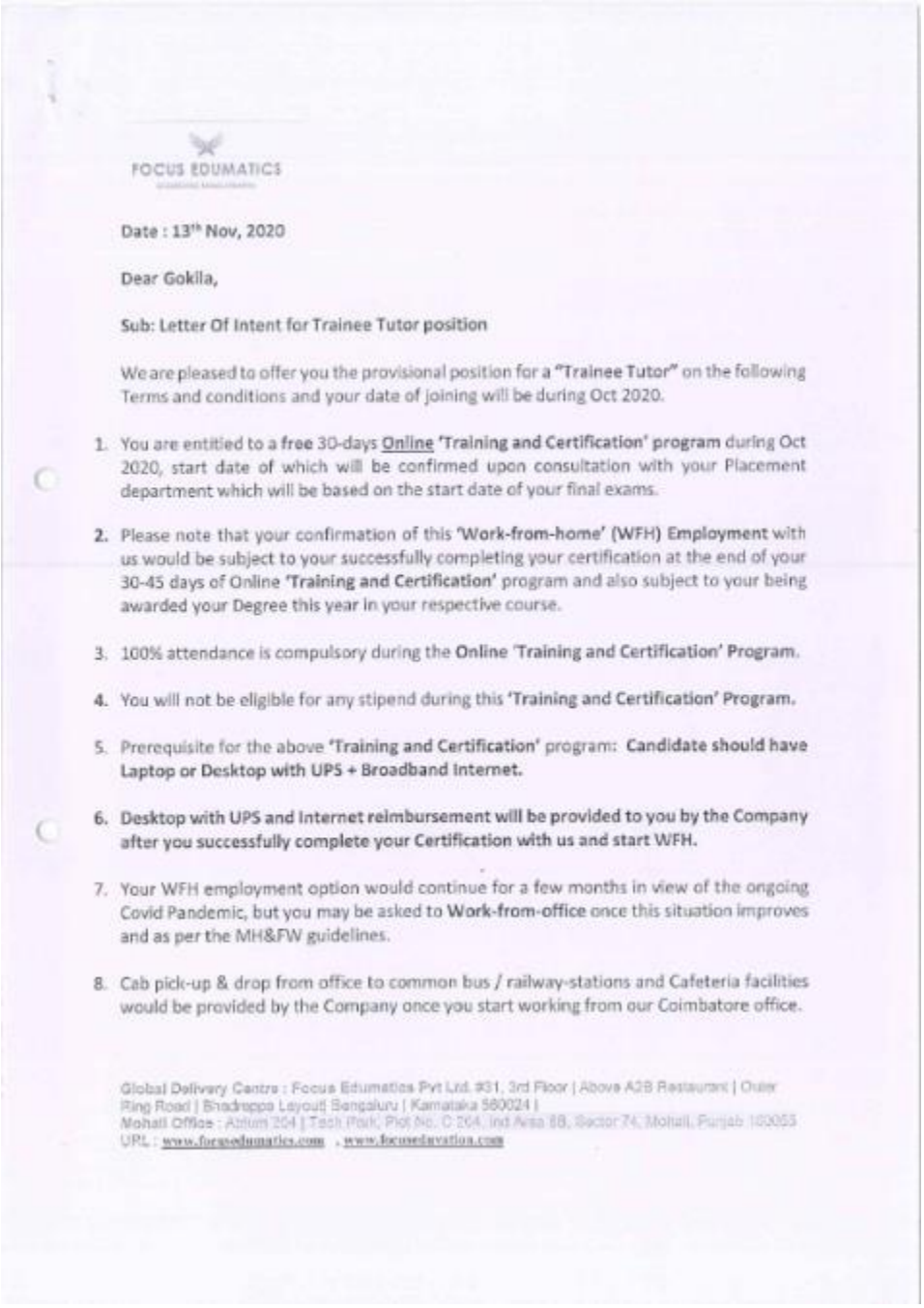
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Adrian 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

GOKILA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Gokila,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

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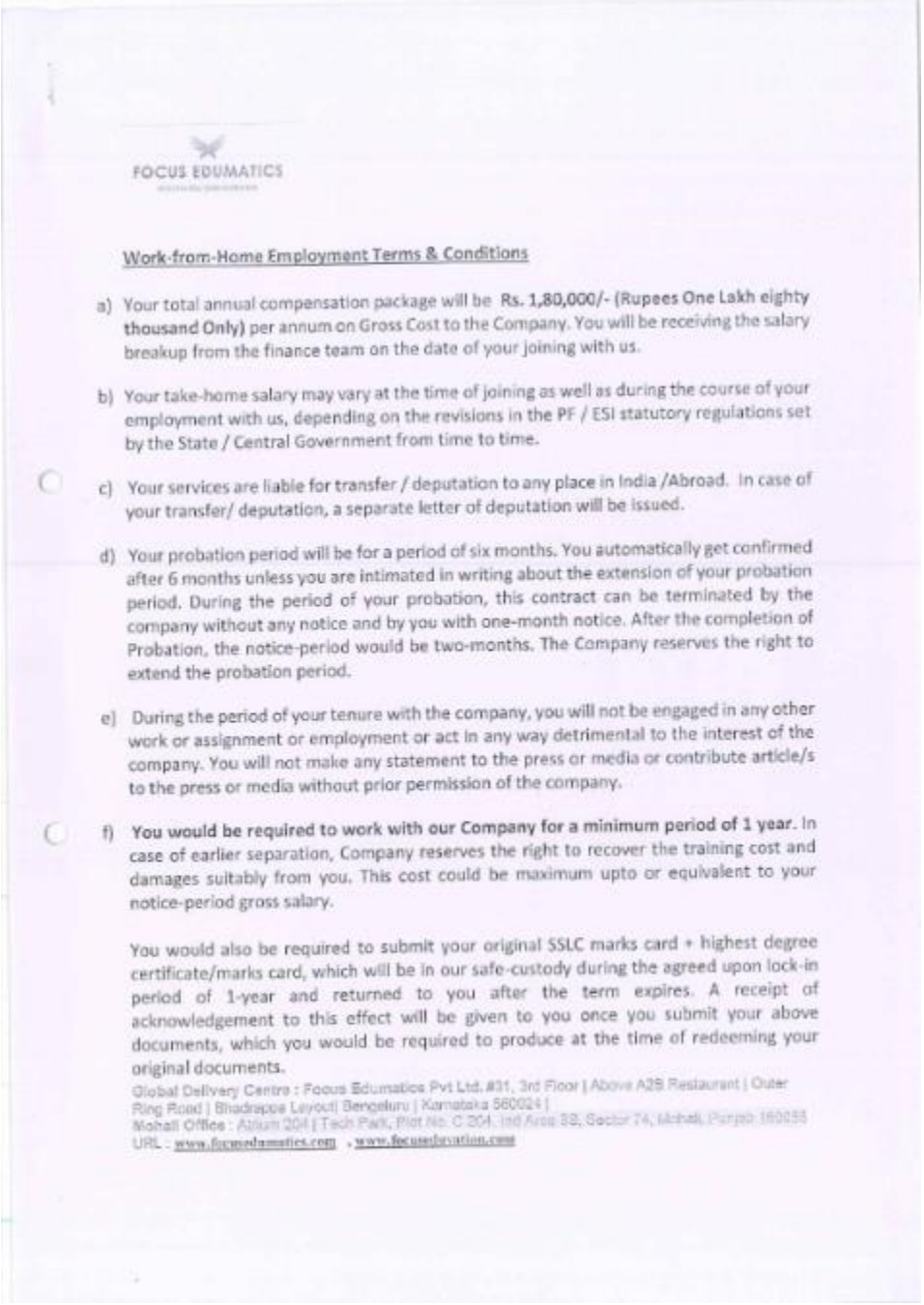
Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedavatica.com



FOCUS EDUMATICS

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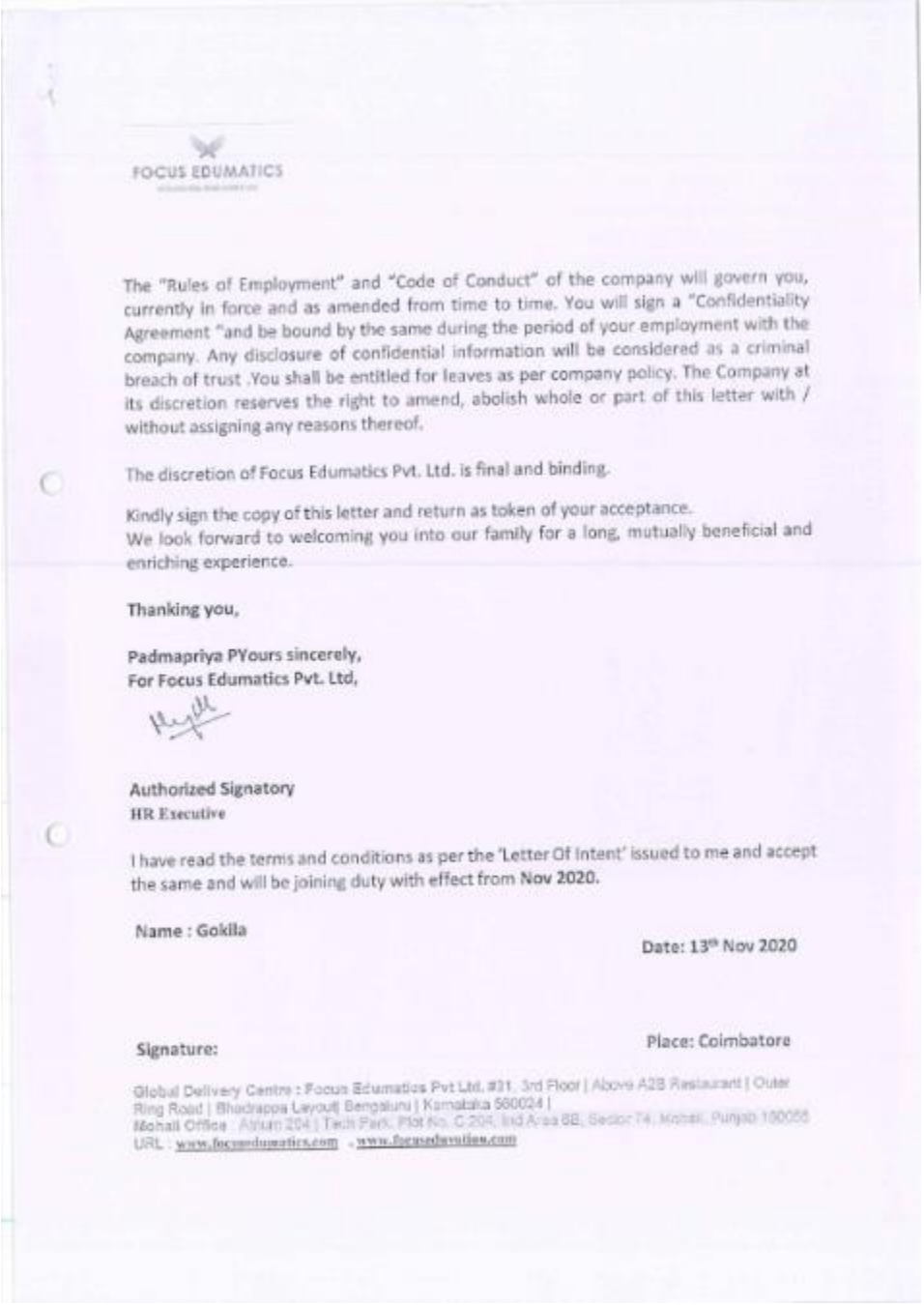
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 82, Sector 74, Mohali, Punjab 160055
URL - www.focusedumatics.com , www.focuseducation.com



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Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Gokila

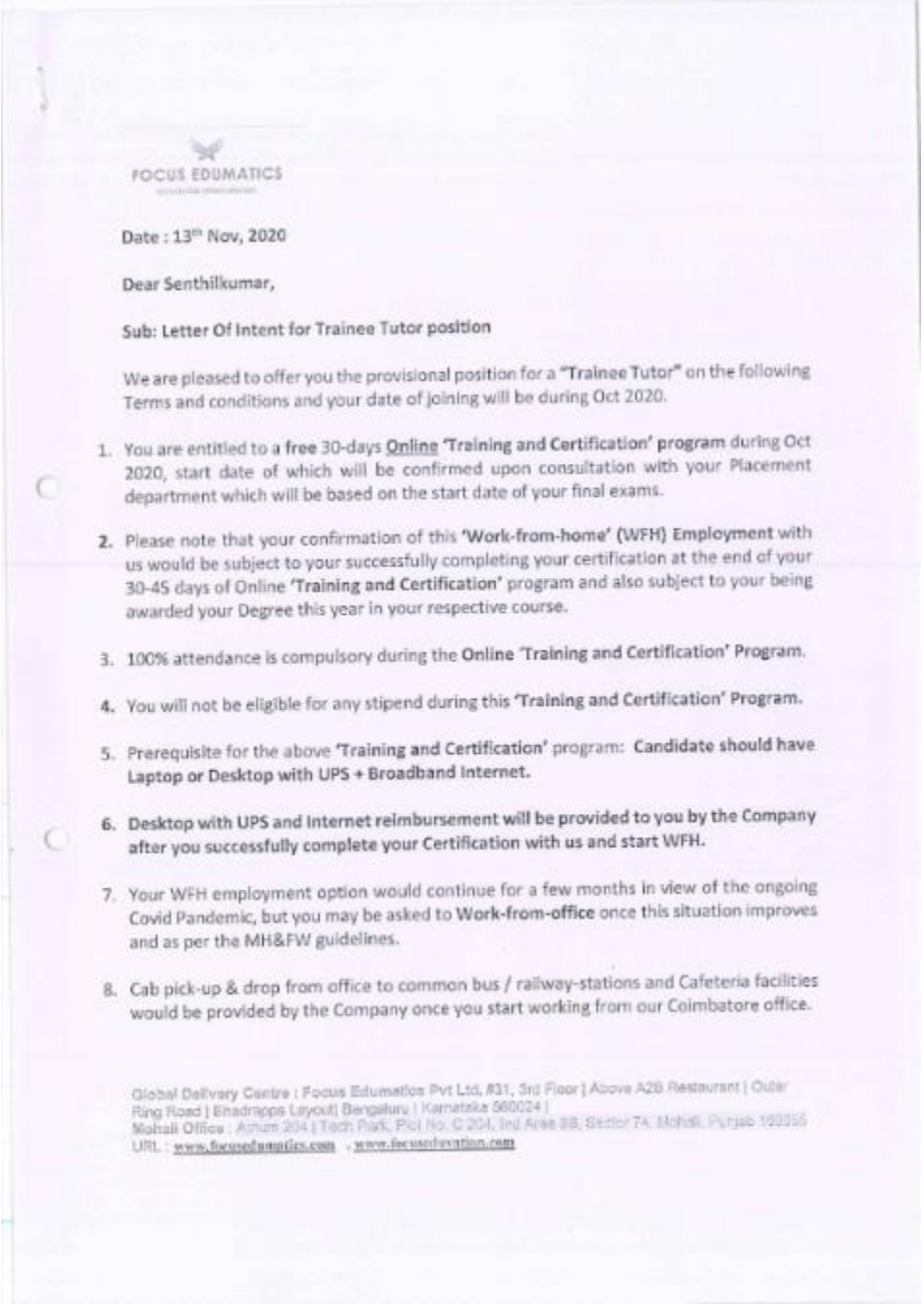
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedustries.com

SENTHILKUMAR – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Senthilkumar,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

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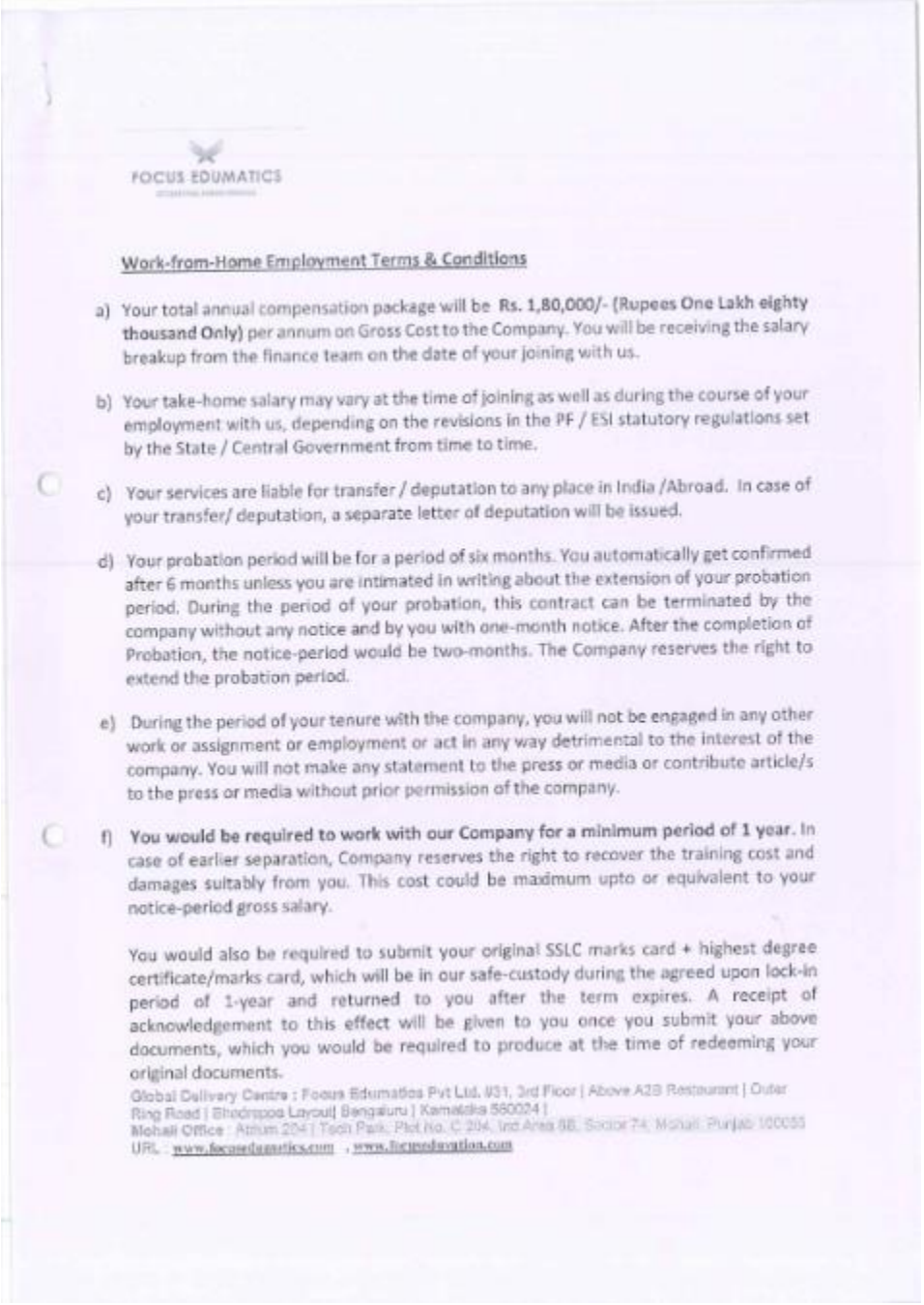
Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Achom 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusdevotion.com



FOCUS EDUMATICS

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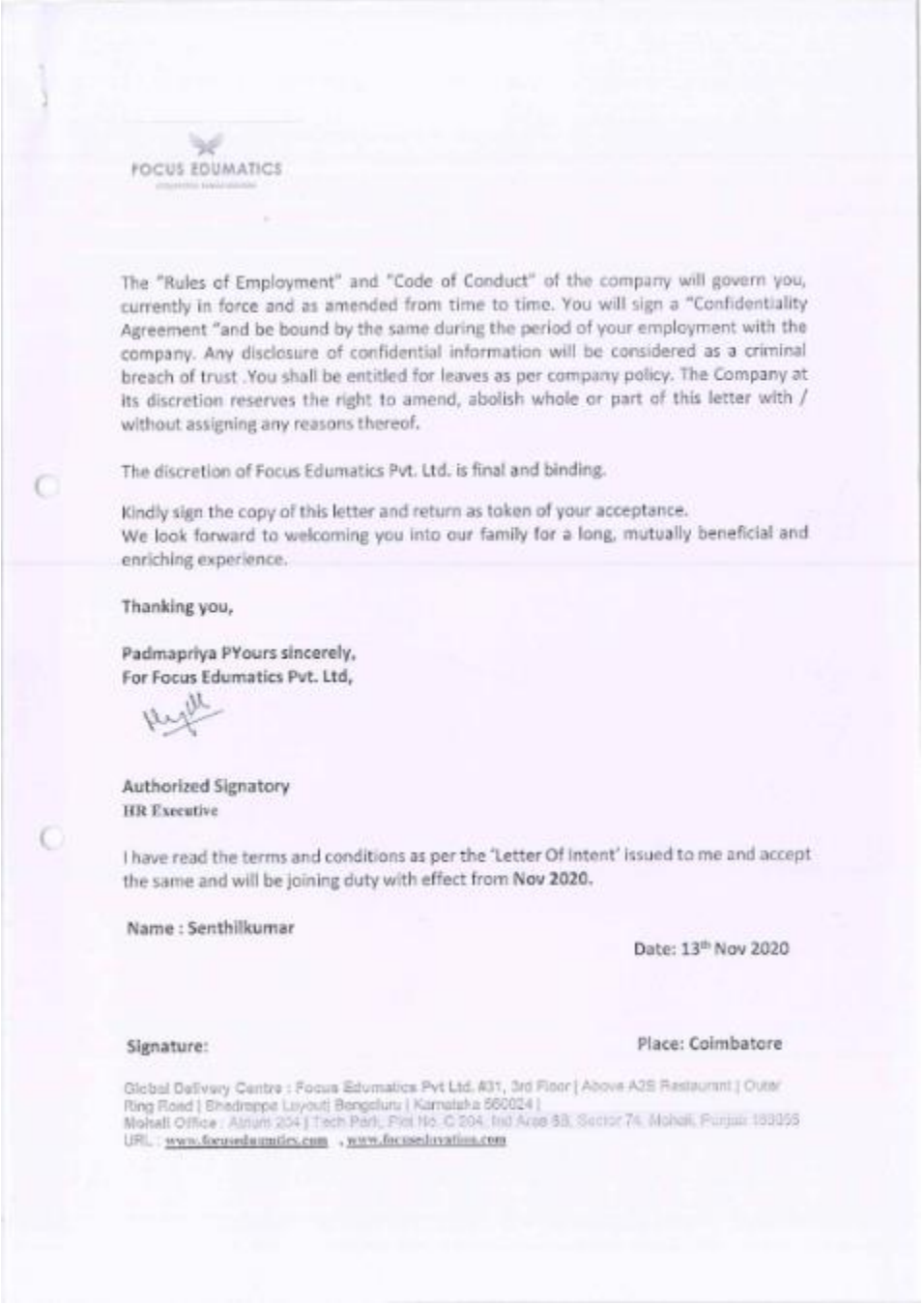
Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above AZB Restaurant | Outer Ring Road | Bhodrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvation.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Senthilkumar

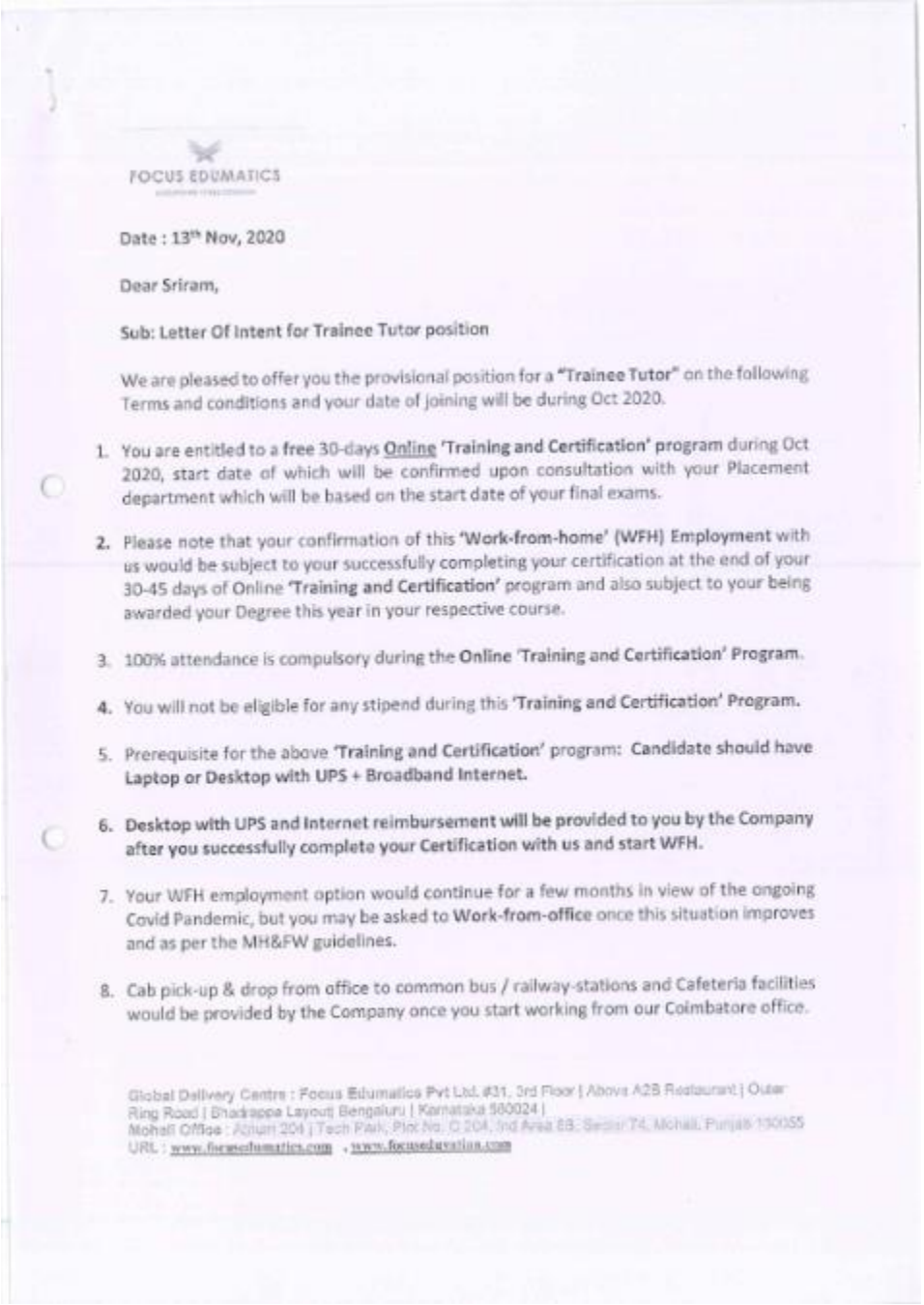
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducations.com

SRIRAM – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

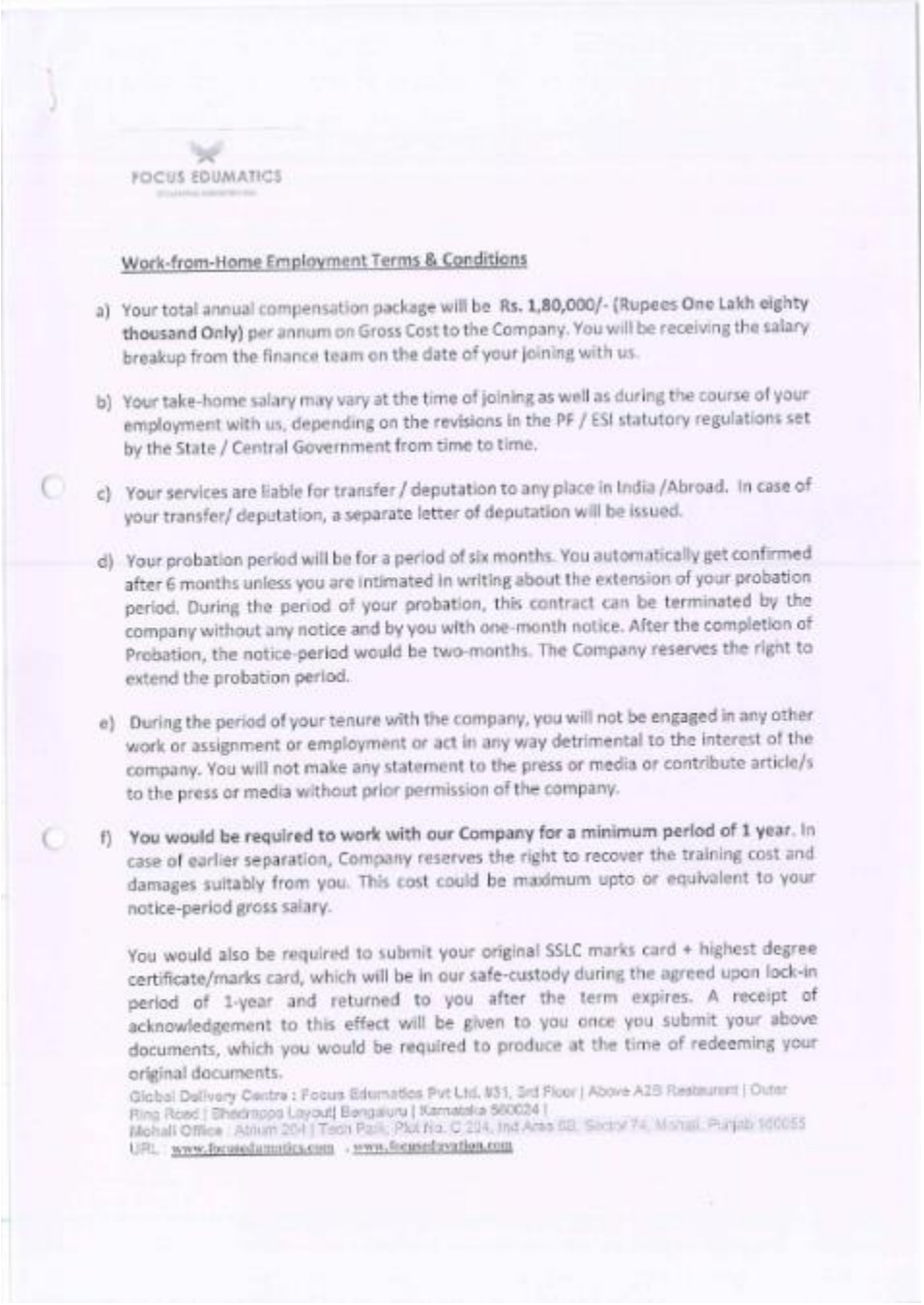
Dear Sriram,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification'** program during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Arjun 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedaystips.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

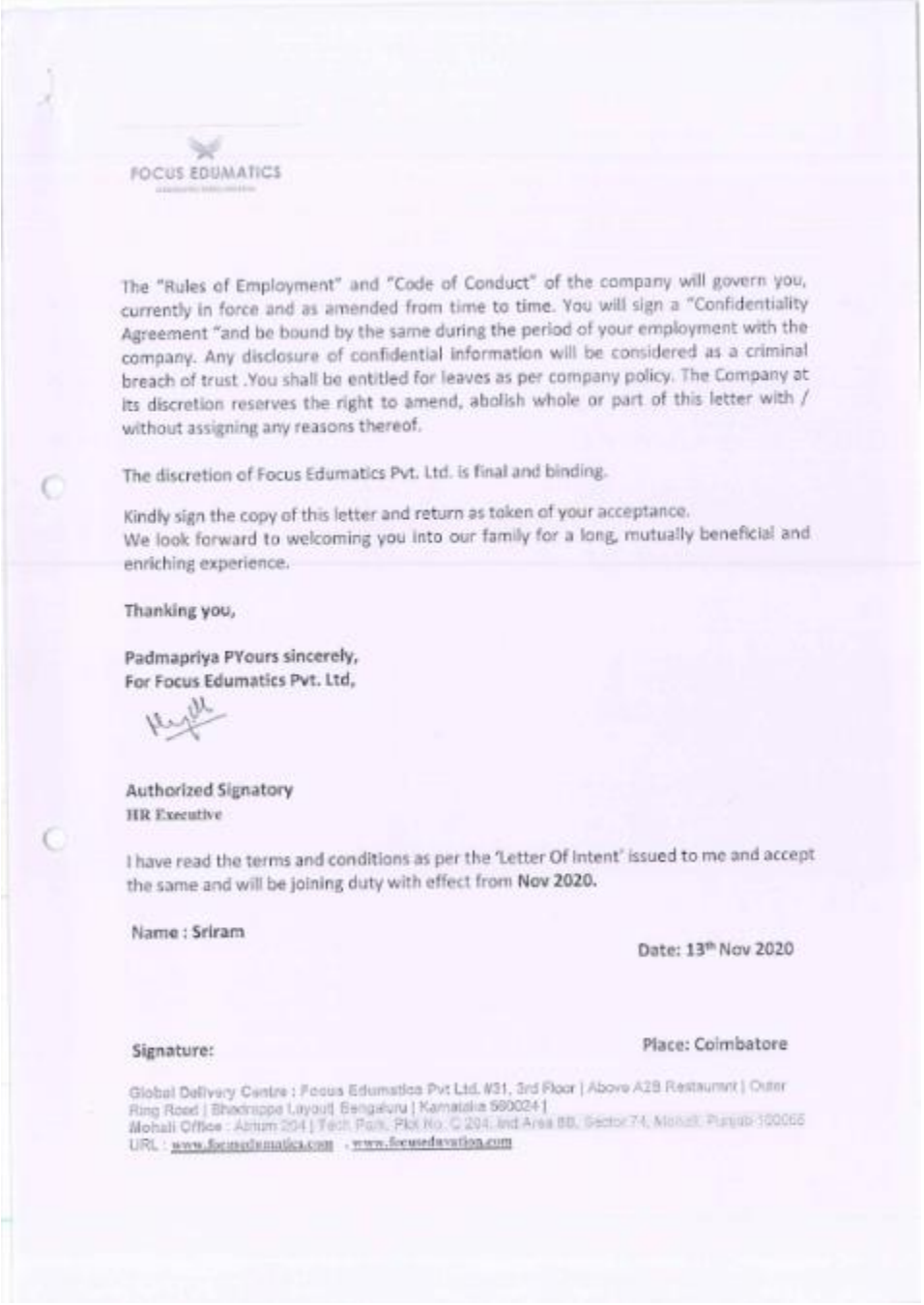
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. 931, 3rd Floor | Above AZB Restaurant | Outer Ring Road | Bhedrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 224, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedyathan.com



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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Sriram

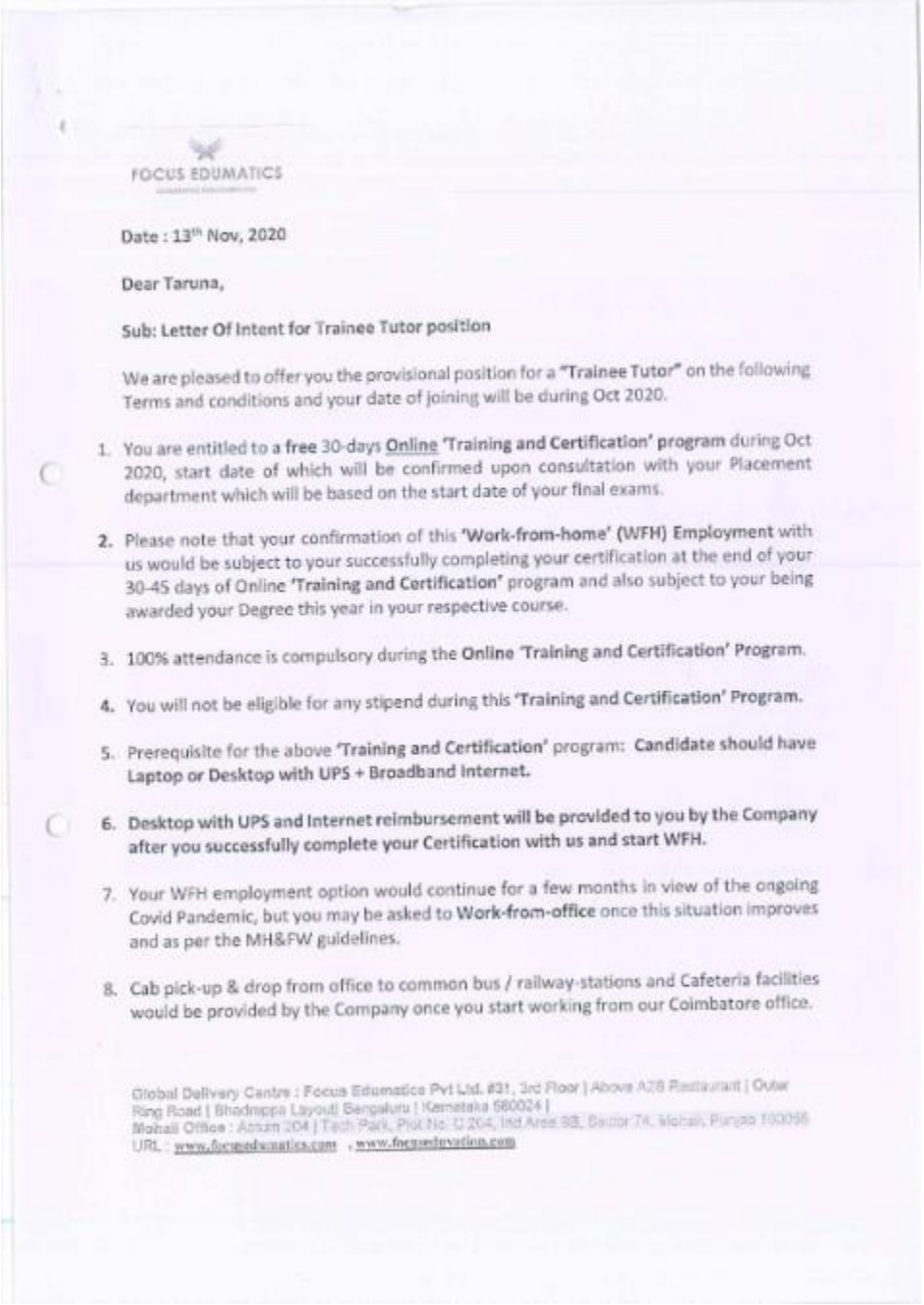
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvarsity.com

TARUNA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

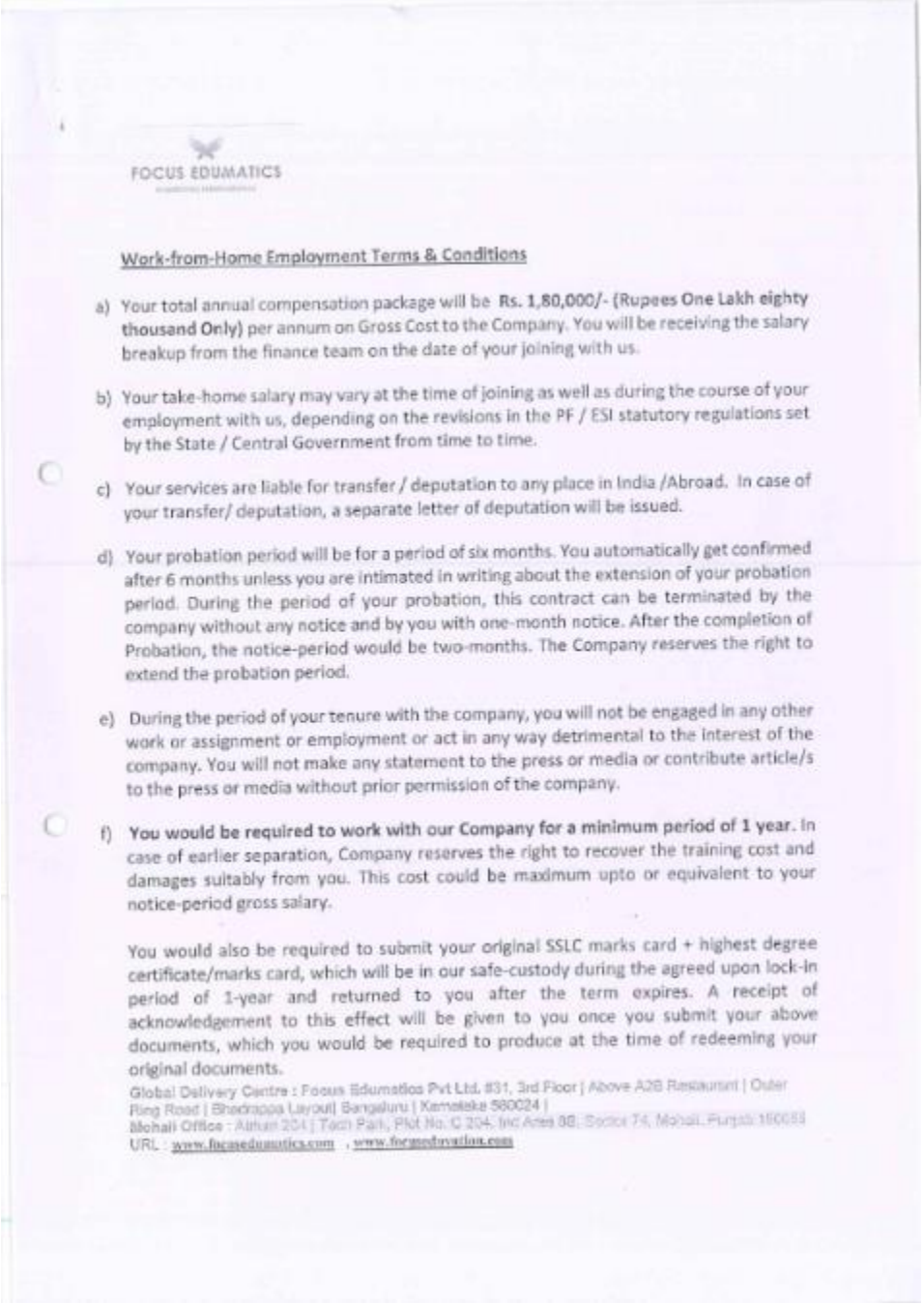
Dear Taruna,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhodrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No: G 204, Ind Area 9B, Sector 74, Mohali, Punjab 160059
URL : www.focusedvocation.com , www.focusedvocation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

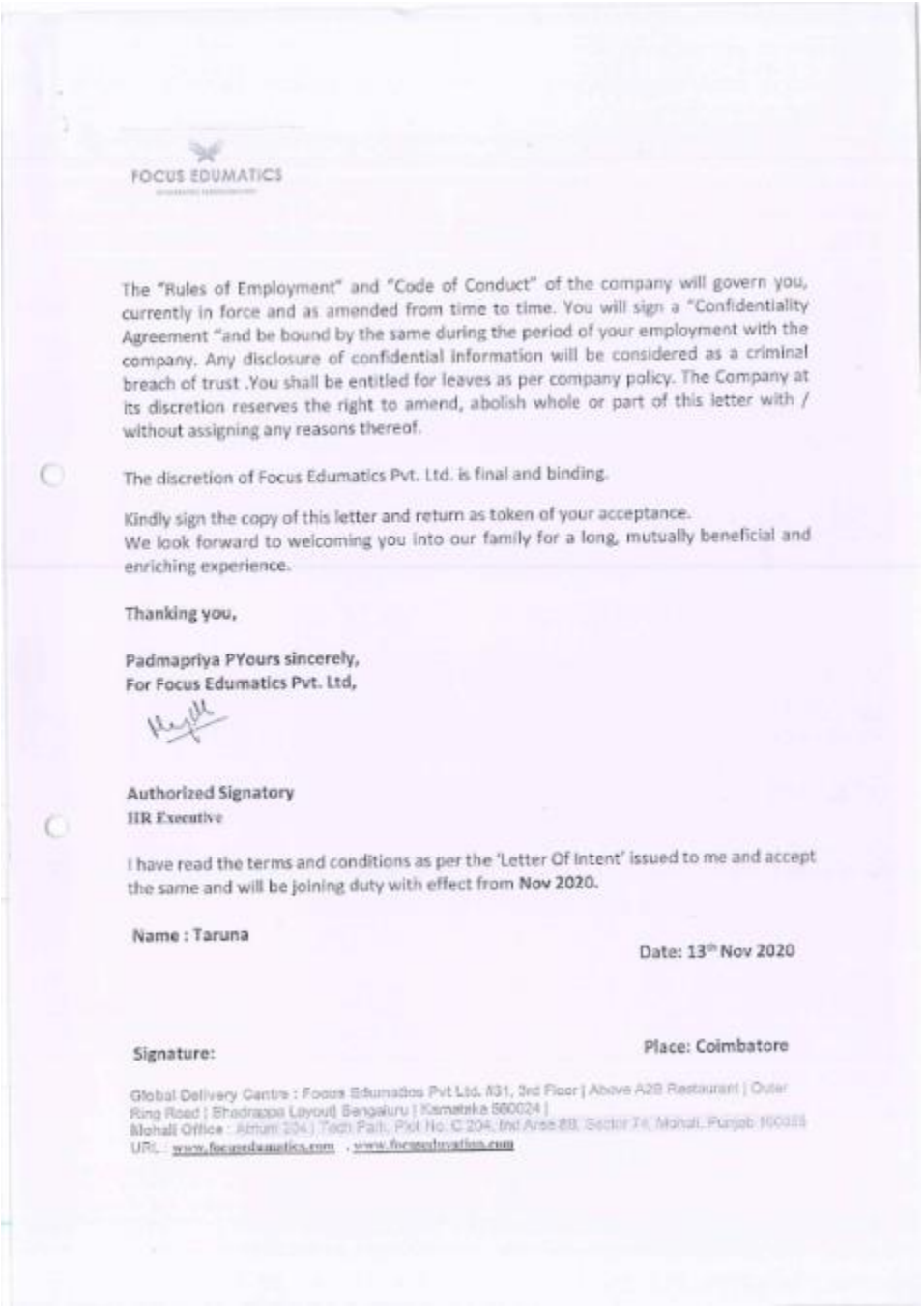
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Athani 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focuseduatics.com , www.forgedtovalue.com



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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Taruna

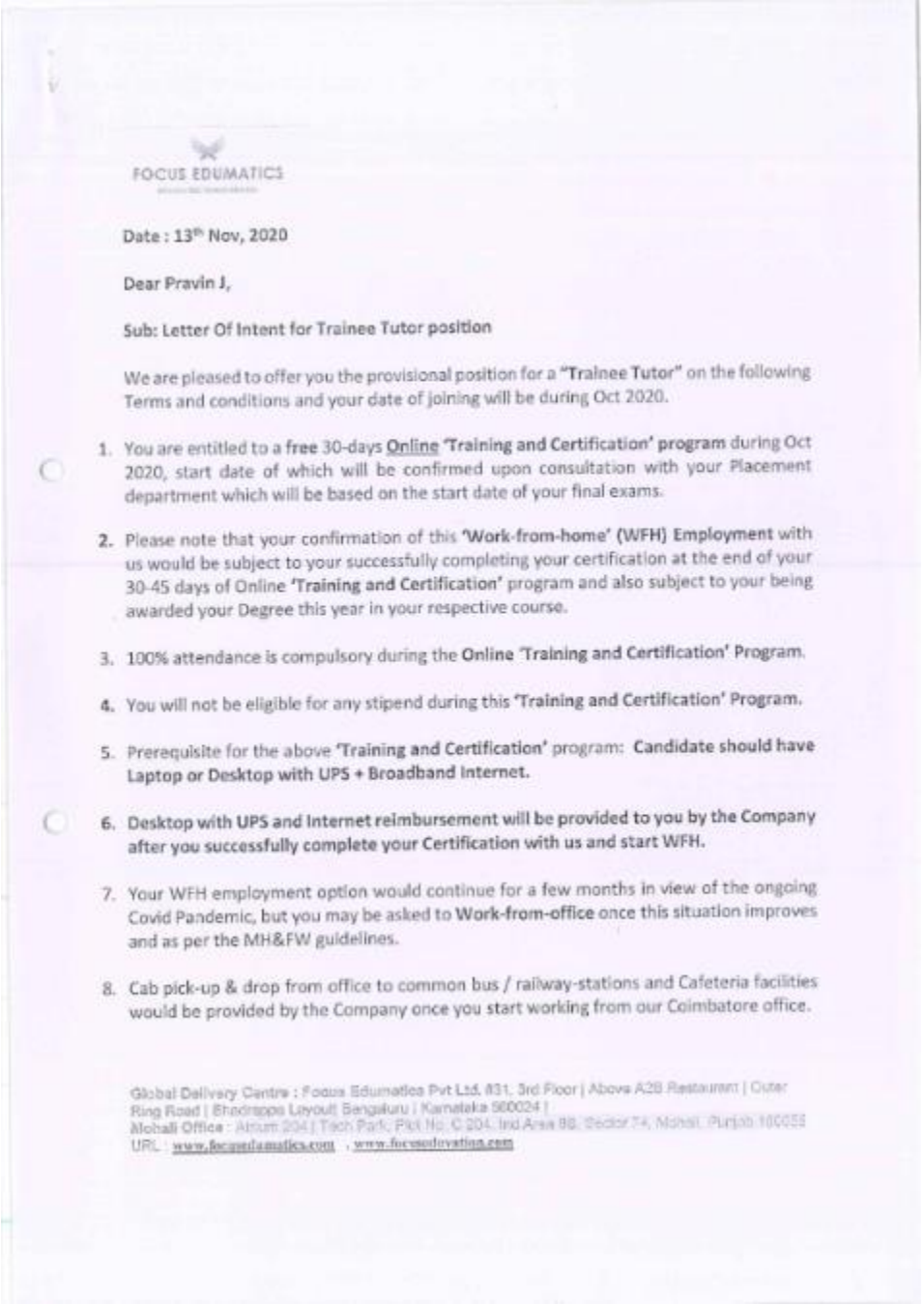
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 89, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedmatics.com

PRAVIN J – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Pravin J,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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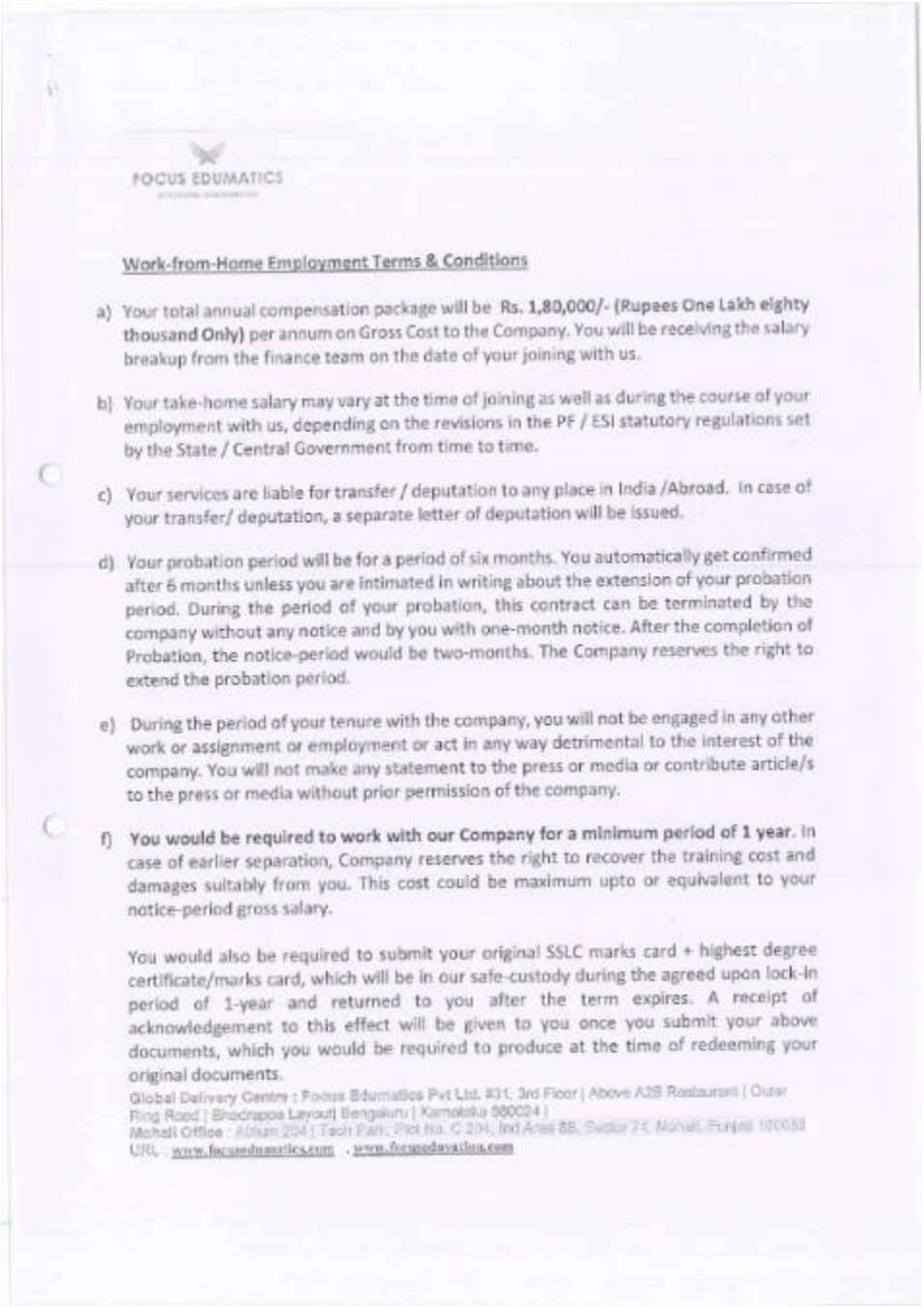
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd, 831, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

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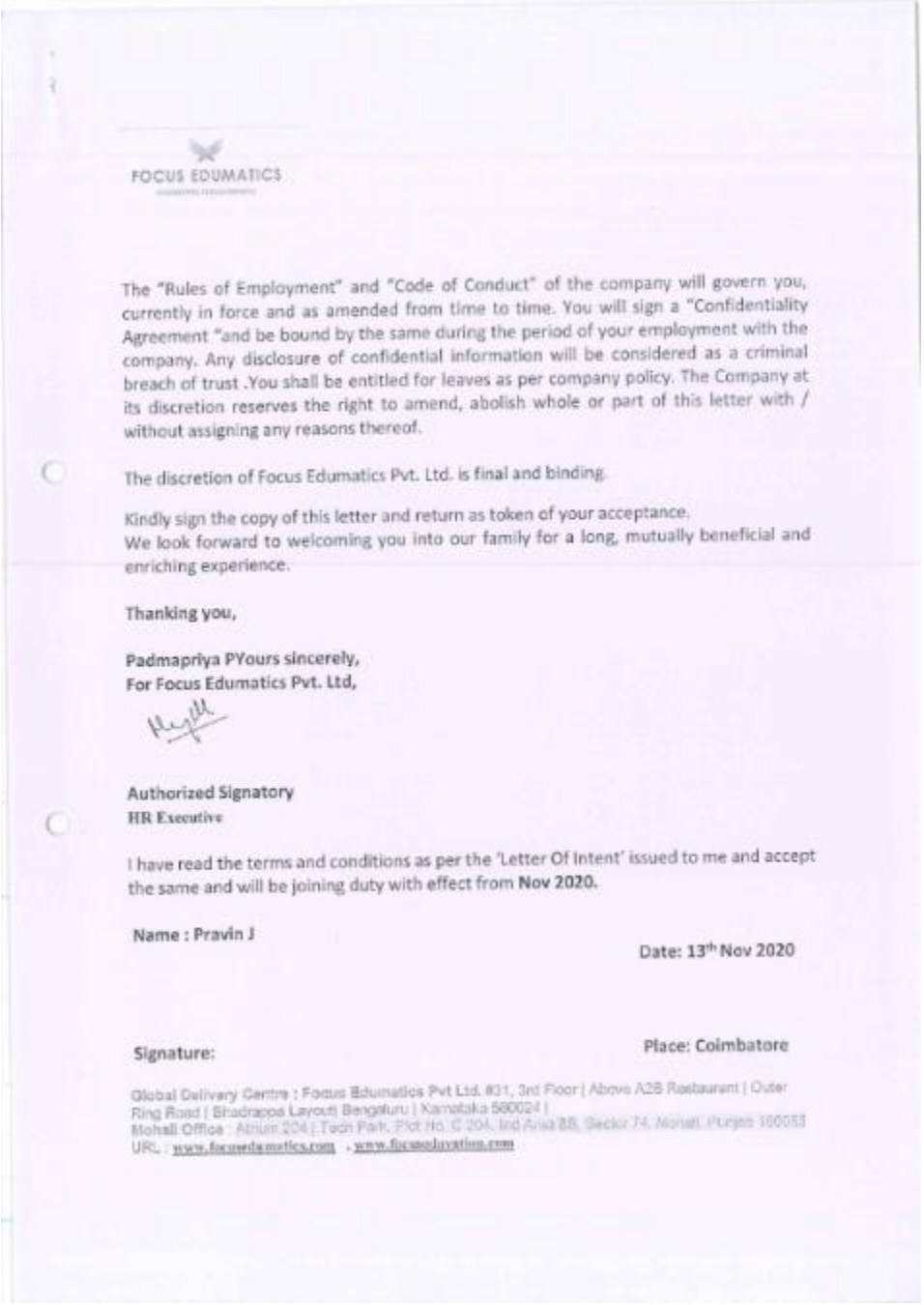
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedavation.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Pravin J

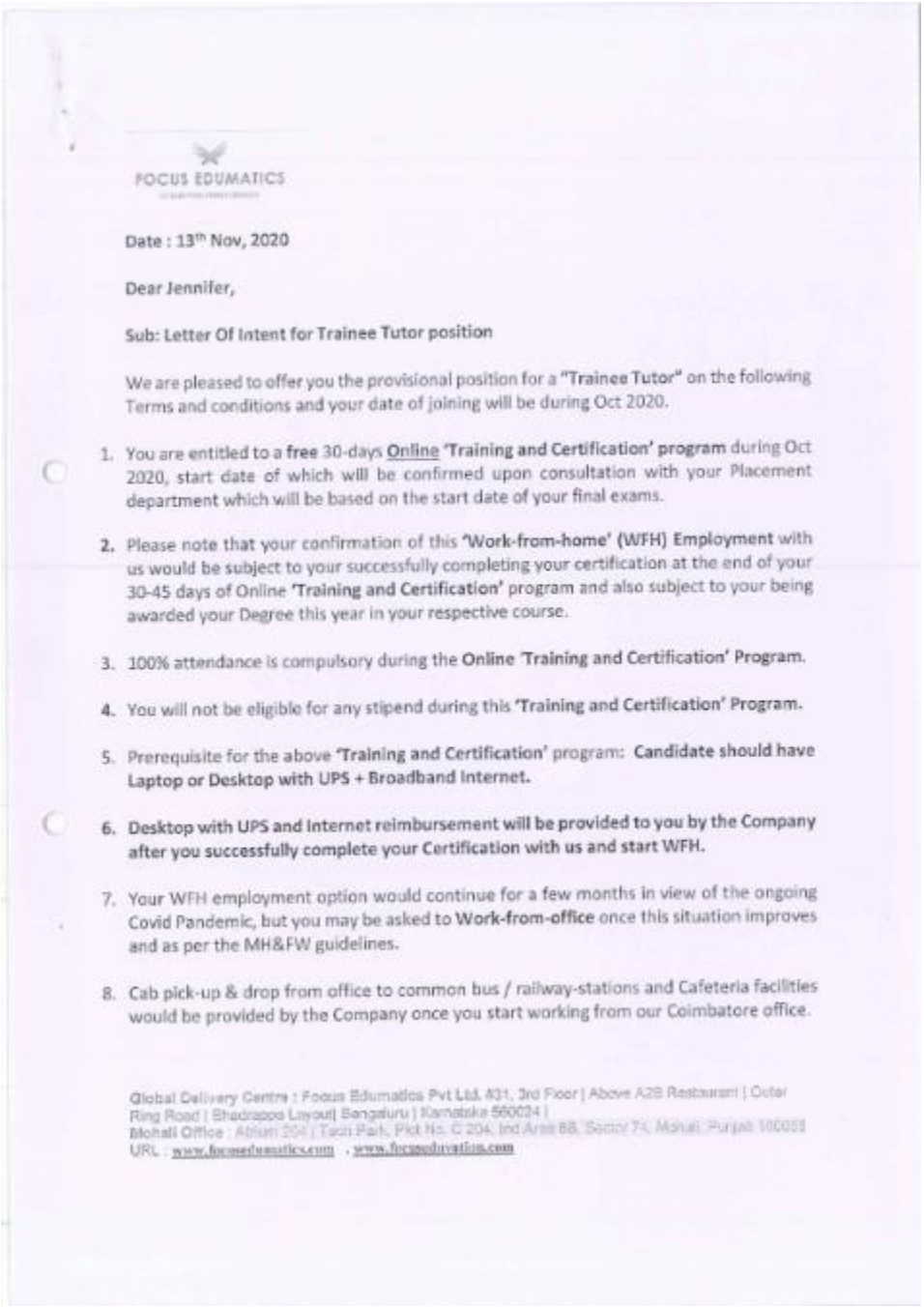
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focuseducation.com

JENNIFER – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Jennifer,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days Online **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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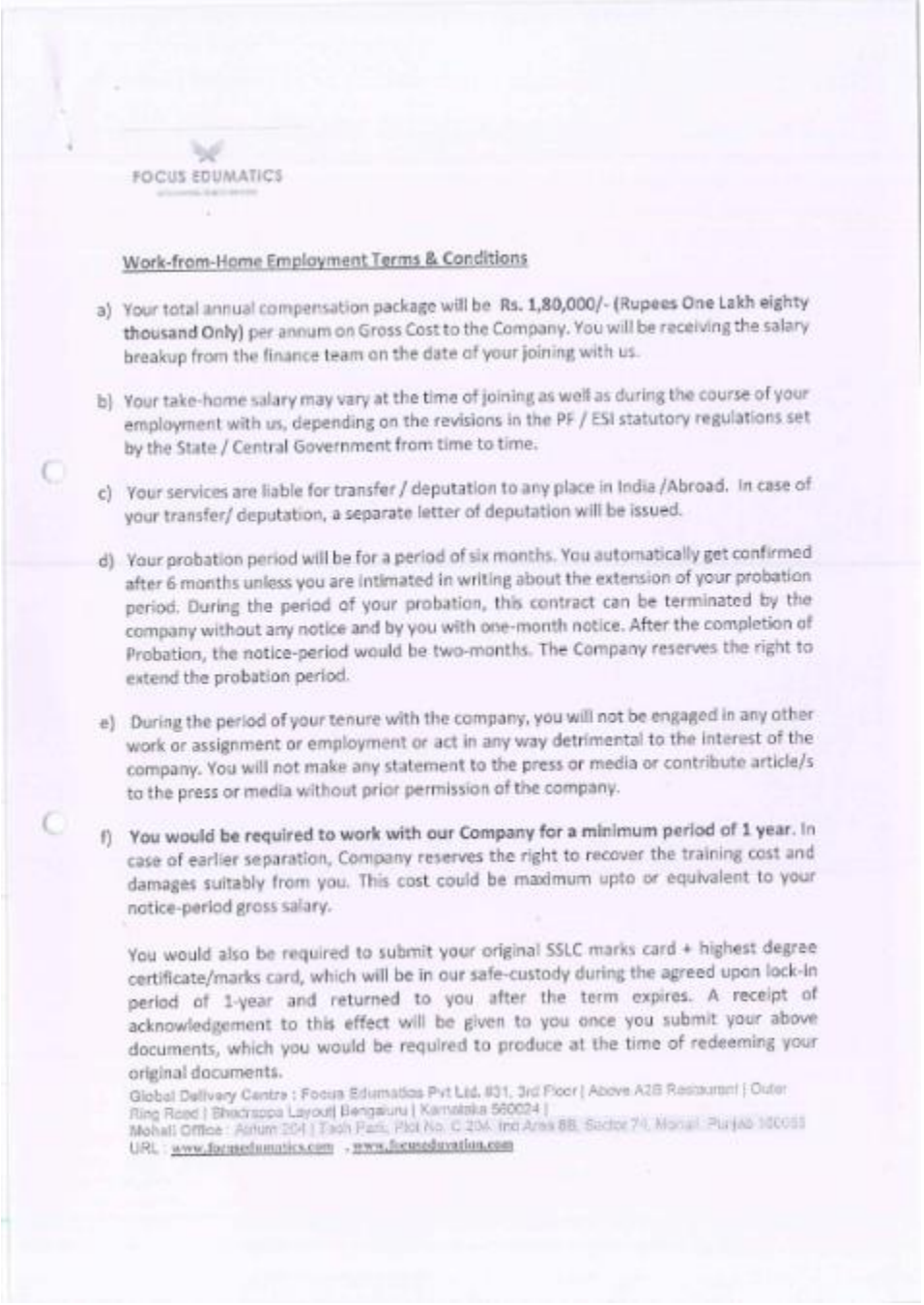
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd, 401, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedumatics.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

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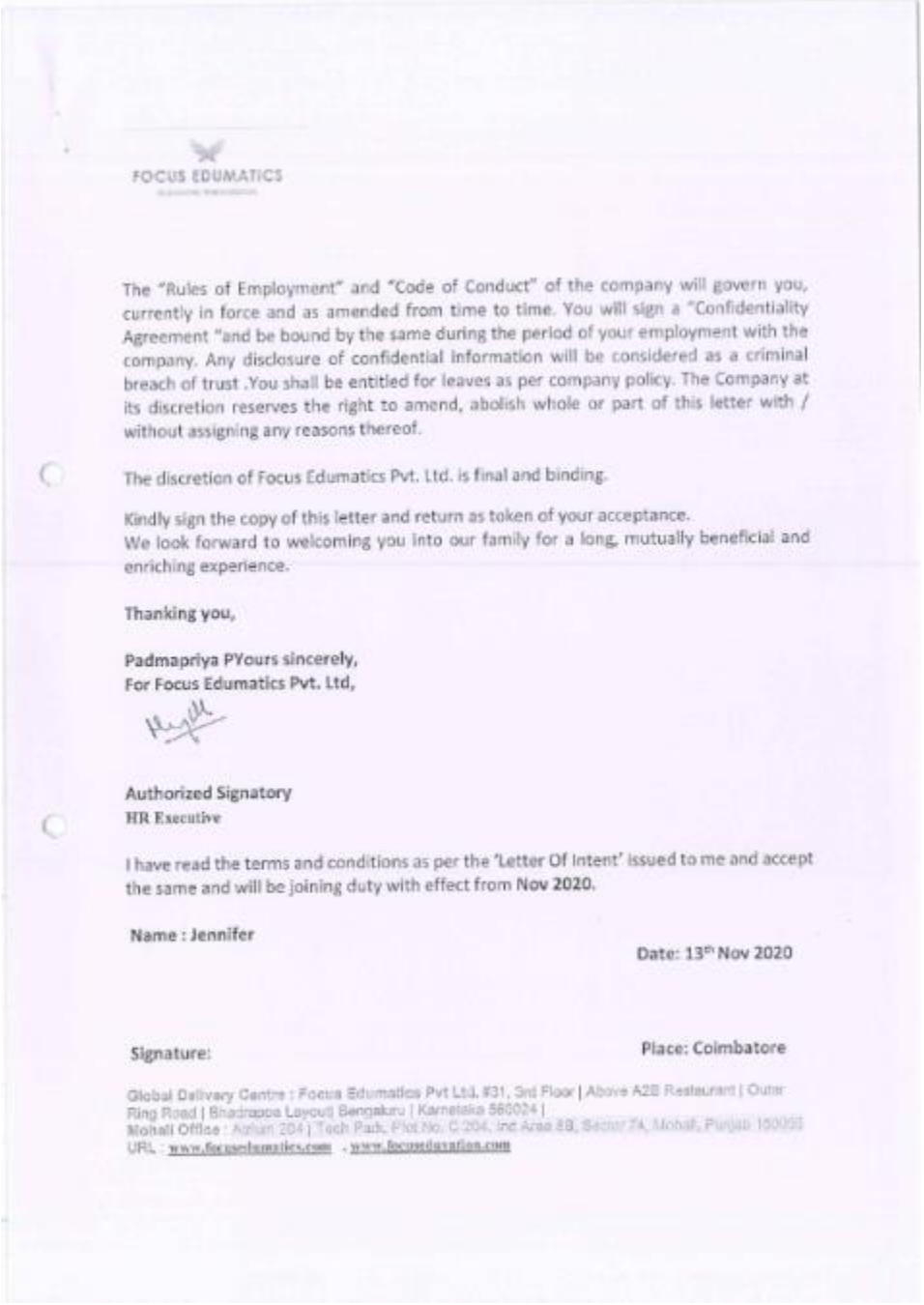
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvation.com



FOCUS EDUMATICS

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Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Jennifer

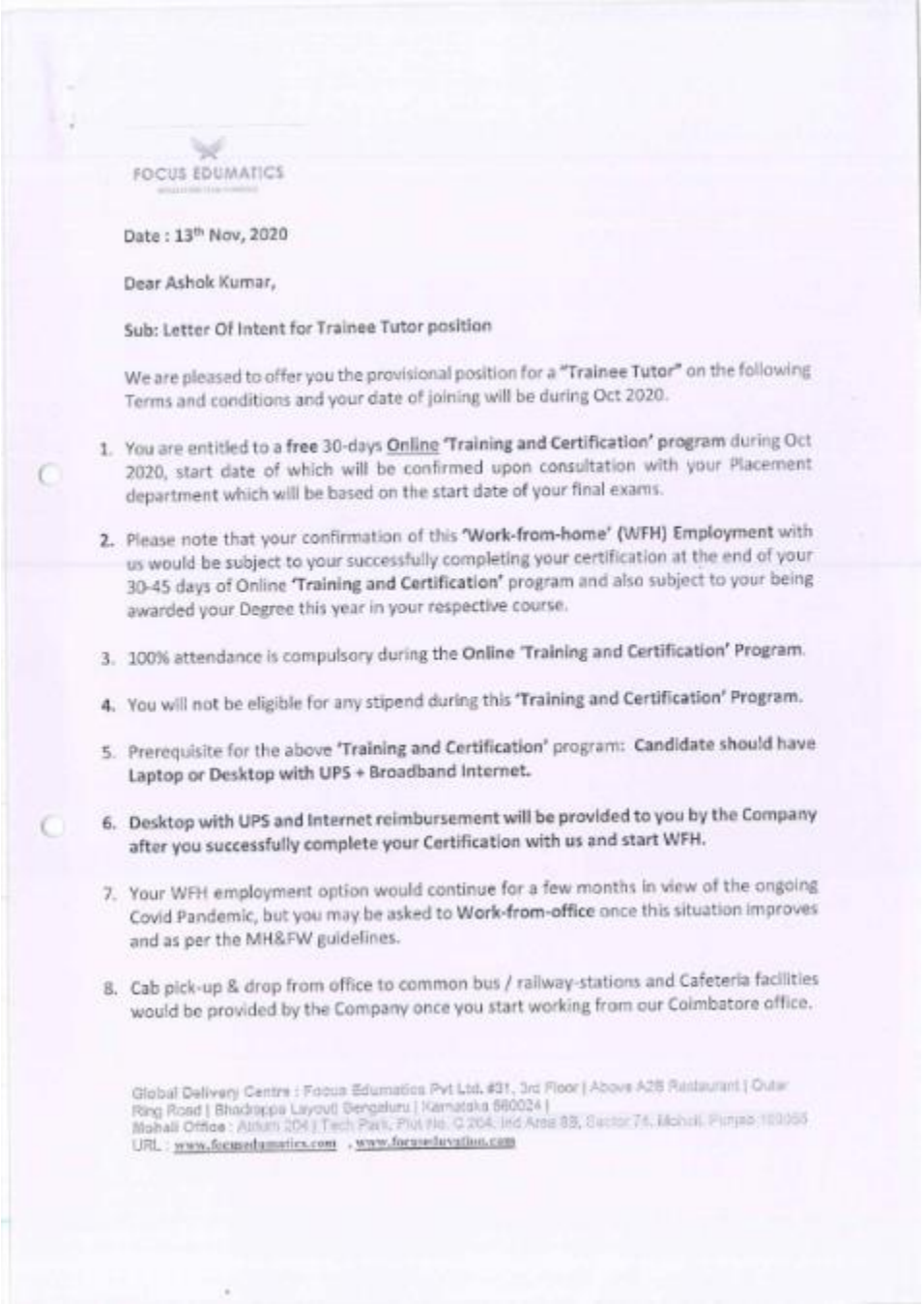
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Ashian 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focuseducation.com

ASHOK KUMAR – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

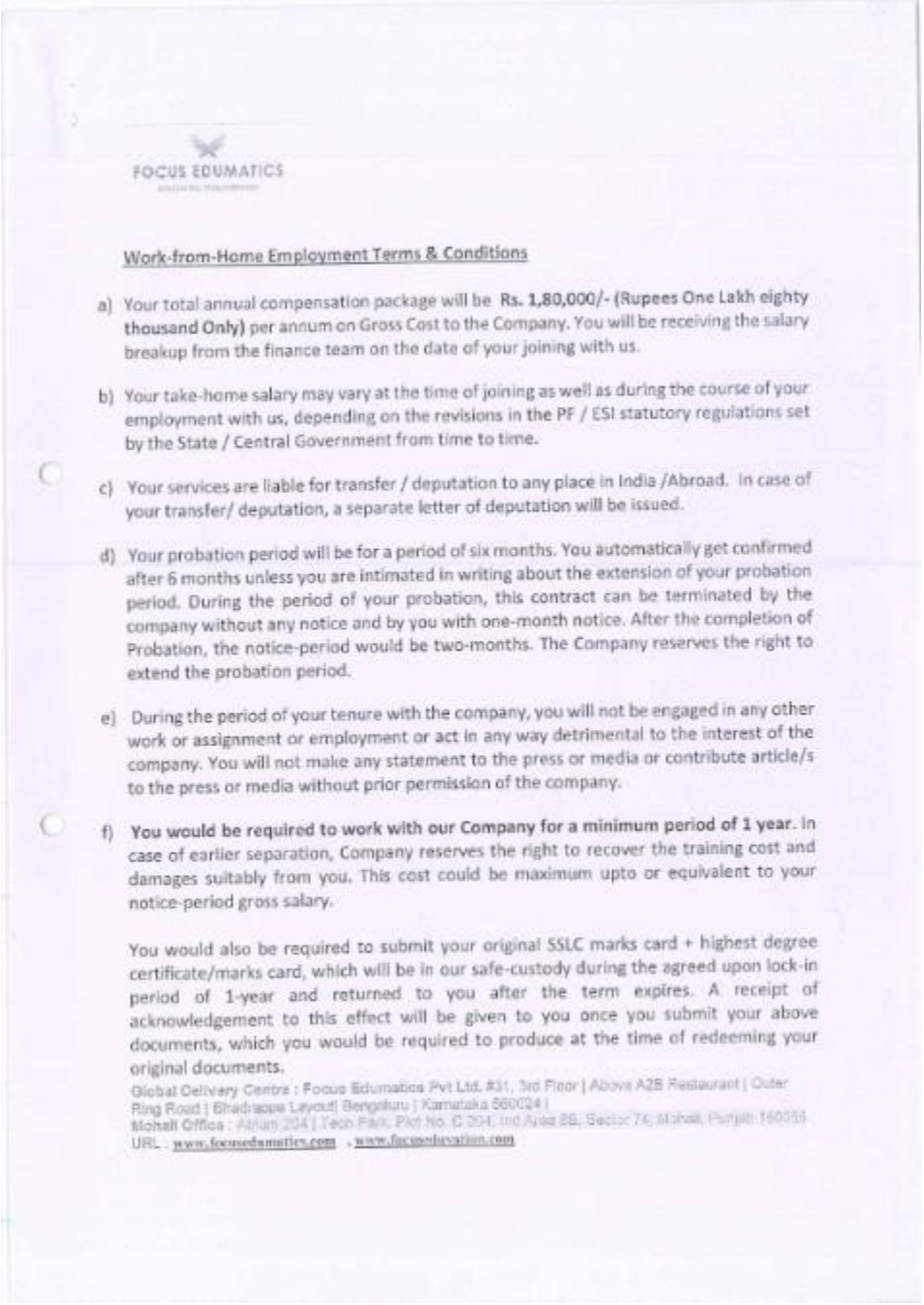
Dear Ashok Kumar,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. G 204, Ind Area 83, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

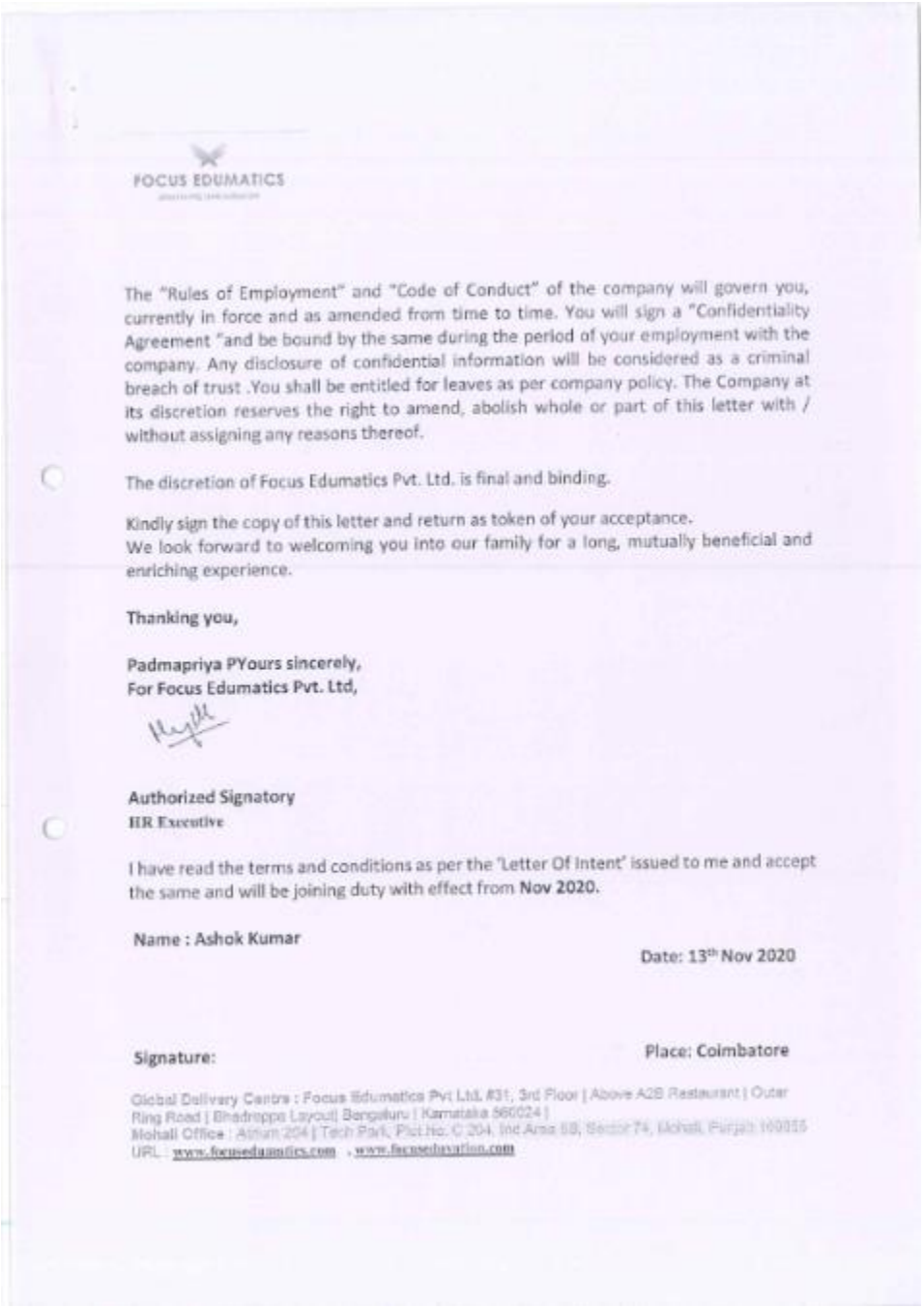
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Ashok Kumar

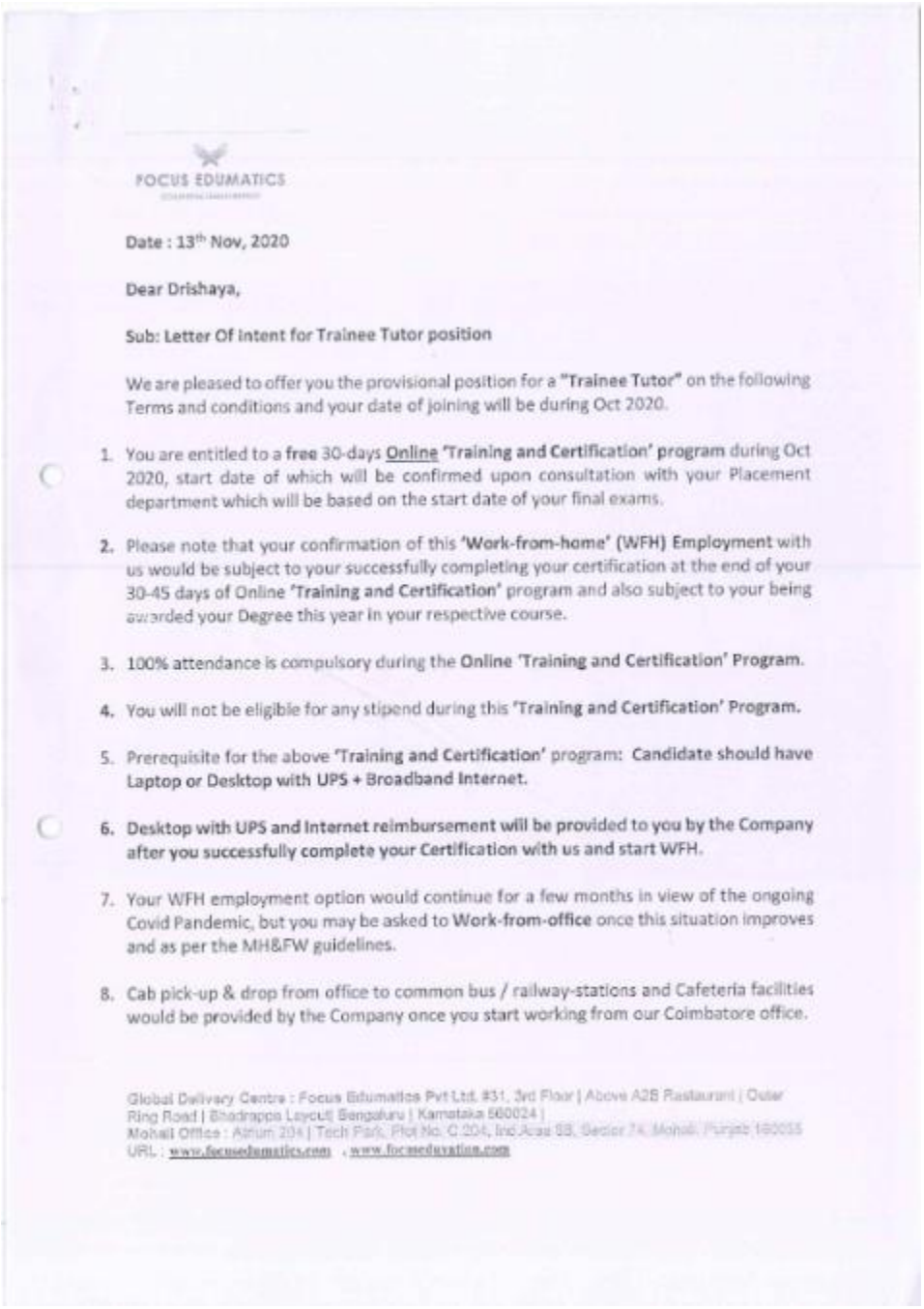
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Ashian 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focuseduamtics.com , www.focuseducation.com

DRISHAYA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Drishaya,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

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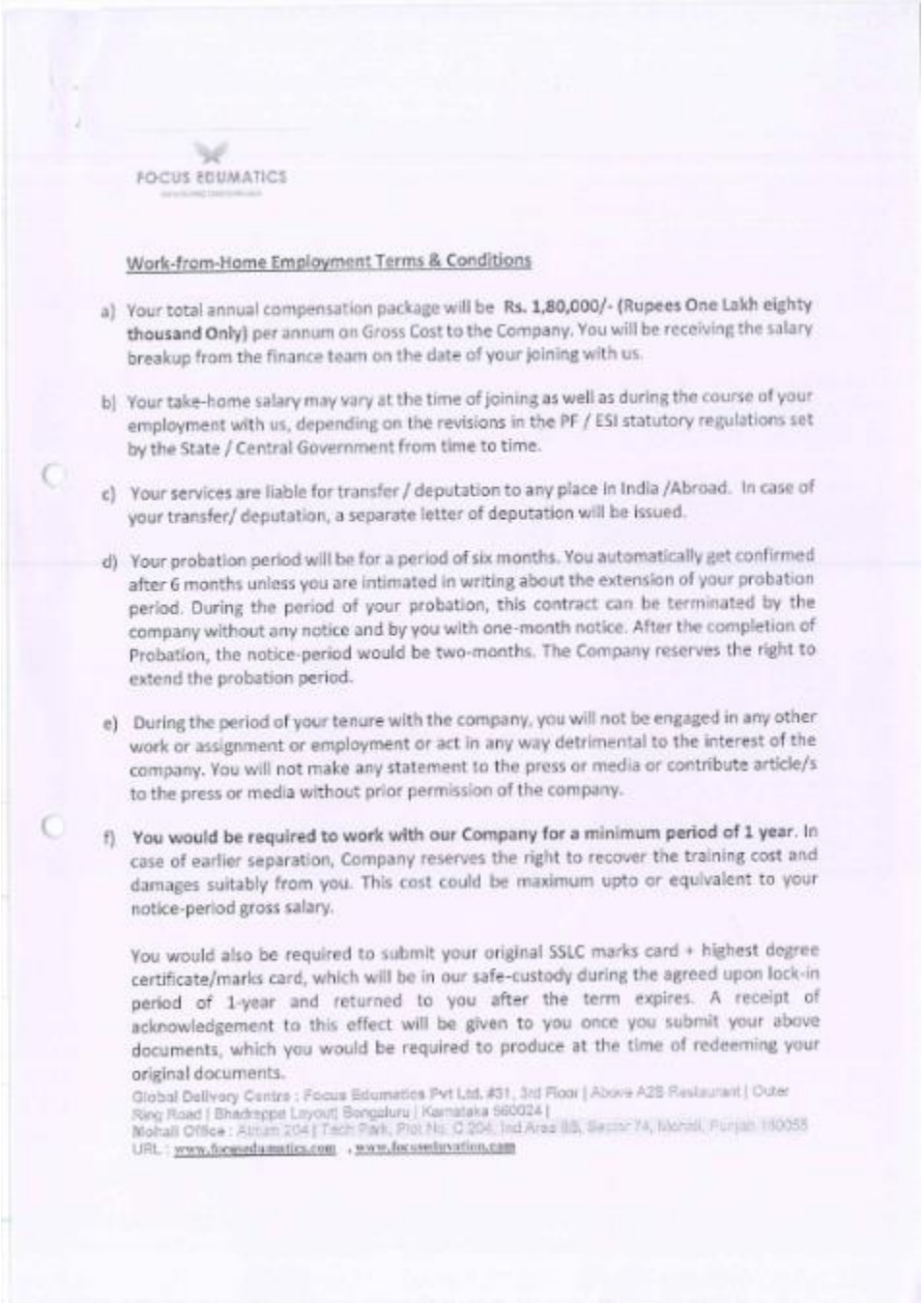
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

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f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

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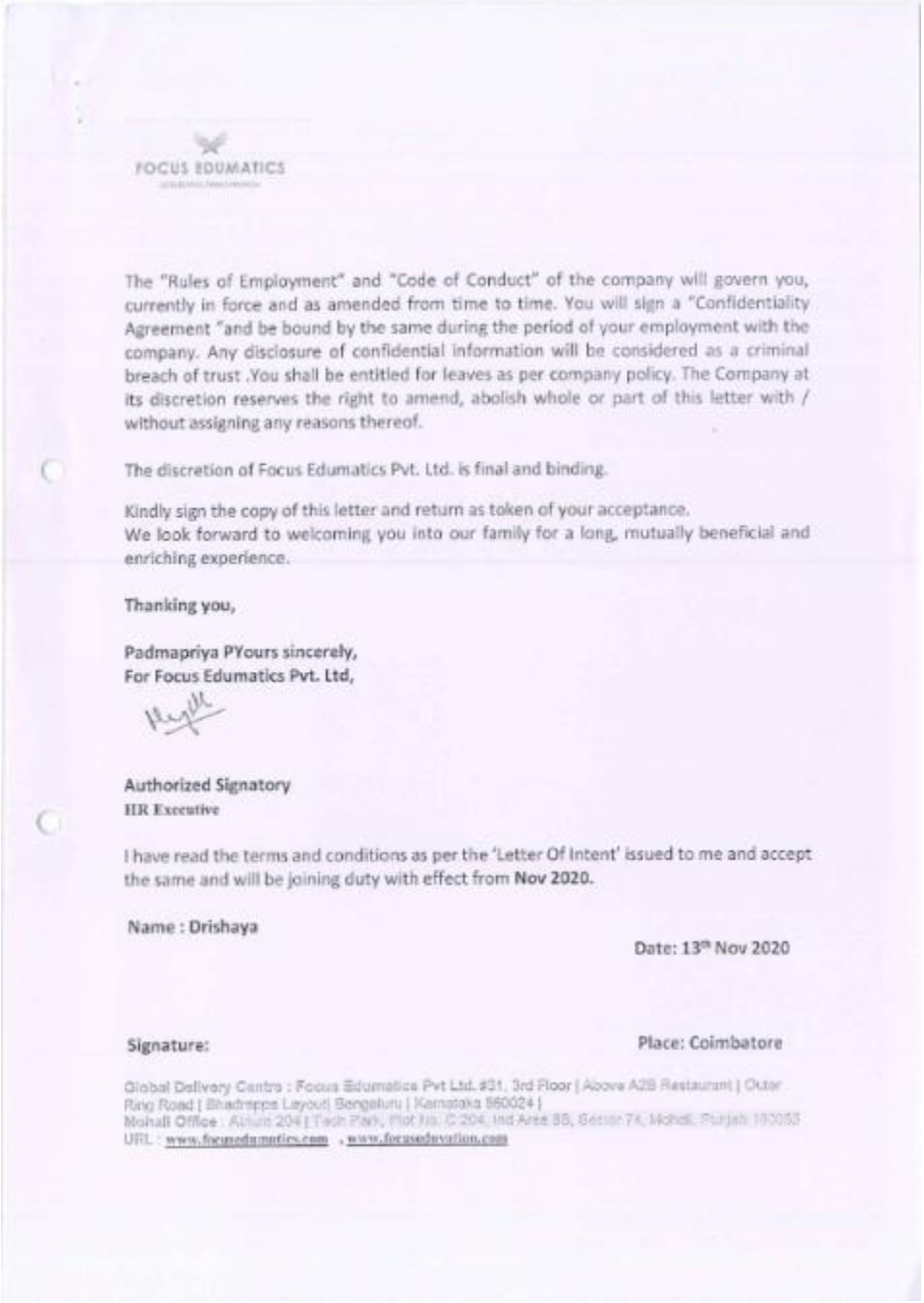
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area IIB, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
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Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Drishaya

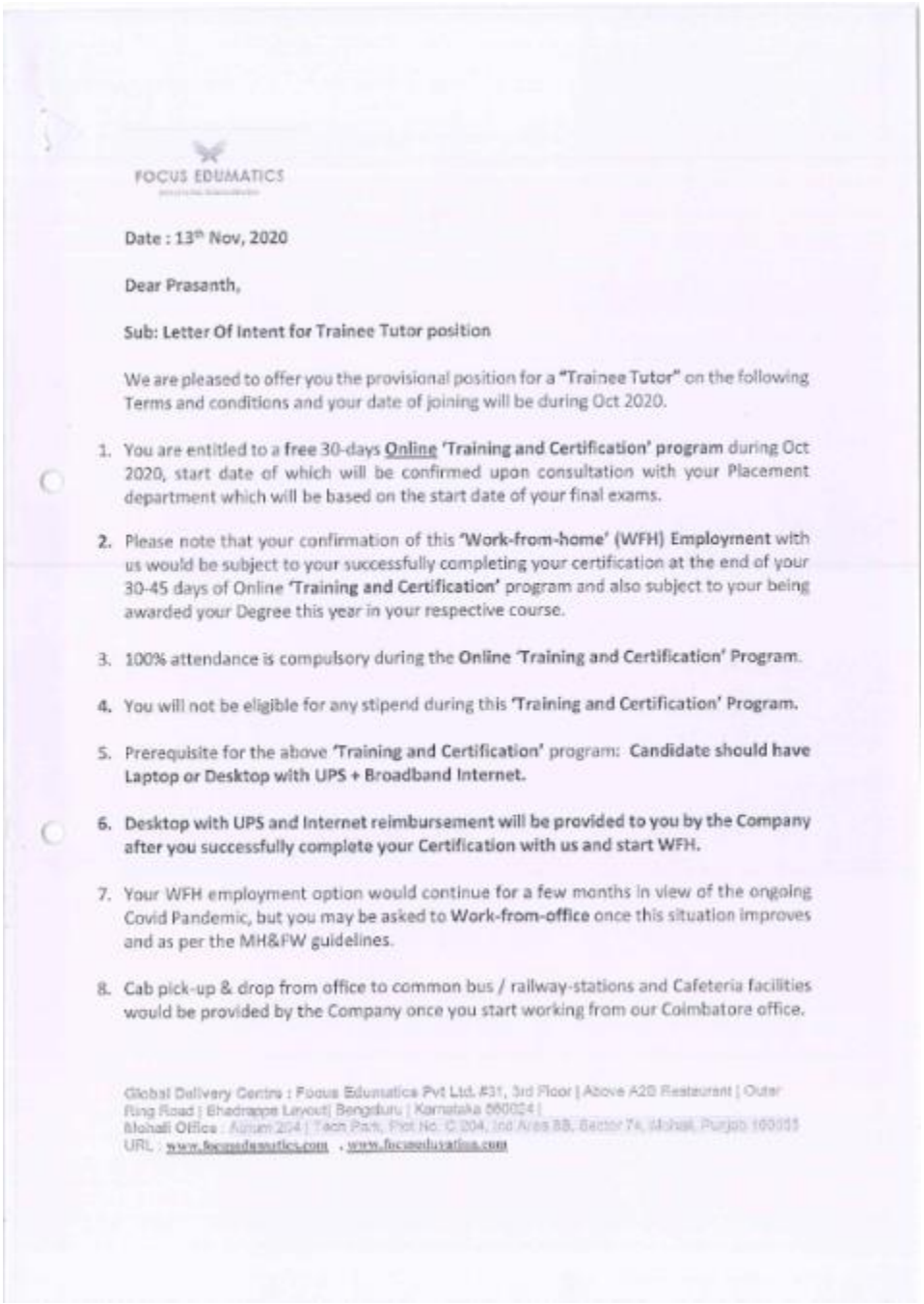
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Ashvin 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

PRASANTH – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Prasanth,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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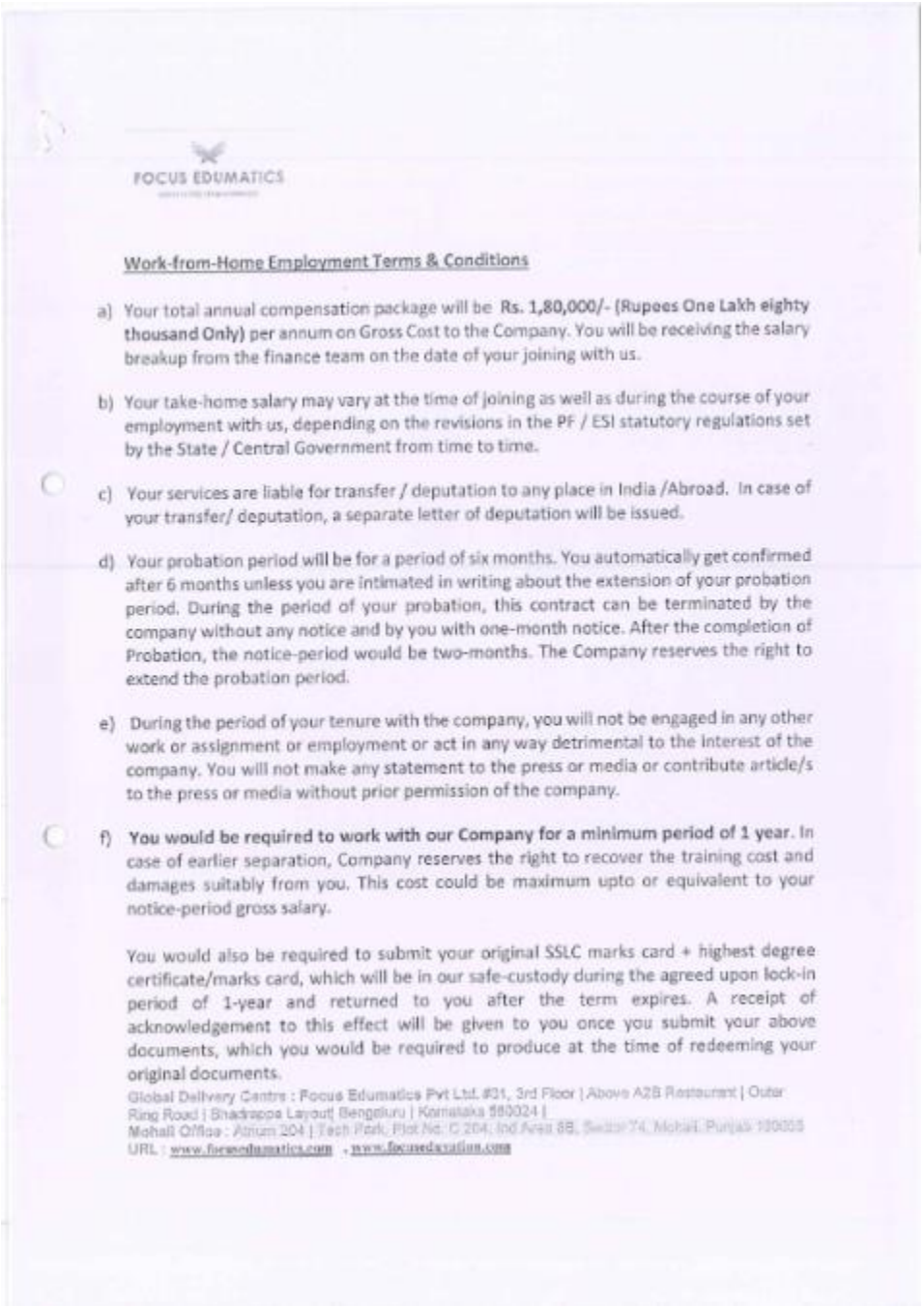
Mohali Office : Atrium 204 | Tech Park, Plot No. IC 204, Ind Area BB, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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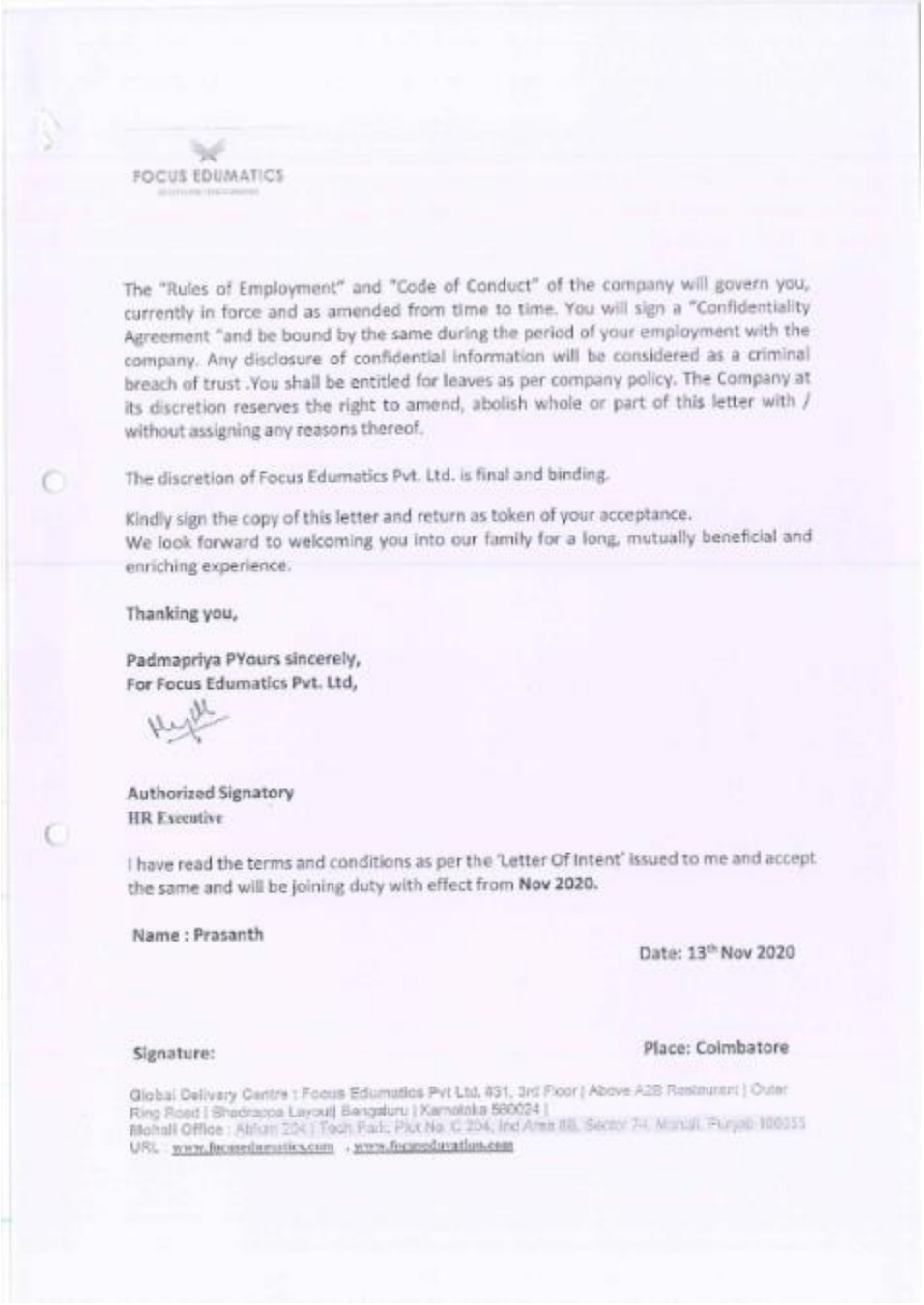
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedu.com , www.focusedcation.com



FOCUS EDUMATICS

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Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Prasanth

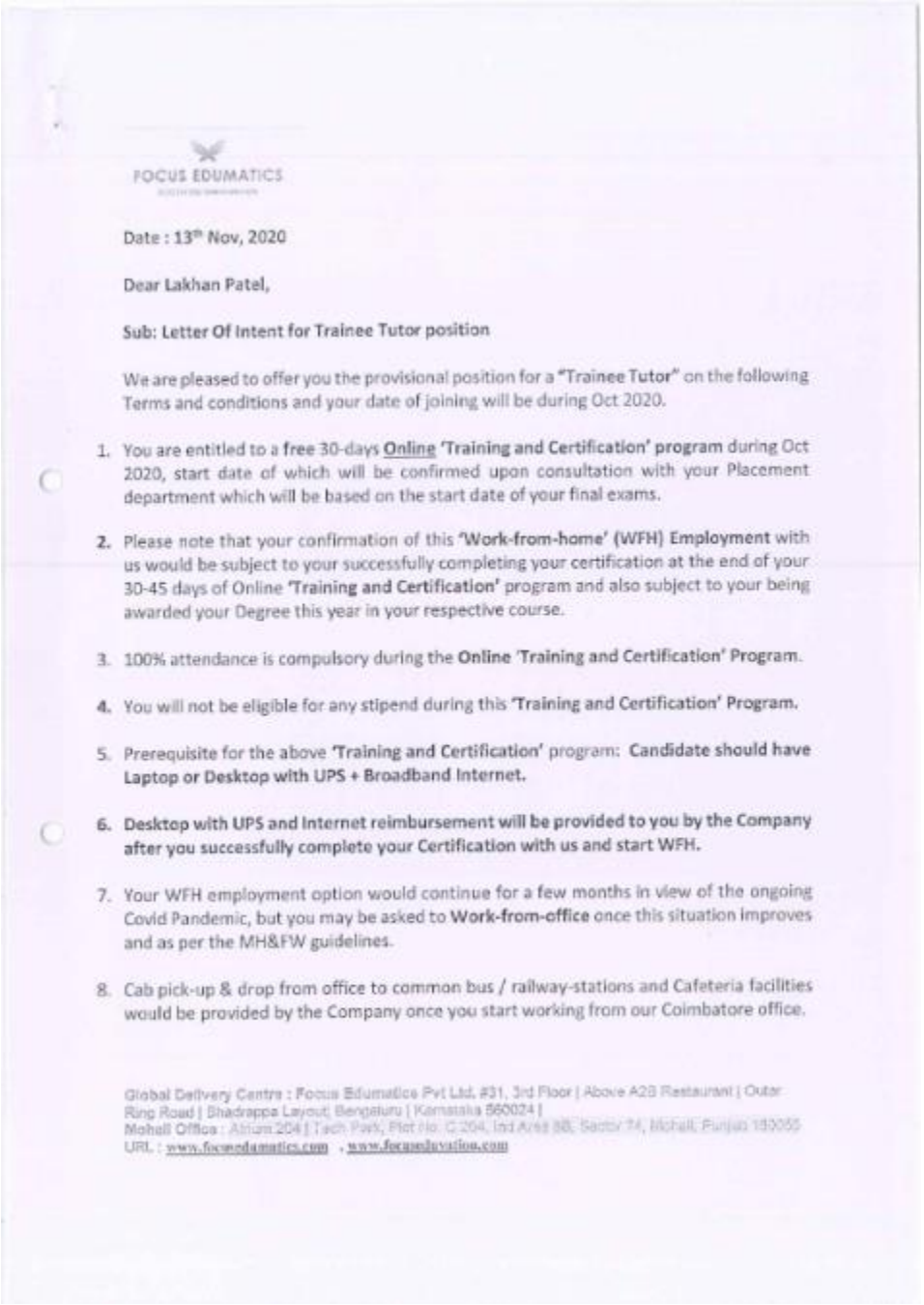
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, 831, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

LAKHAN PATEL – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Lakhan Patel,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a free 30-days Online 'Training and Certification' program during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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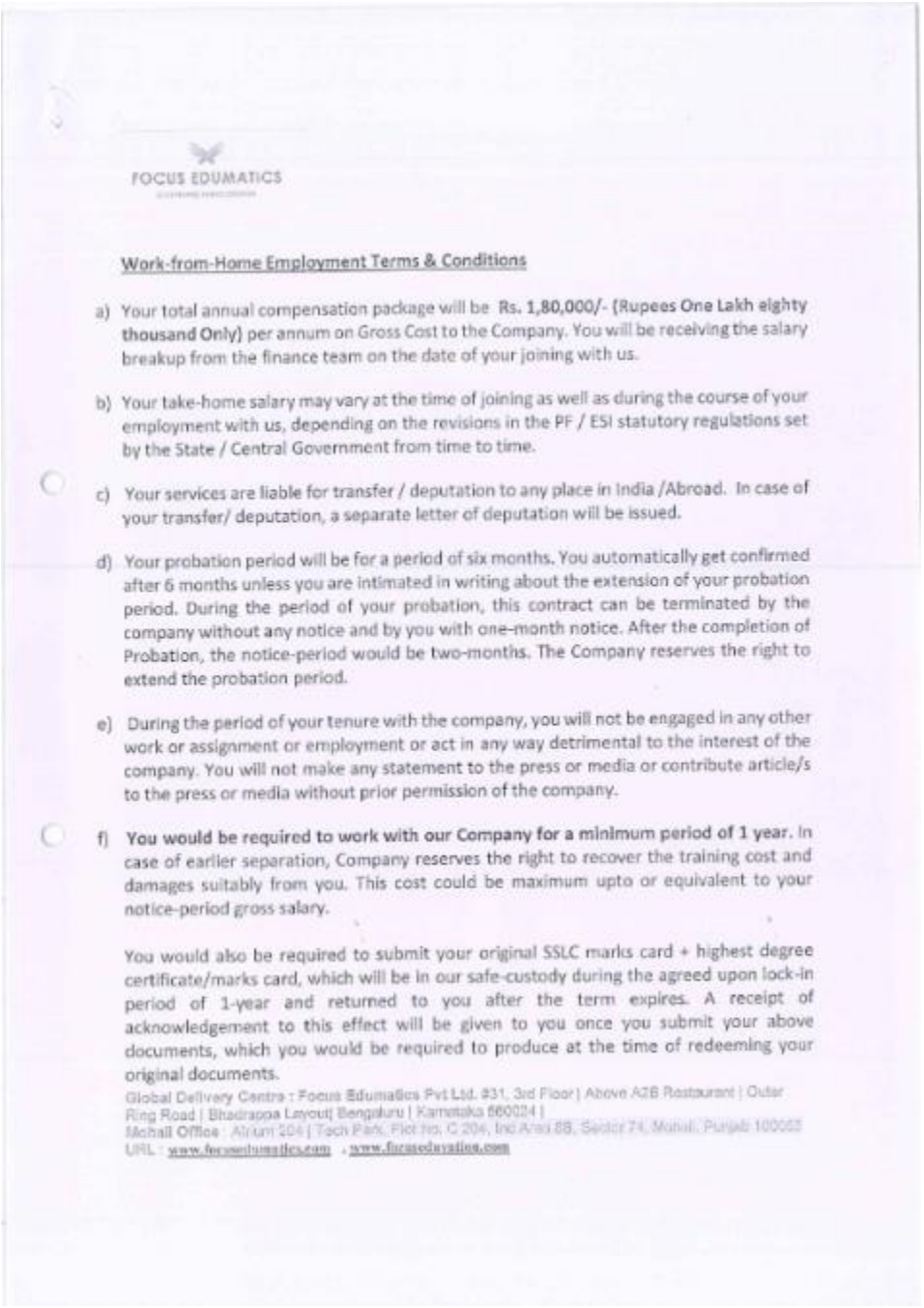
URL : www.focusedumatics.com , www.focusinovation.com



FOCUS EDUMATICS

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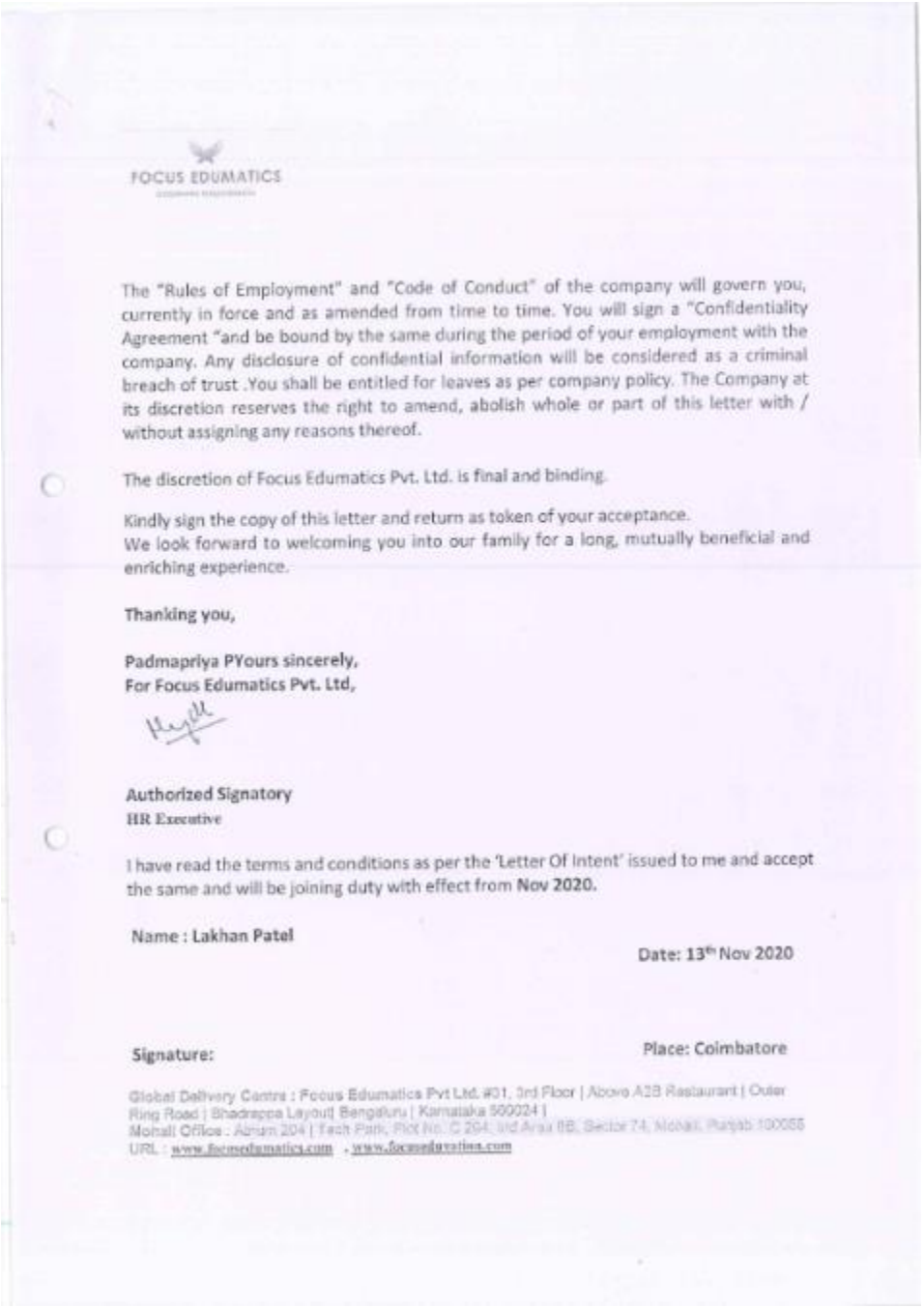
Mohali Office : Atrium 204 | Tech Park, Plot no. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvating.com



FOCUS EDUMATICS

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Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Lakhan Patel

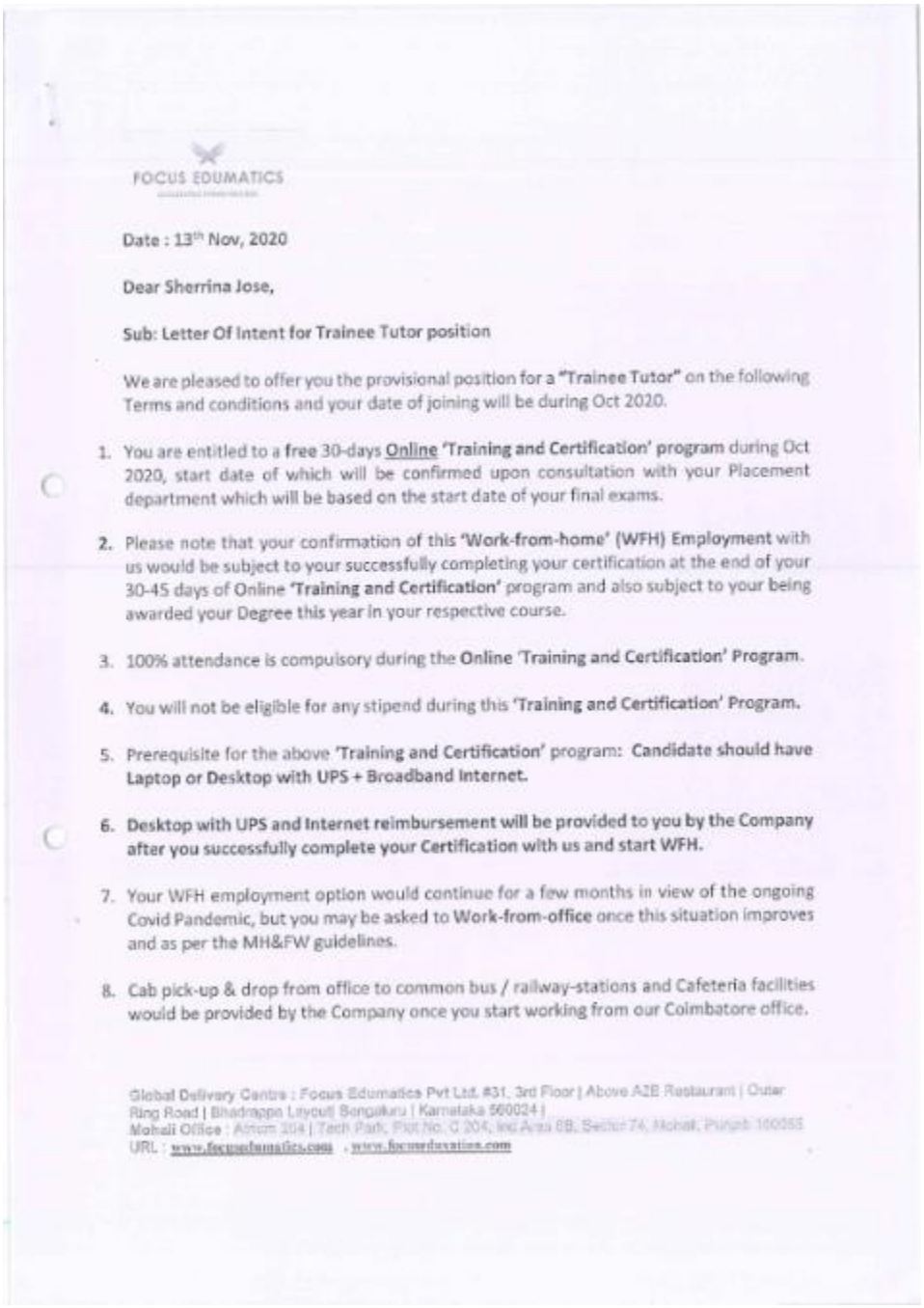
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #01, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

SHERRINA JOSE – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Sherrina Jose,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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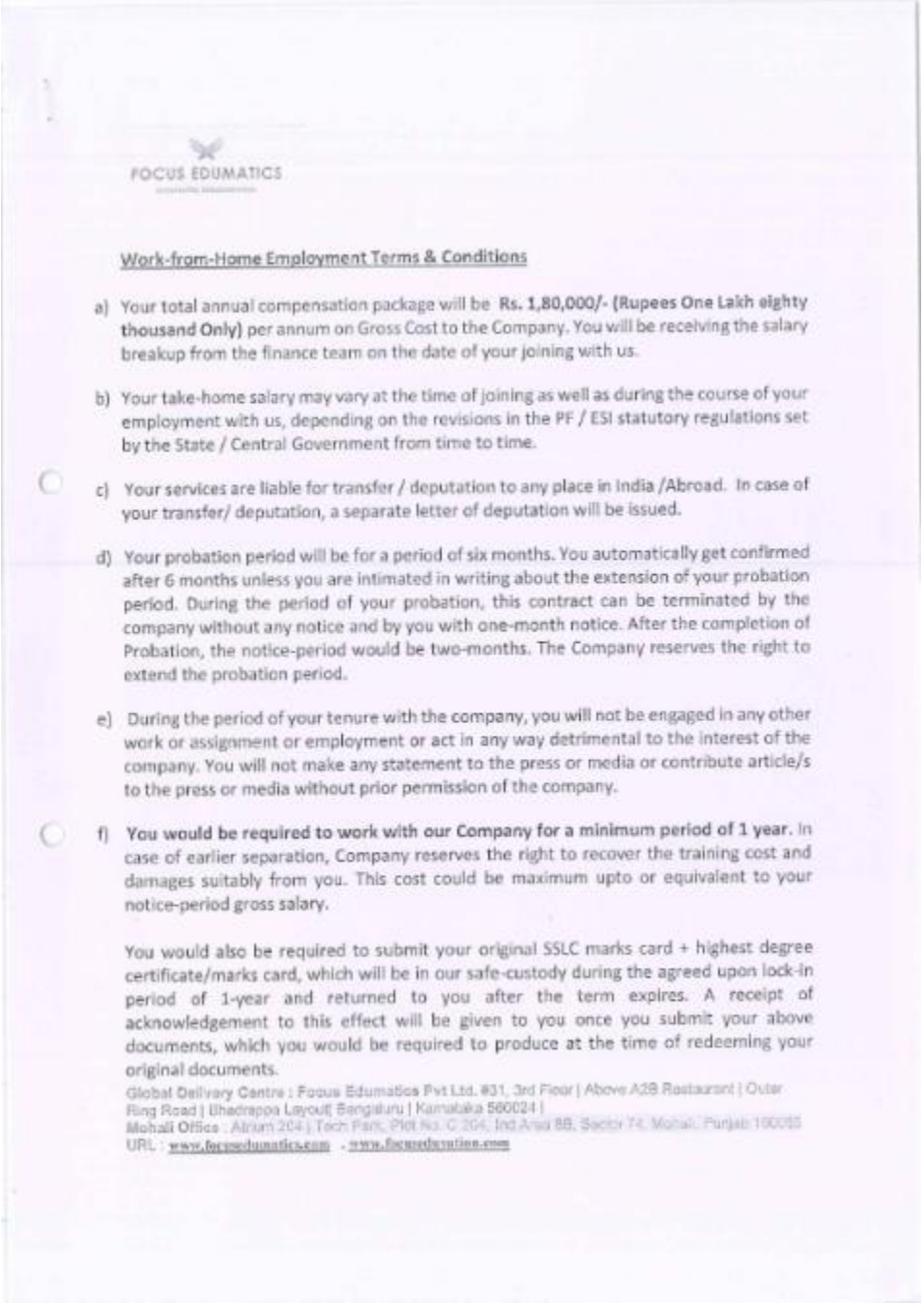
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. G 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

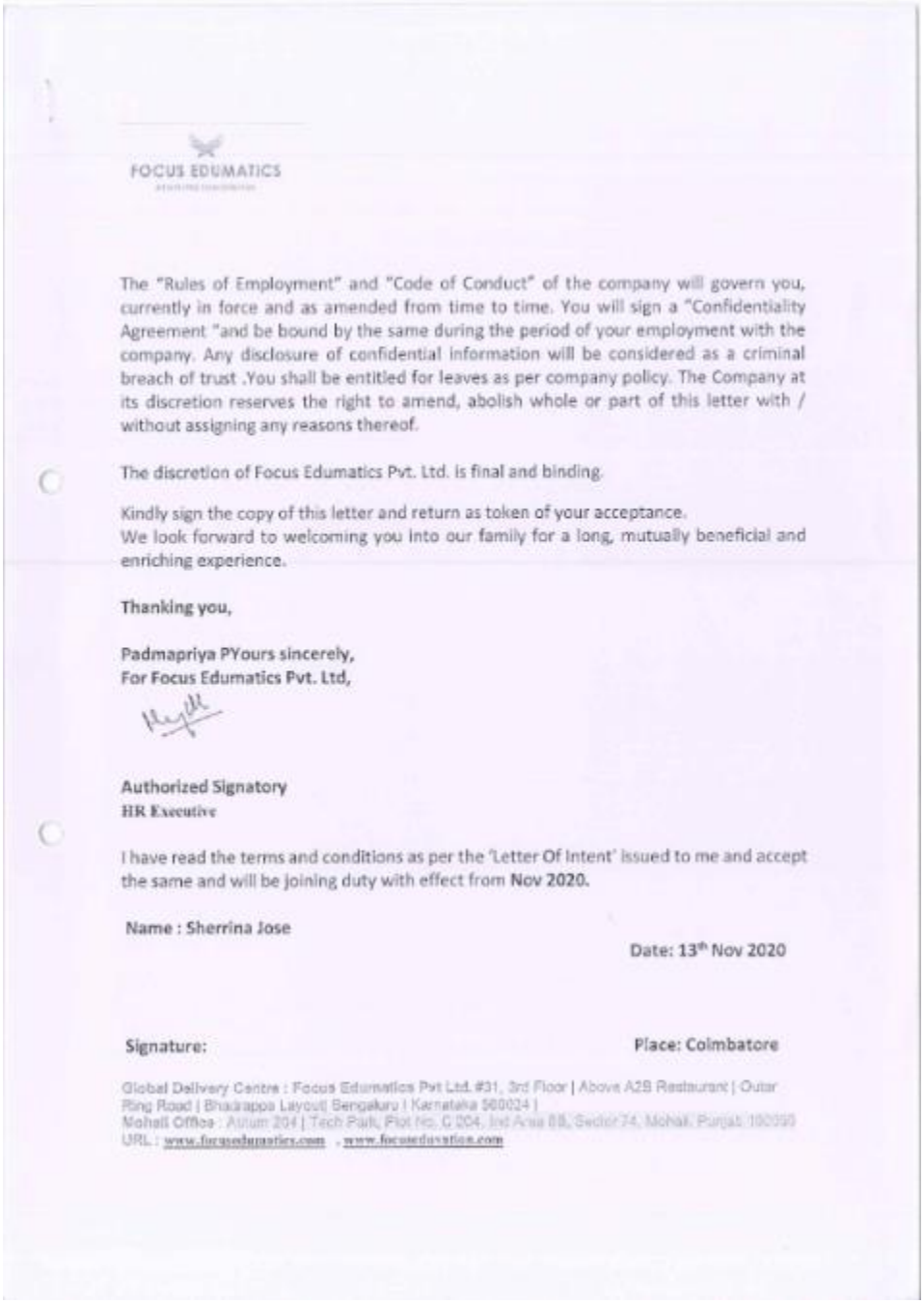
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedcreative.com



FOCUS EDUMATICS

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The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Sherrina Jose

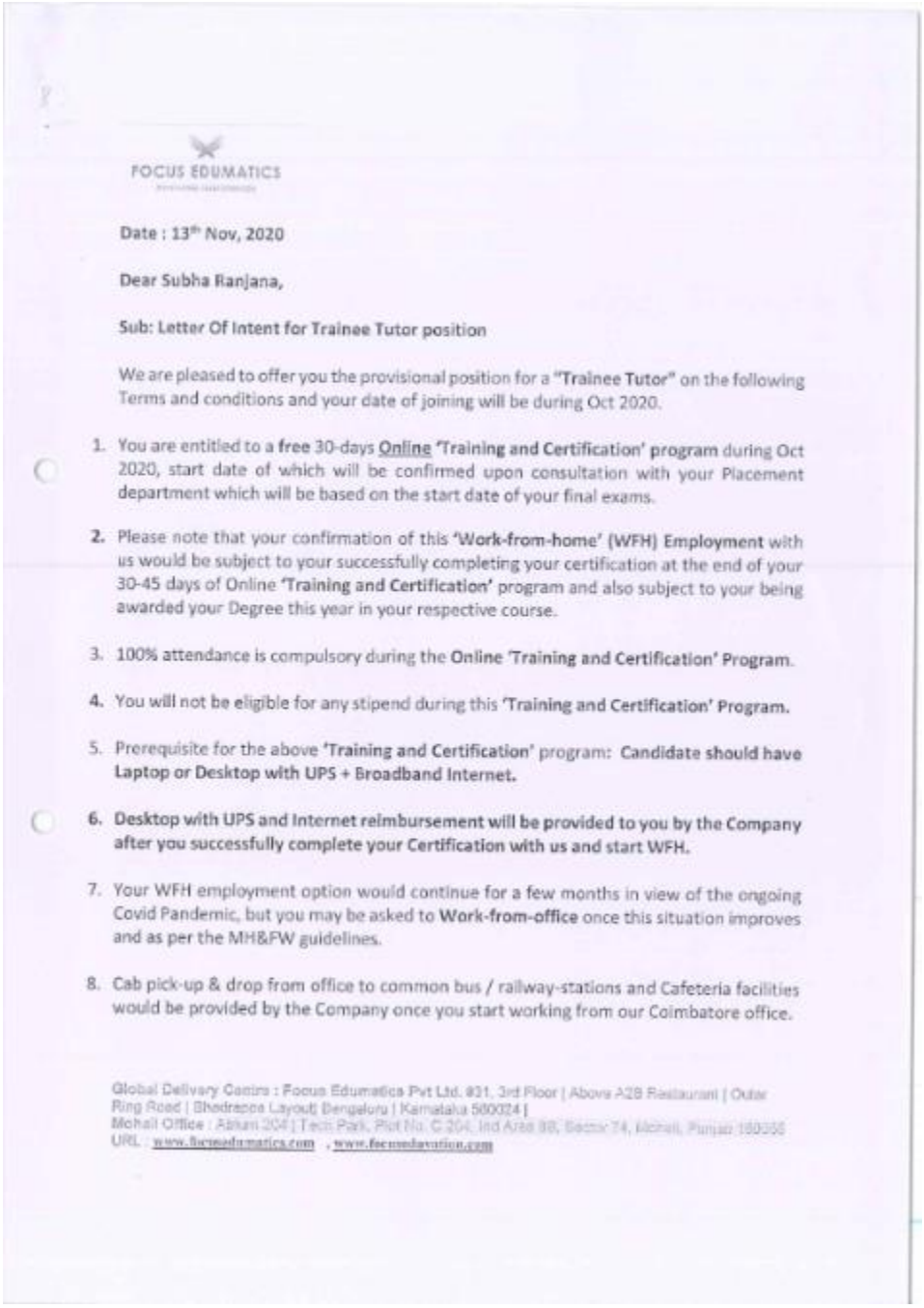
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Autum 204 | Tech Park, Plot No. G 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focuseducation.com

SUBHA RANJANA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Subha Ranjana,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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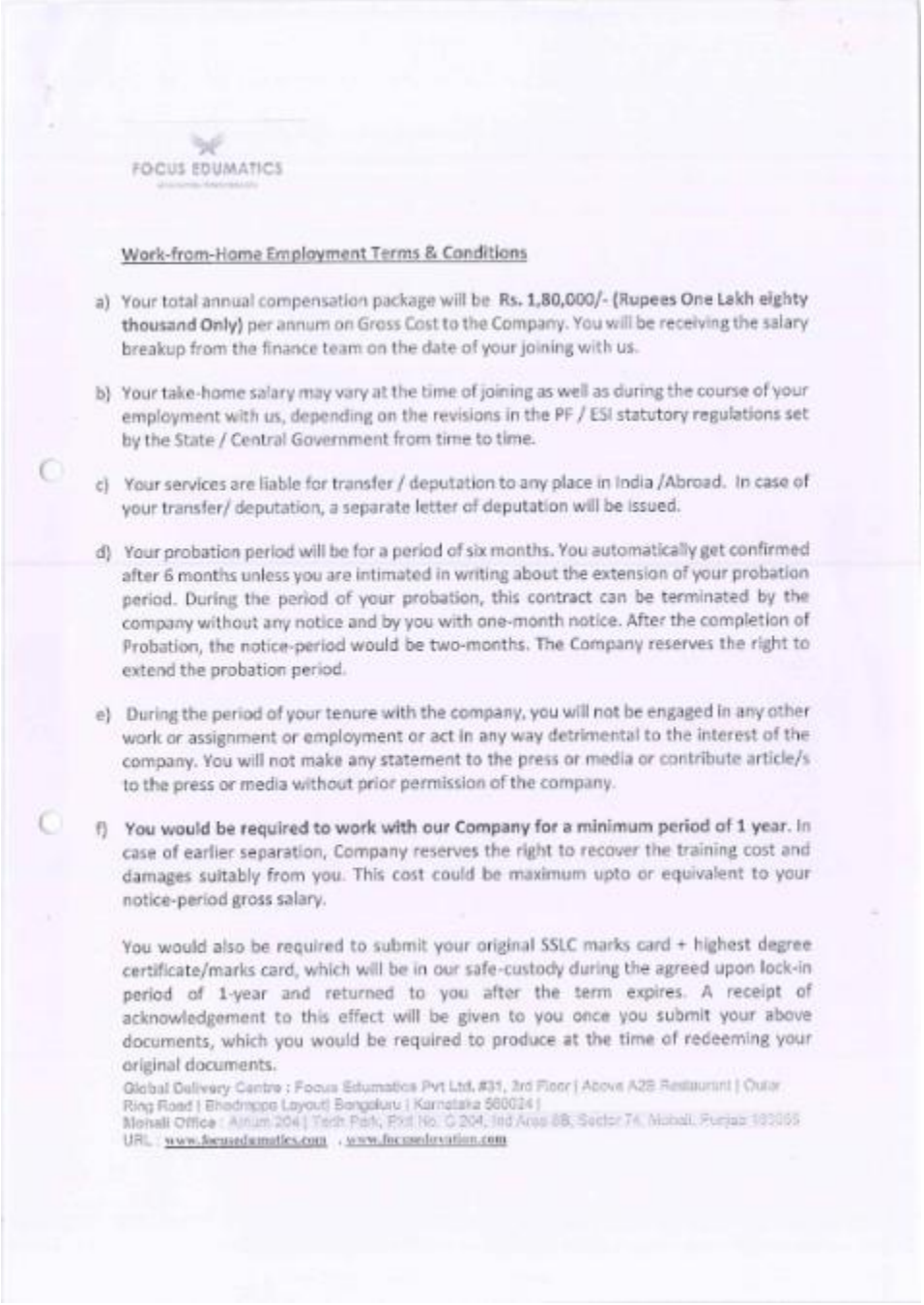
Mohali Office : Ashiana 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedumatics.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

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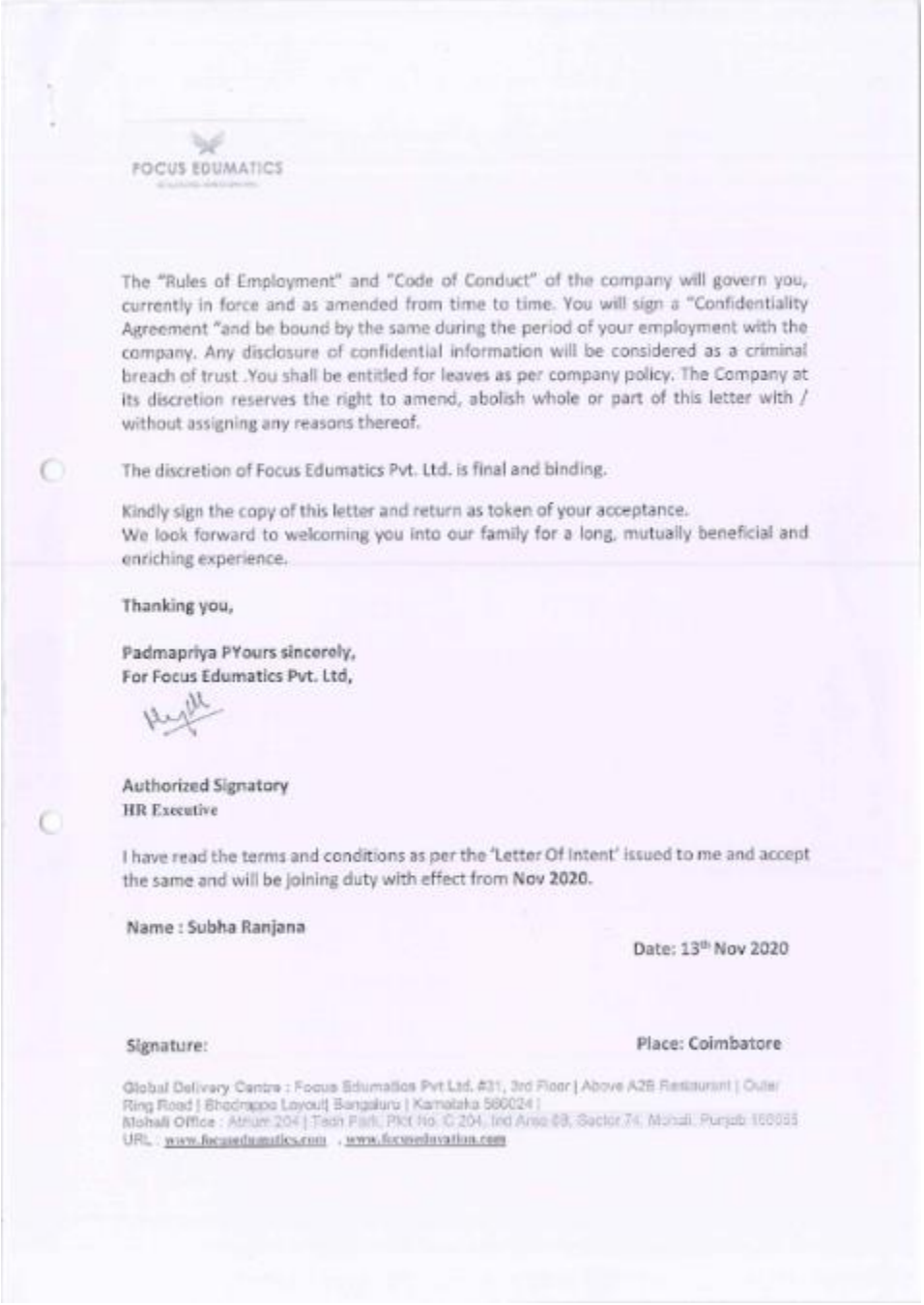
Mohali Office : Atrium 204 | Tech Park, Plot No. G 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuselevation.com



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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Subha Ranjana

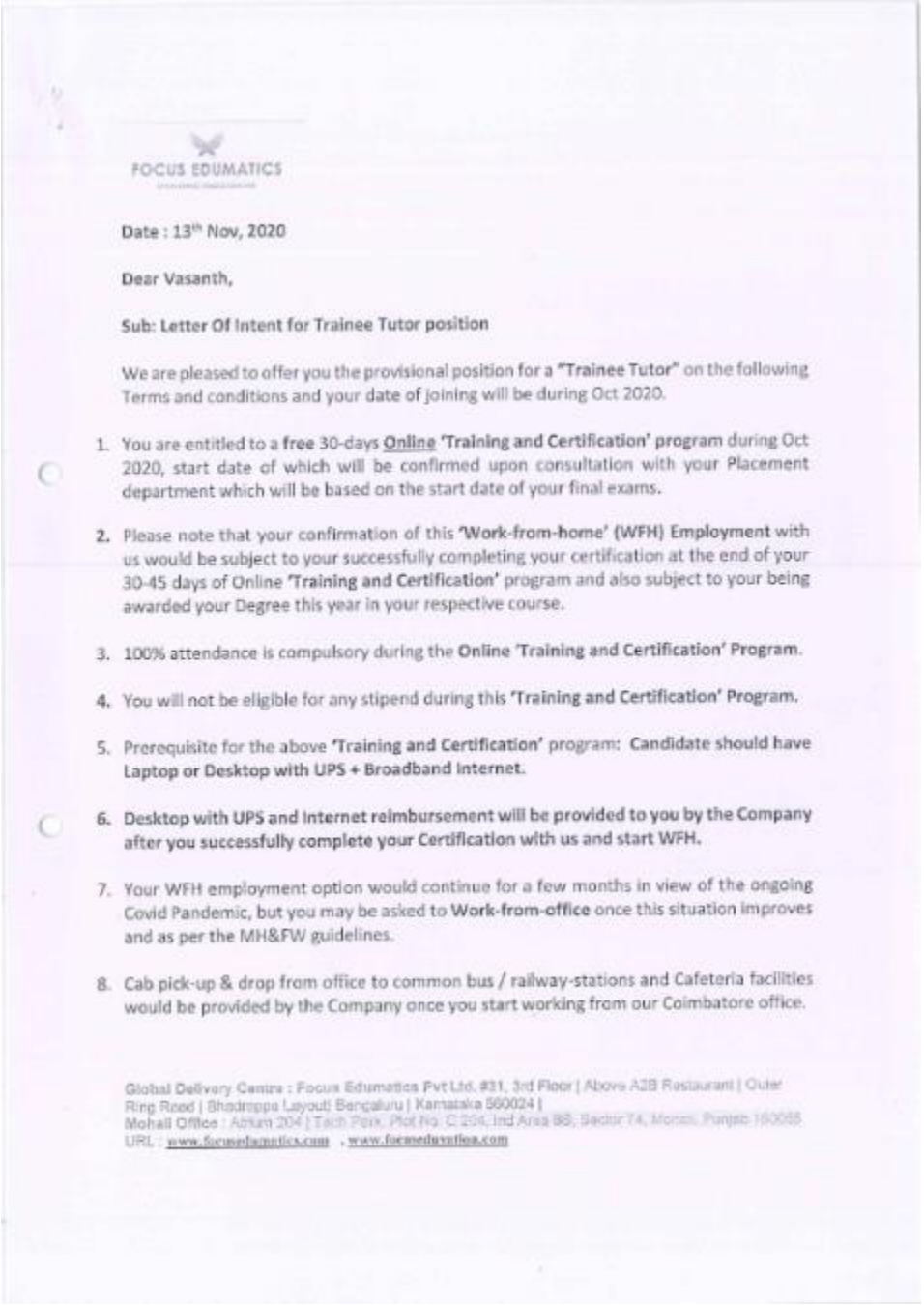
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhodrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

VASANTH – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Vasanth,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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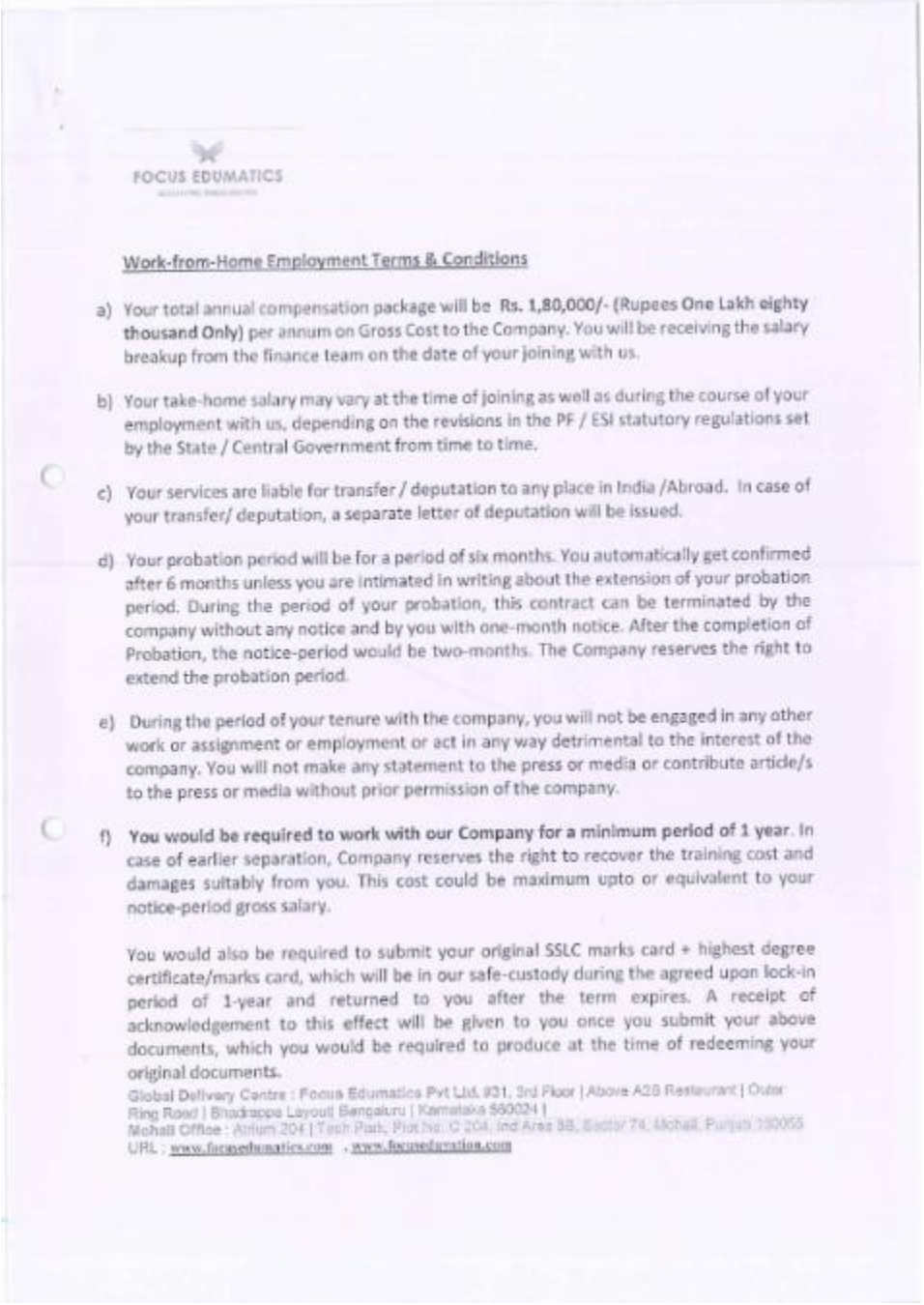
Mohali Office : Ashiana 204 | Tech Park, Plot No. C 204, Ind Area BB, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedumatics.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

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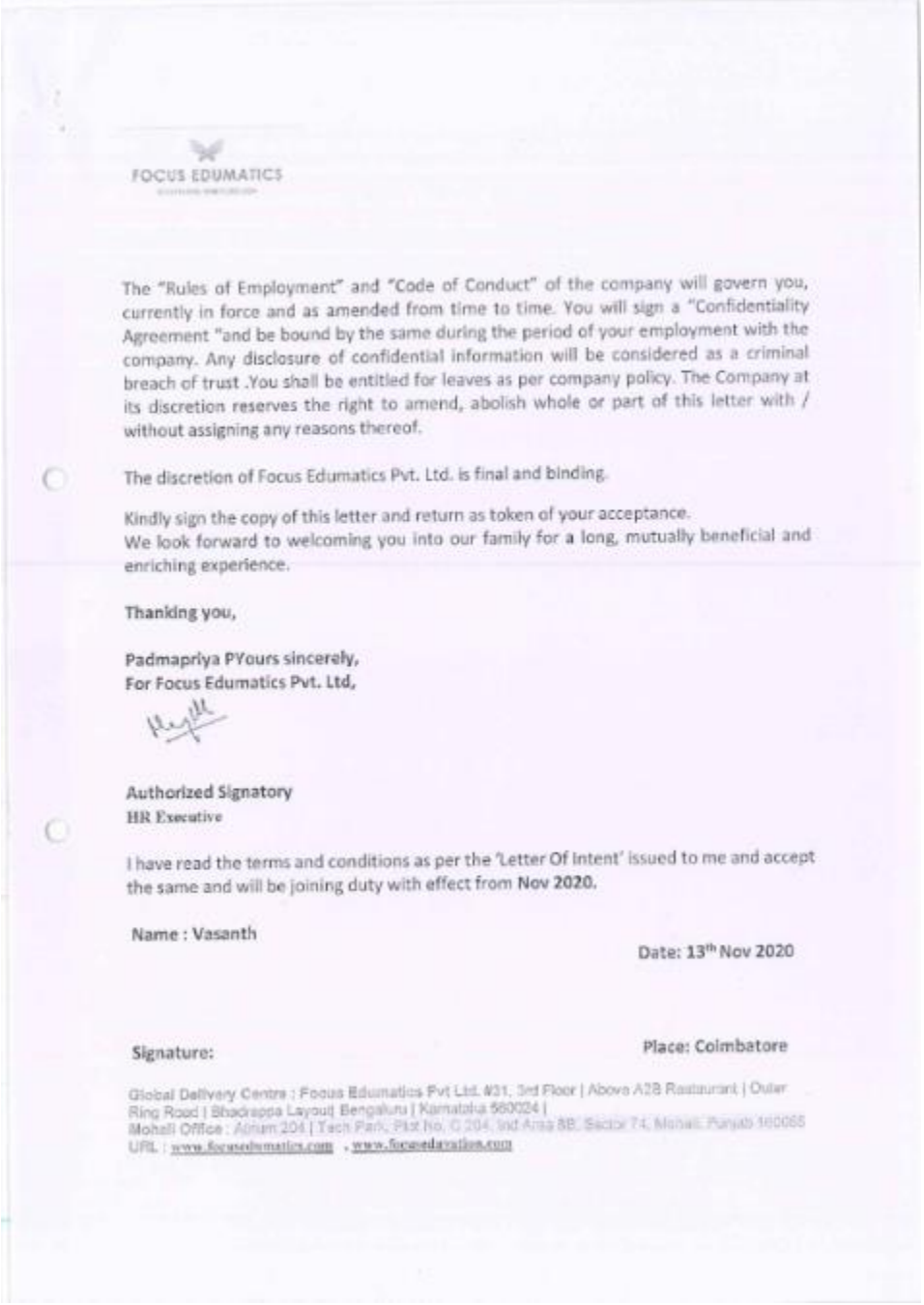
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Vasanth

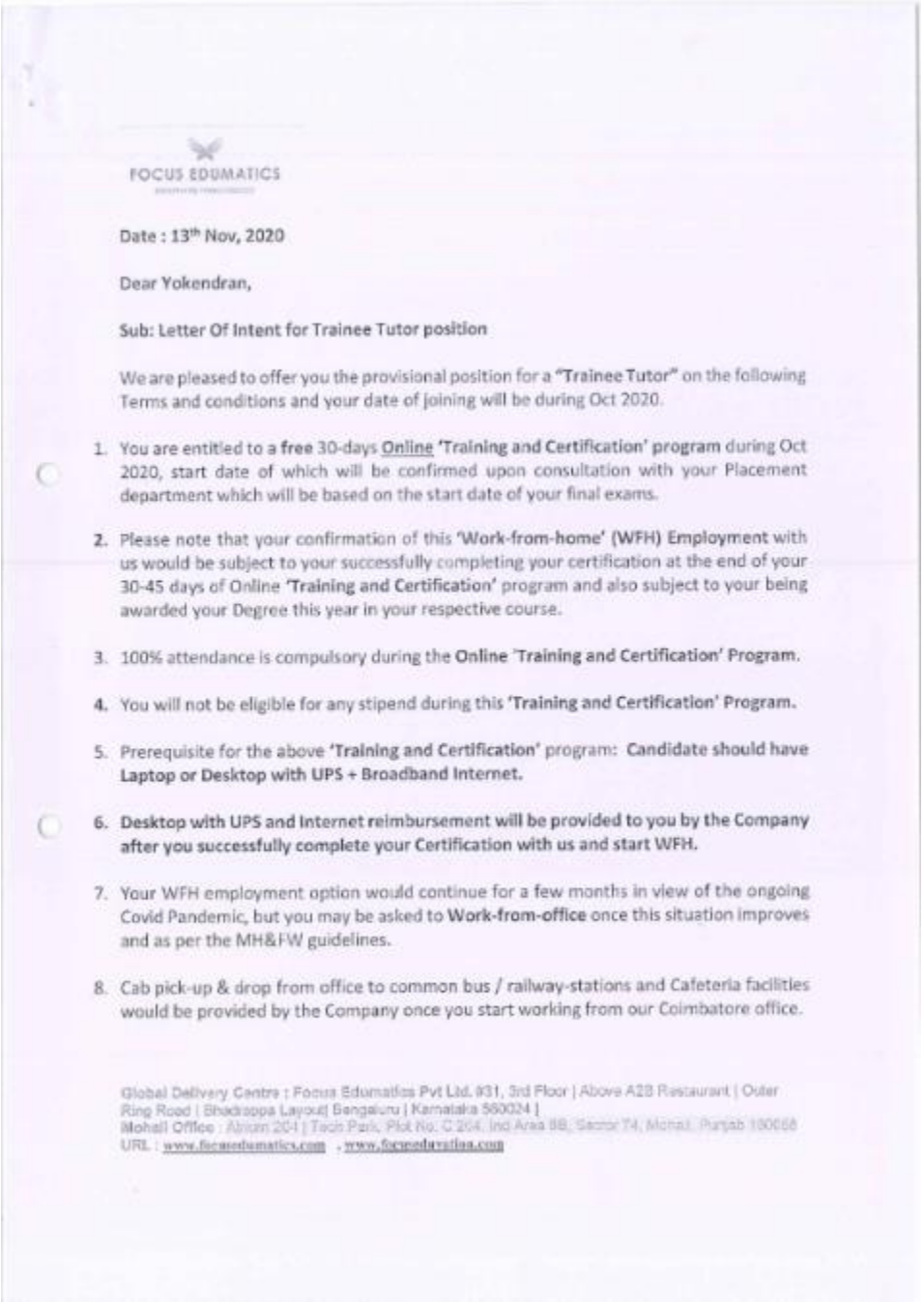
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedavalon.com

YOKENDRAN – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Yokendran,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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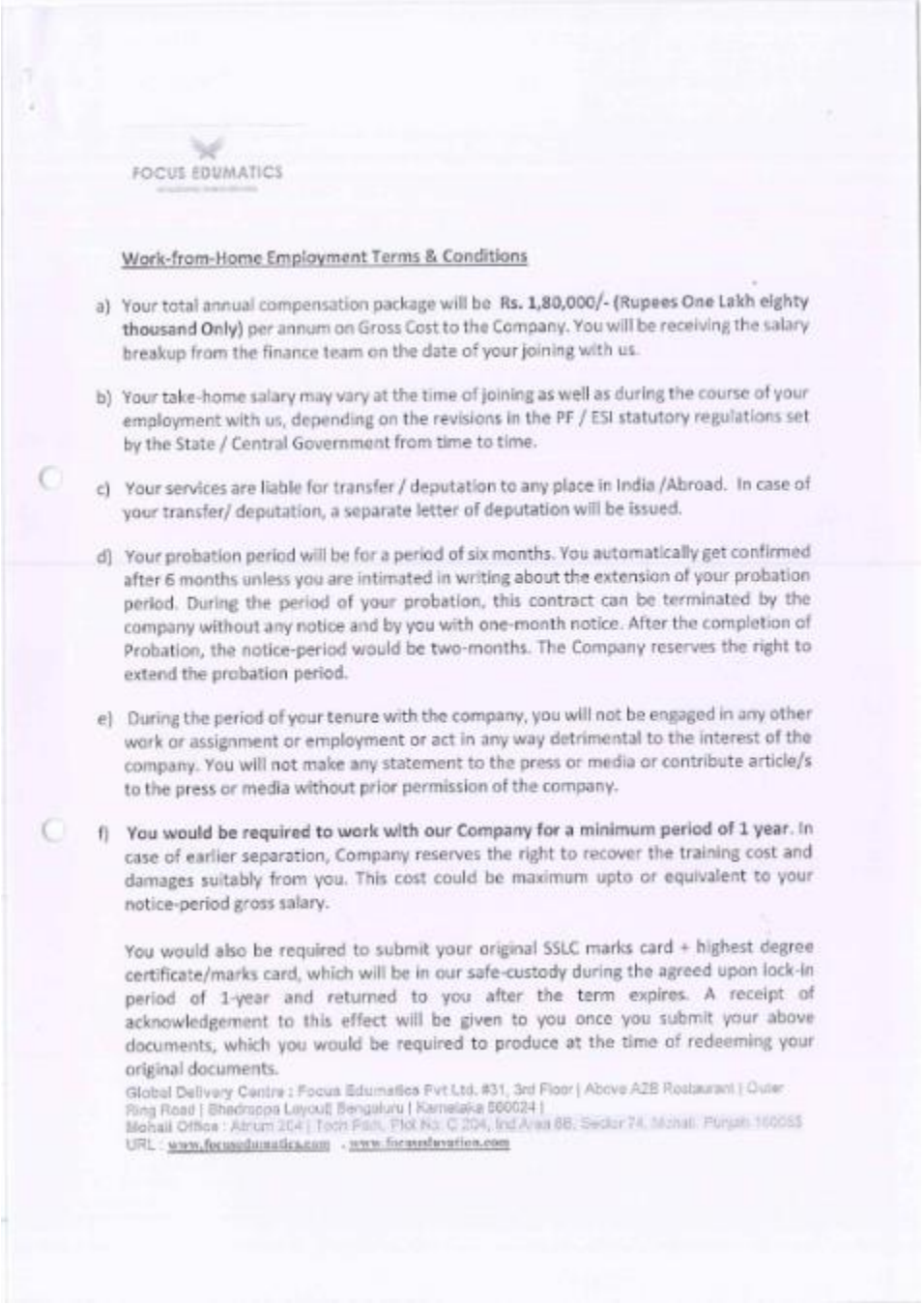
Mohali Office : Ahlcon 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focusedumatics.com



FOCUS EDUMATICS

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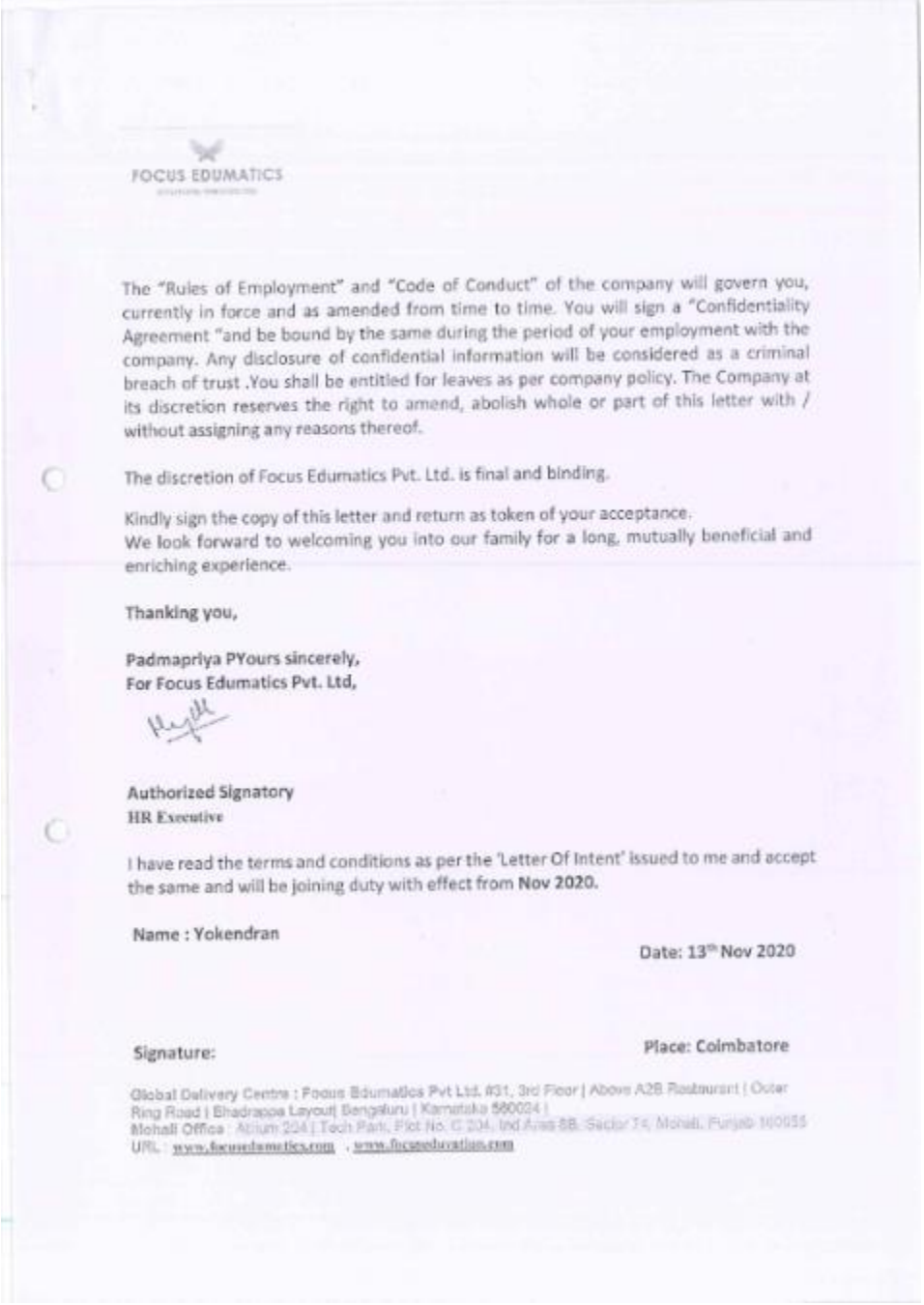
URL : www.focusedumatics.com , www.focusedvation.com



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Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Yokendran

Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

BANUMATHI – FOCUS EDUMATICS

FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Banumathi,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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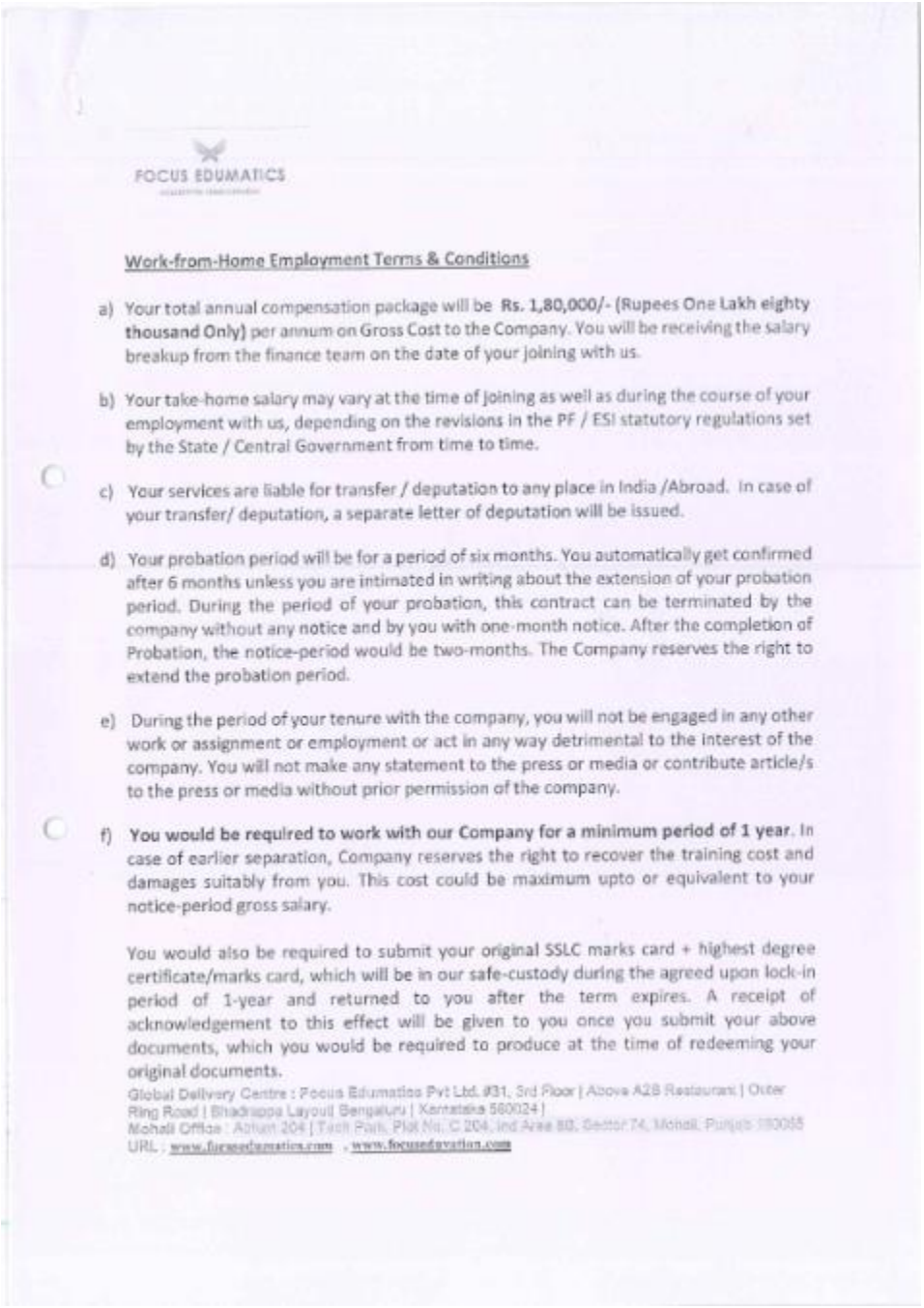
URL : www.focusedumatics.com , www.focusedvation.com



FOCUS EDUMATICS

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b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

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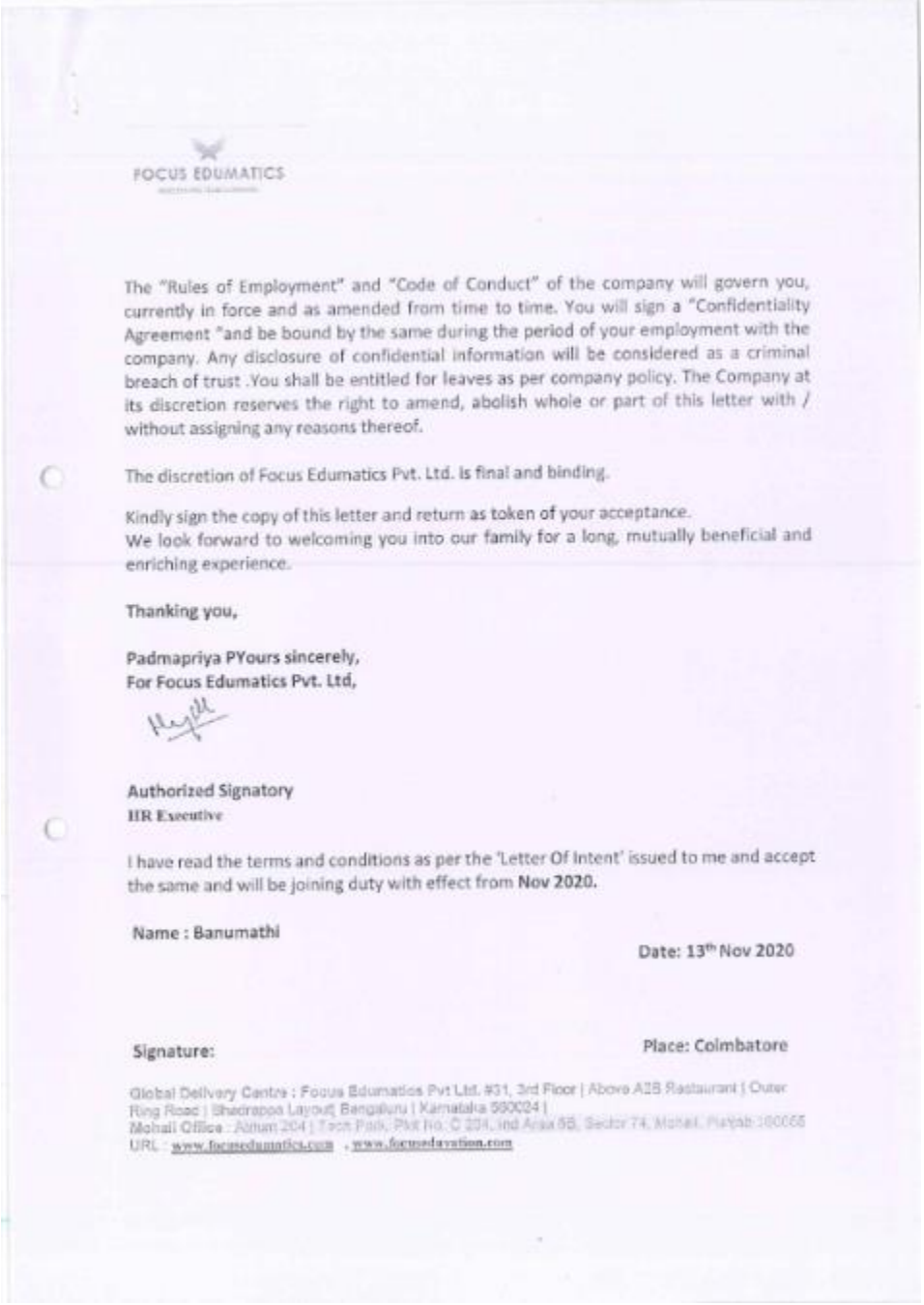
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout Bengaluru | Karnataka 560024 |
Mohali Office : Ashan 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedmatics.com , www.focusedmation.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Banumathi

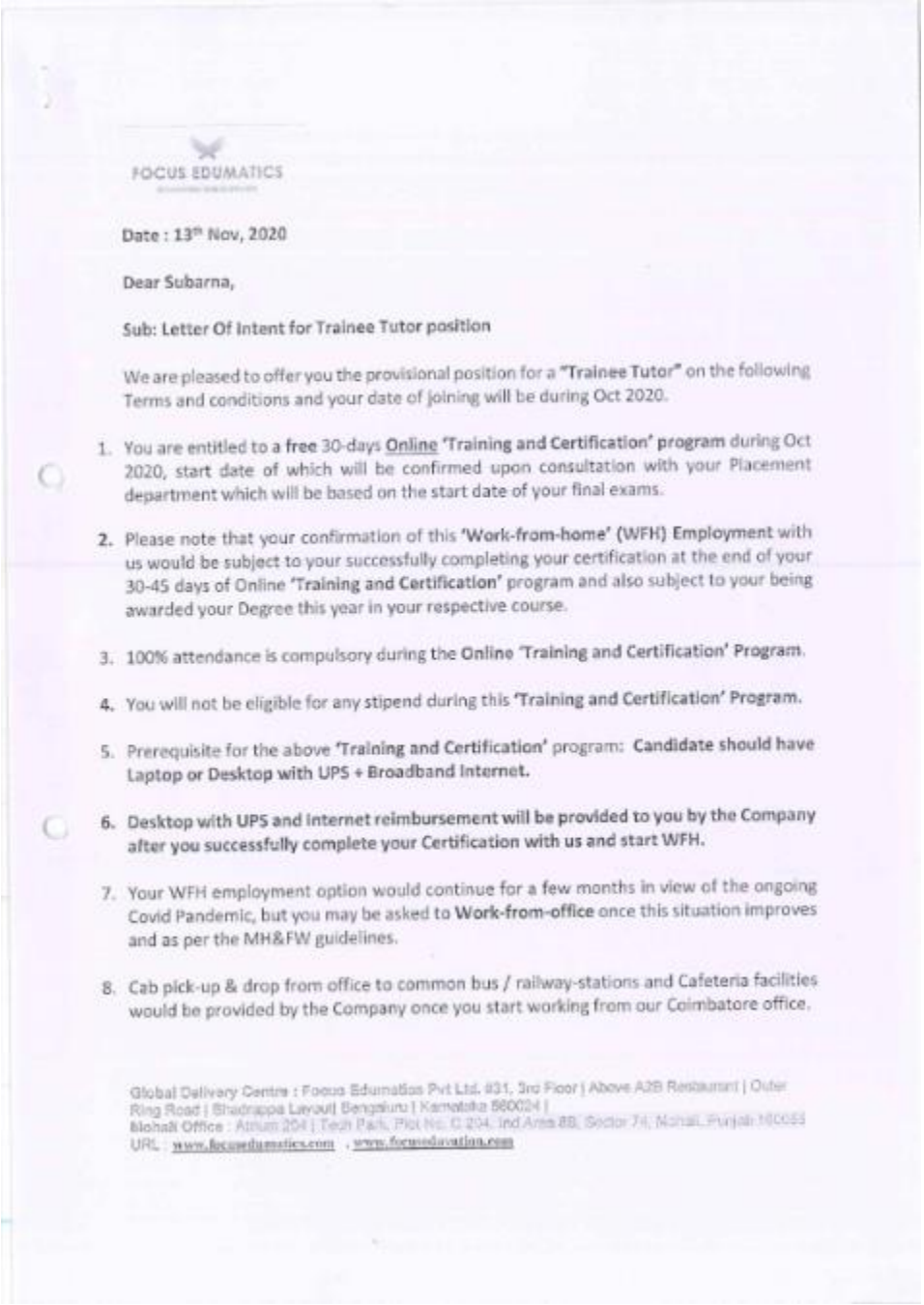
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above AIB Restaurant | Outer Ring Road | Bhadrappa Layout, Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 224, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedavation.com

SUBARNA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

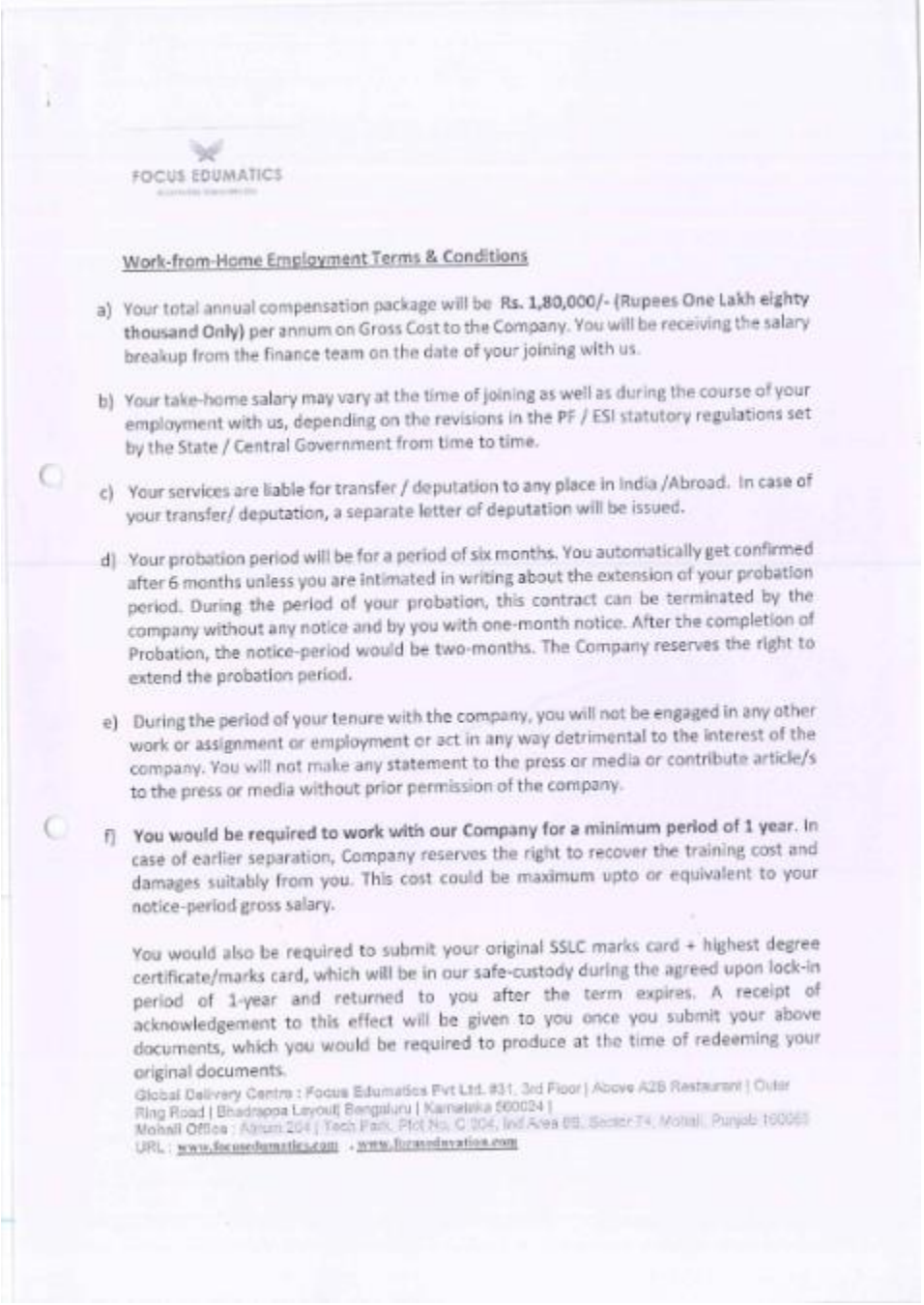
Dear Subarna,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind.Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

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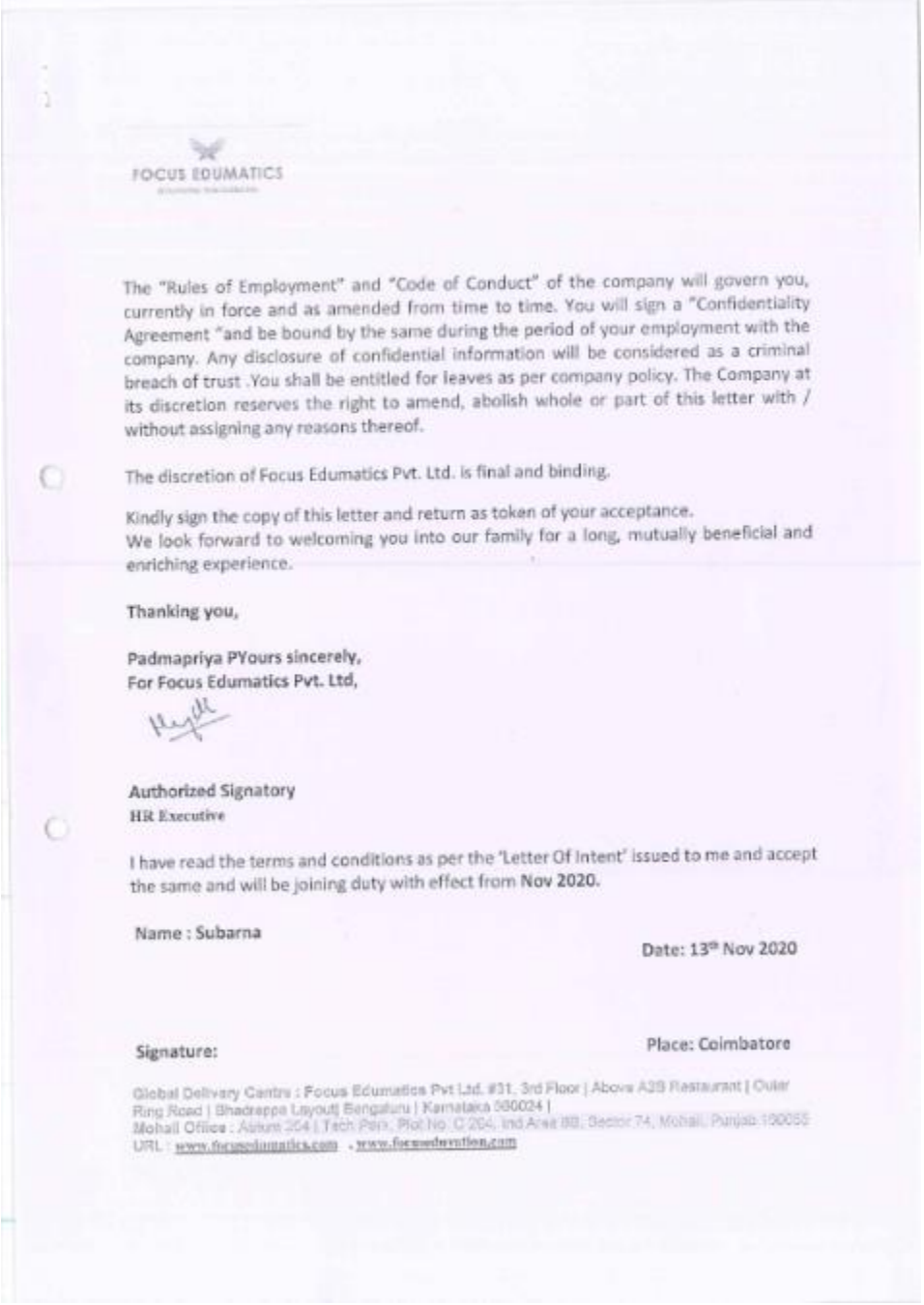
Mohali Office : Agnum 204 | Tech Park, Plot No. C 204, Ind Area IB, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.firstendeavation.com



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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Subarna

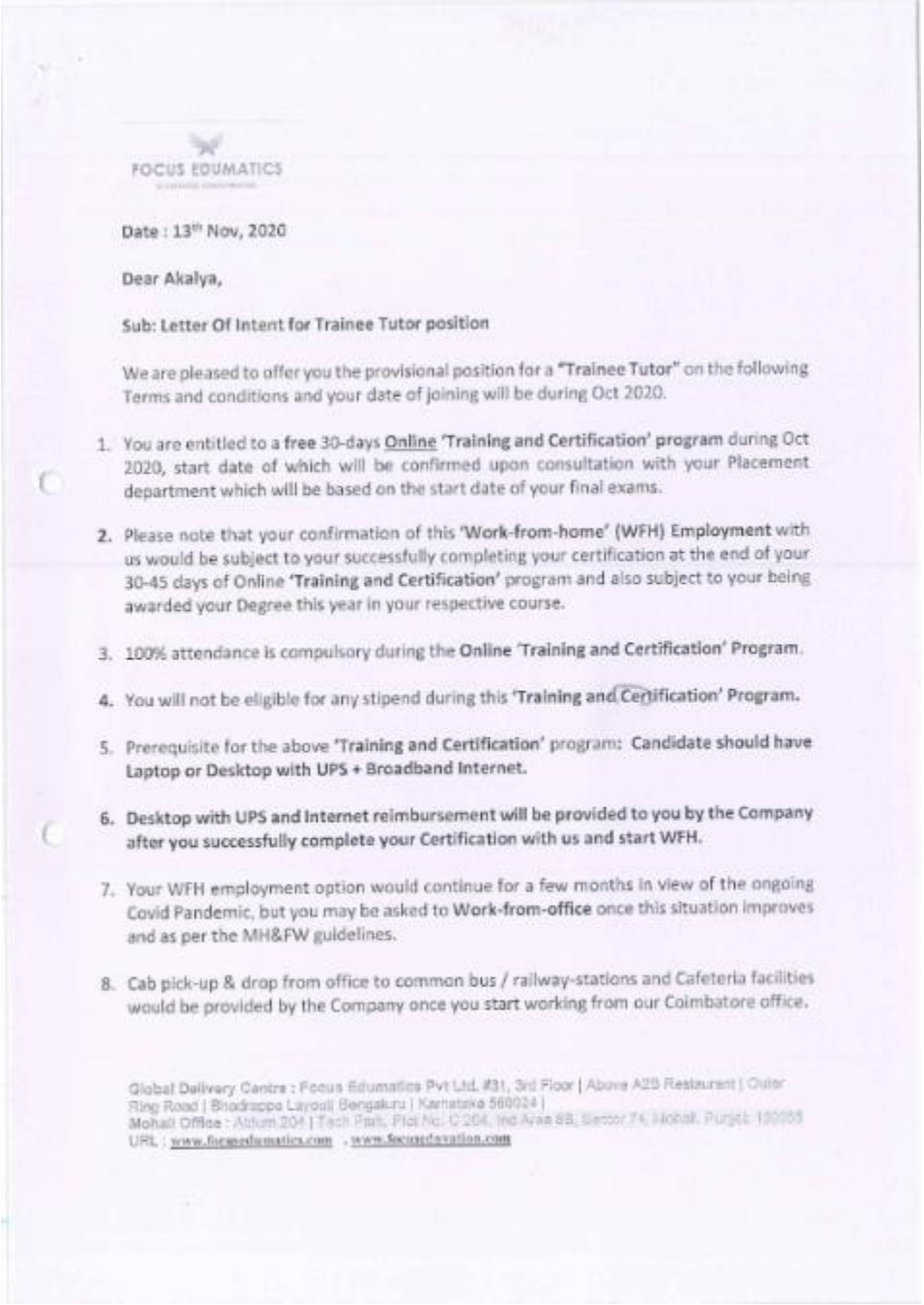
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Ashvin 304 | Tech Peri, Plot No: C 204, Ind Area IIB, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedevotion.com

AKALYA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Akalya,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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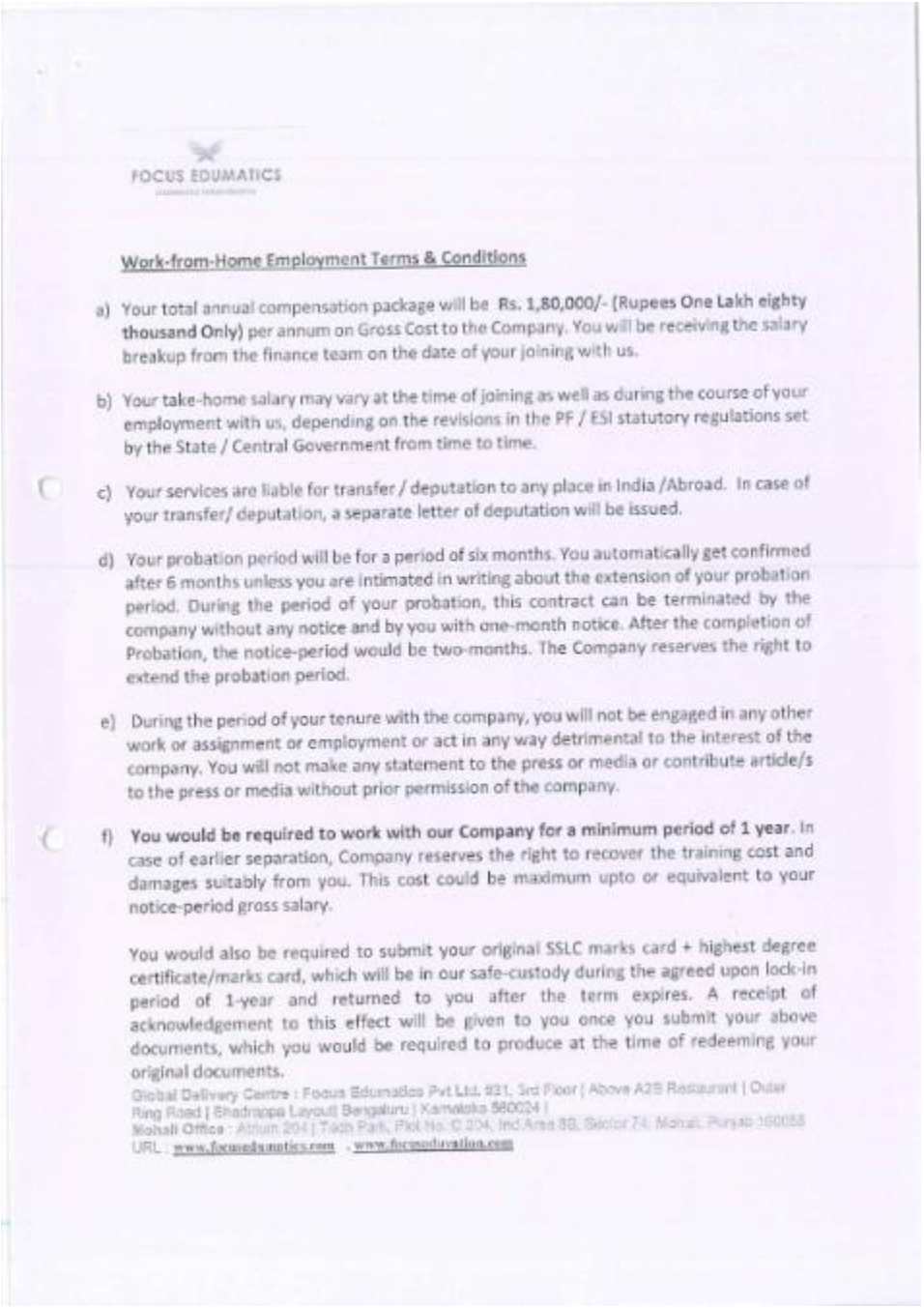
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

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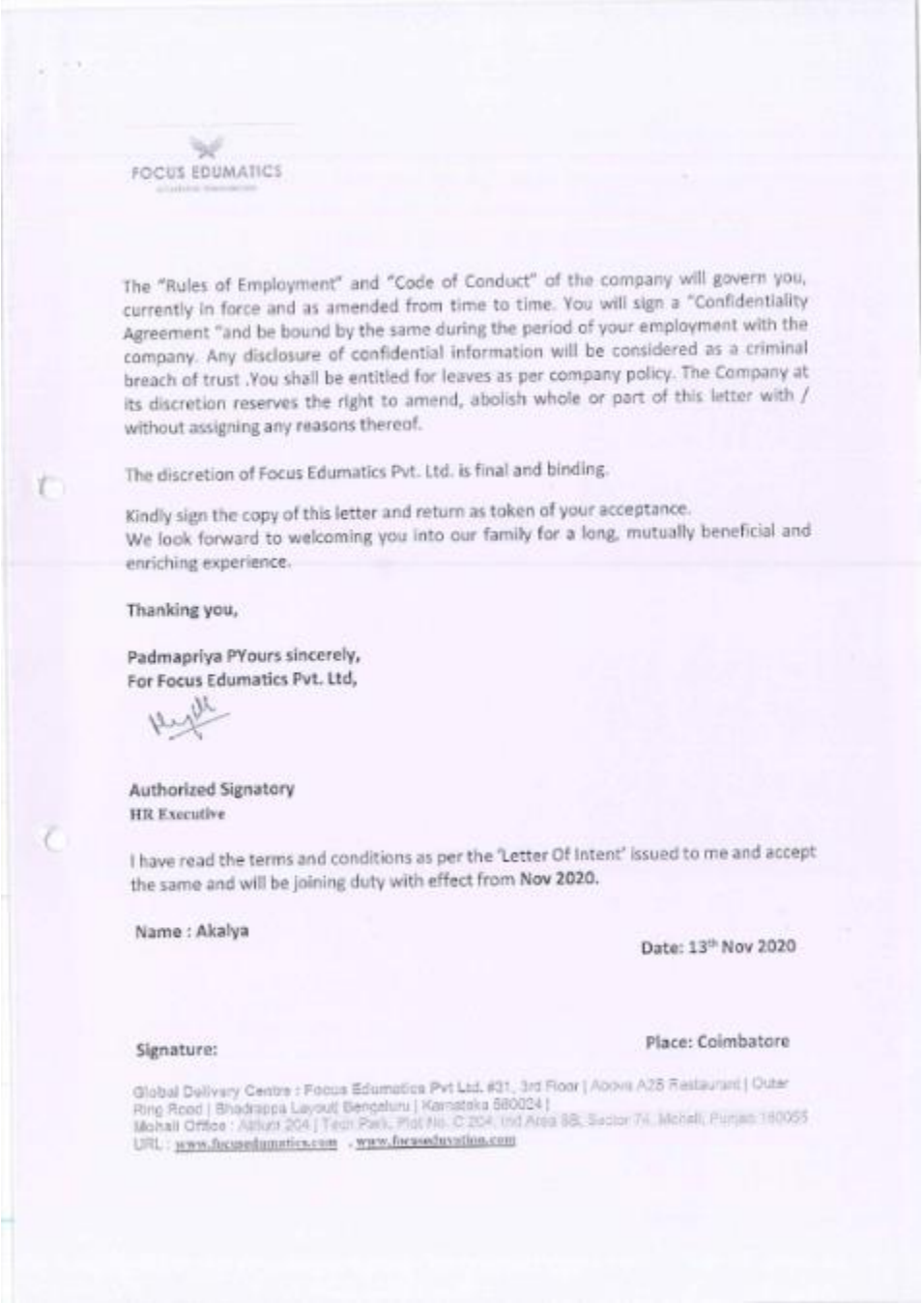
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind.Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseduvation.com



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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Akalya

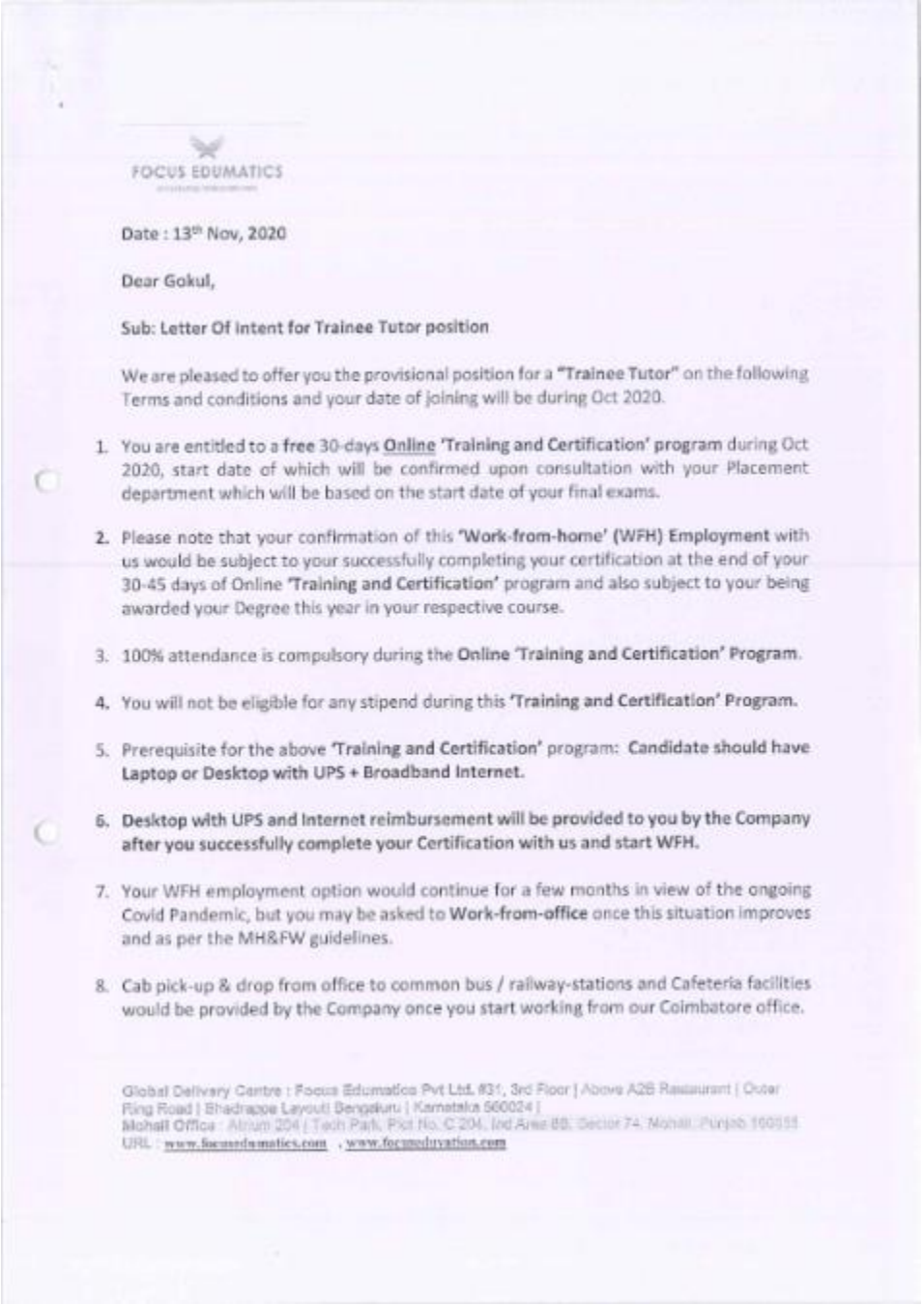
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Aditum 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

GOKUL – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Gokul,

Sub: Letter Of intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
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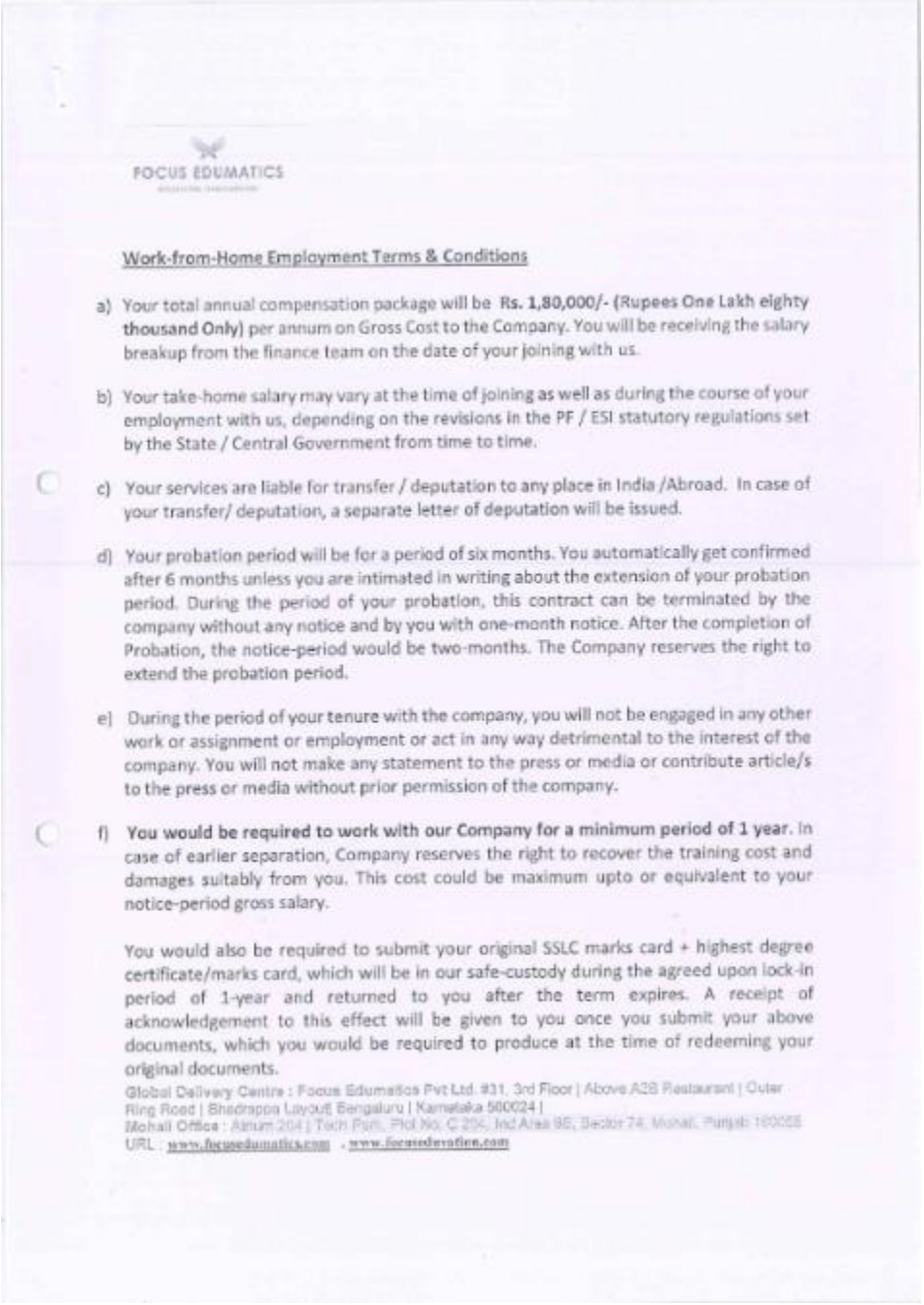

FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

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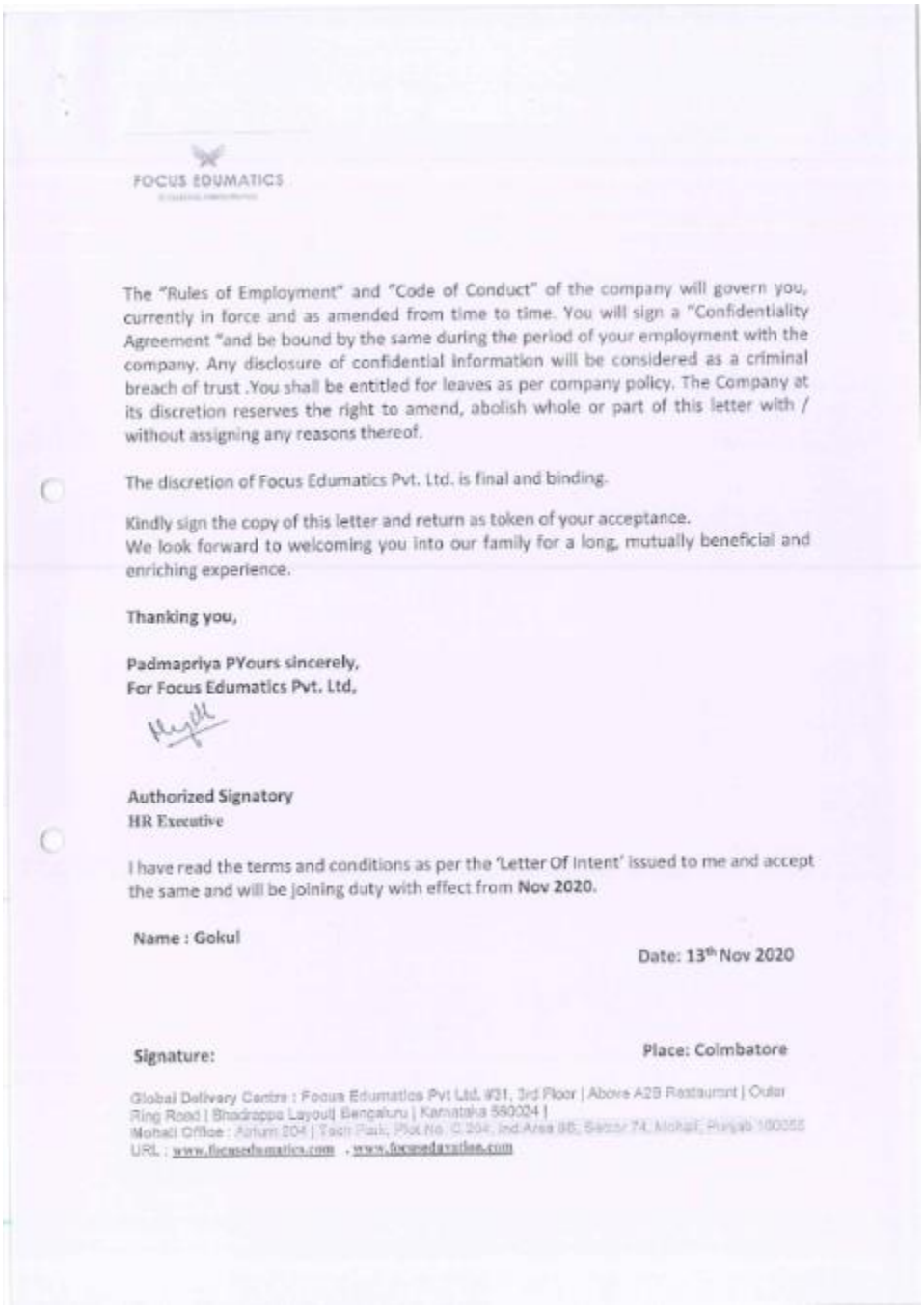

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We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Gokul

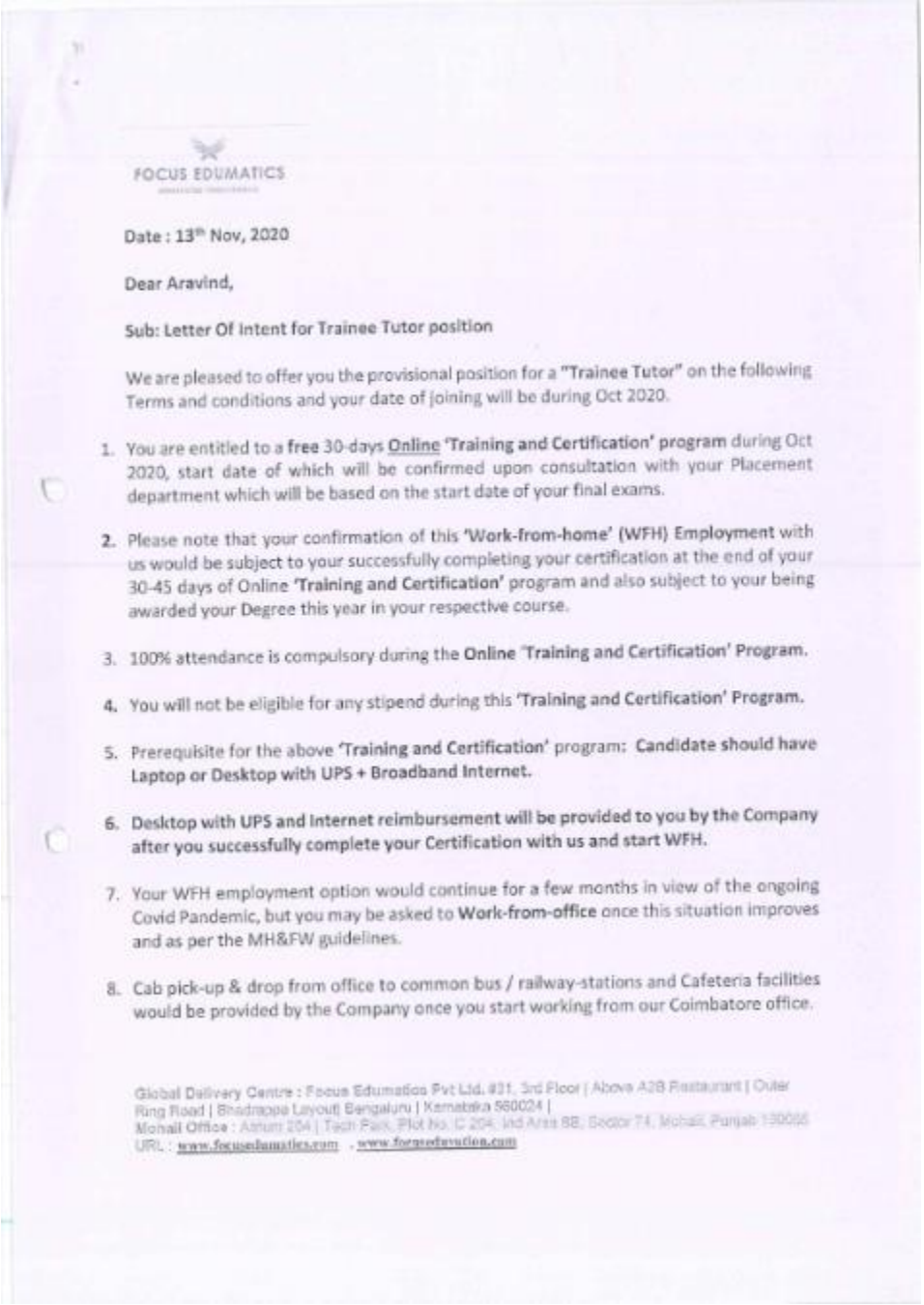
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedumatics.com

ARAVIND – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Aravind,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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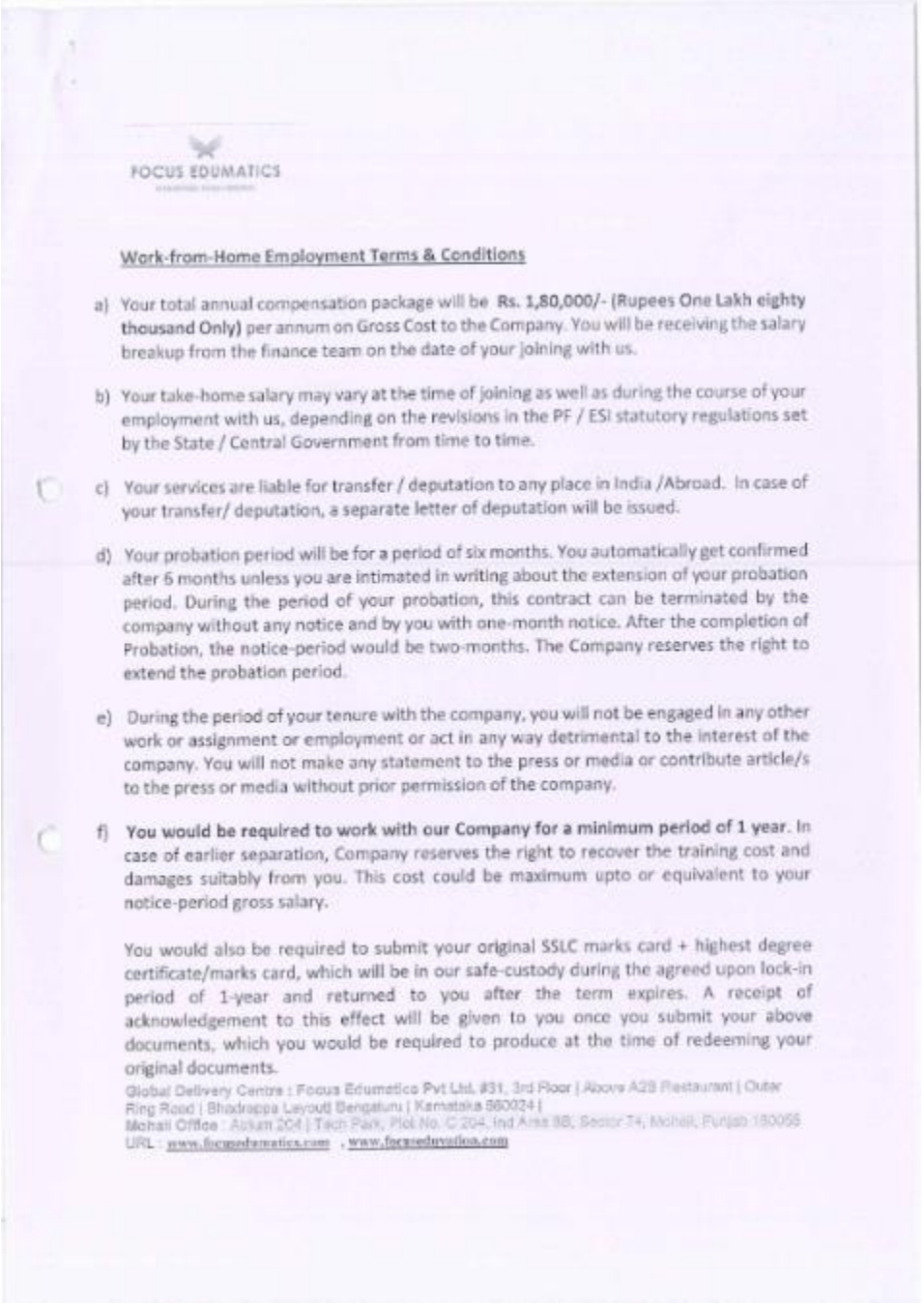
Mohali Office : Ashum 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.forgeedtechies.com



FOCUS EDUMATICS

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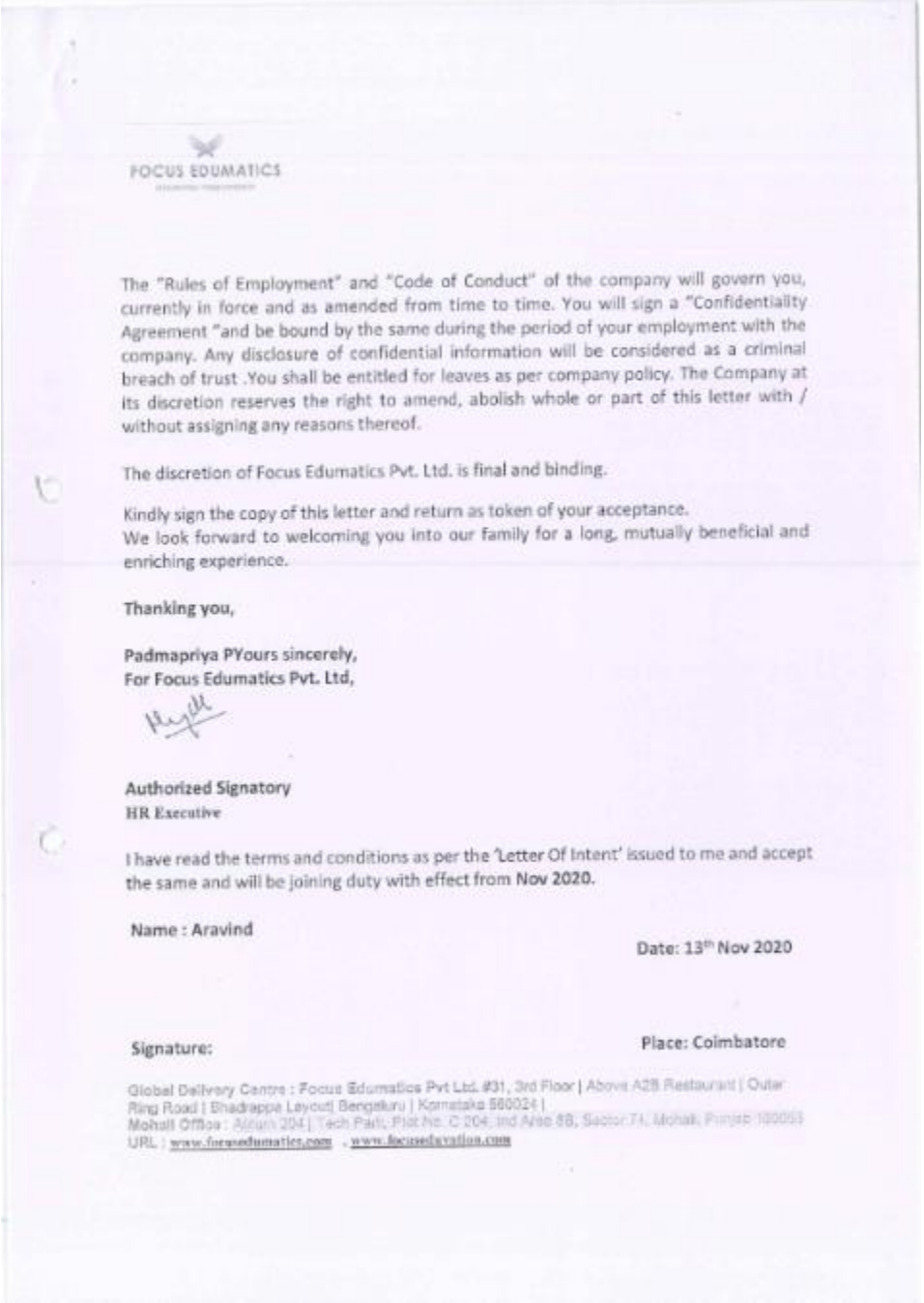
Mohali Office : Ashiana 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedmatics.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Aravind

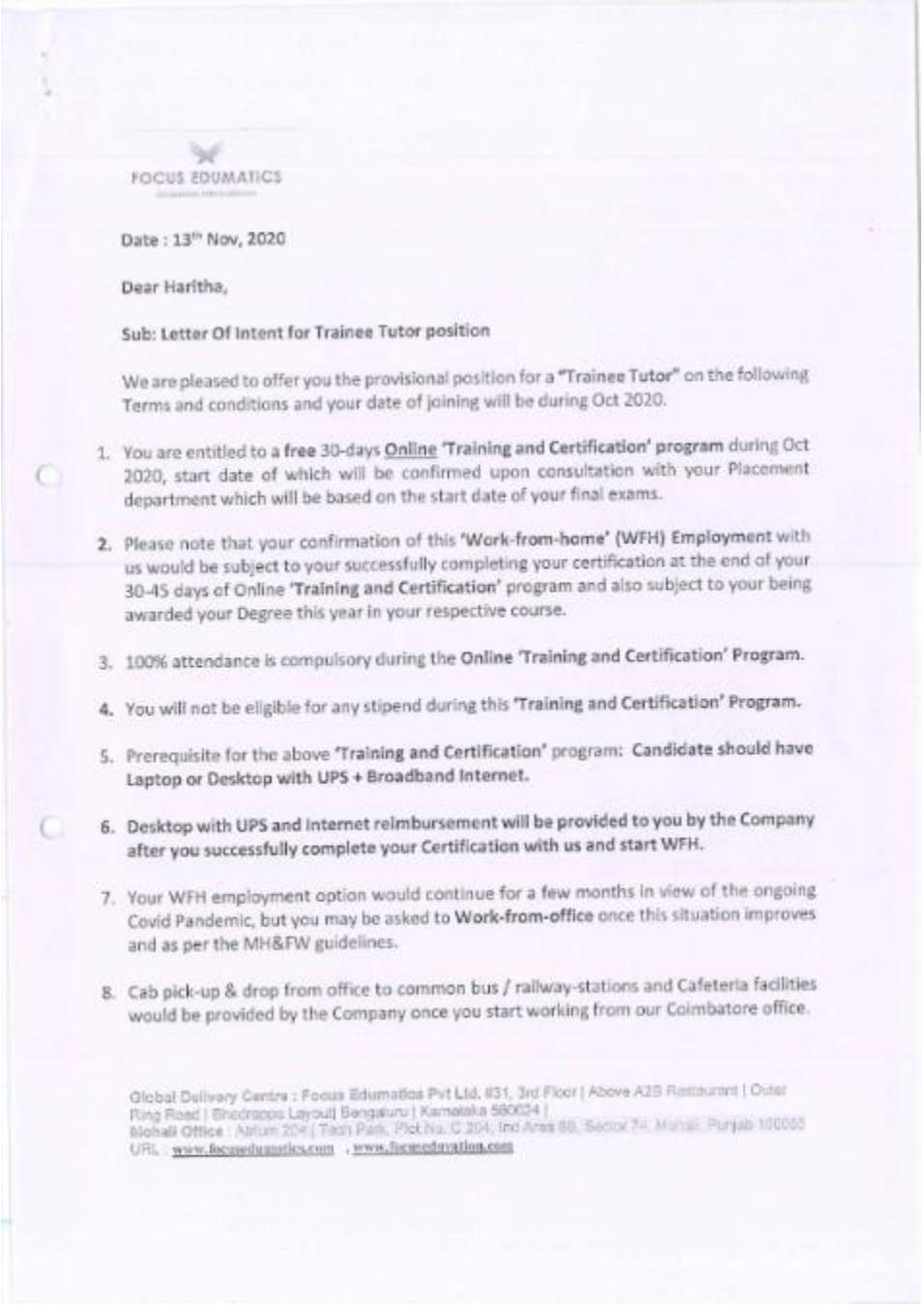
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Aldum 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focusedyation.com

HARITHA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

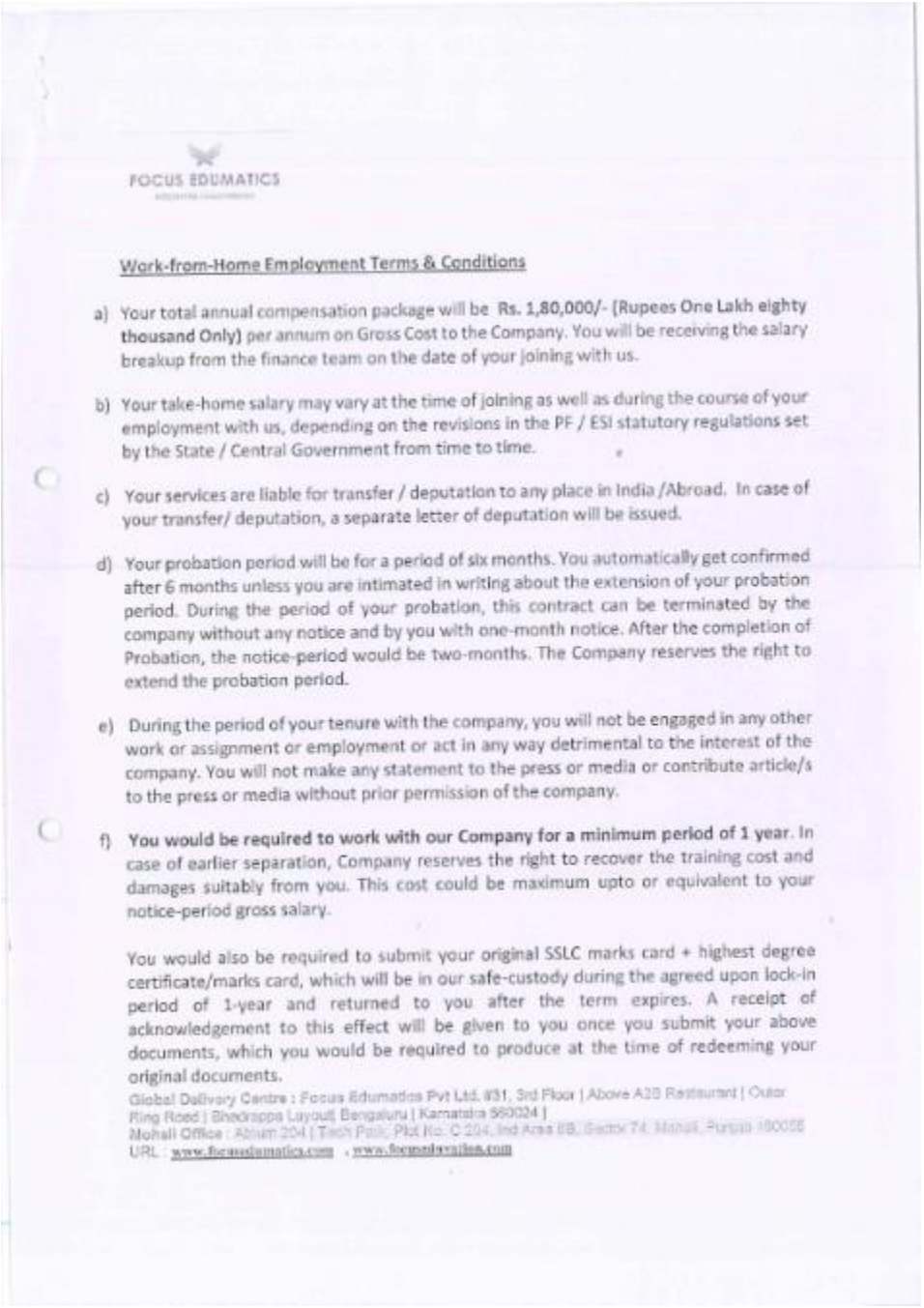
Dear Haritha,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhodrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 89, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

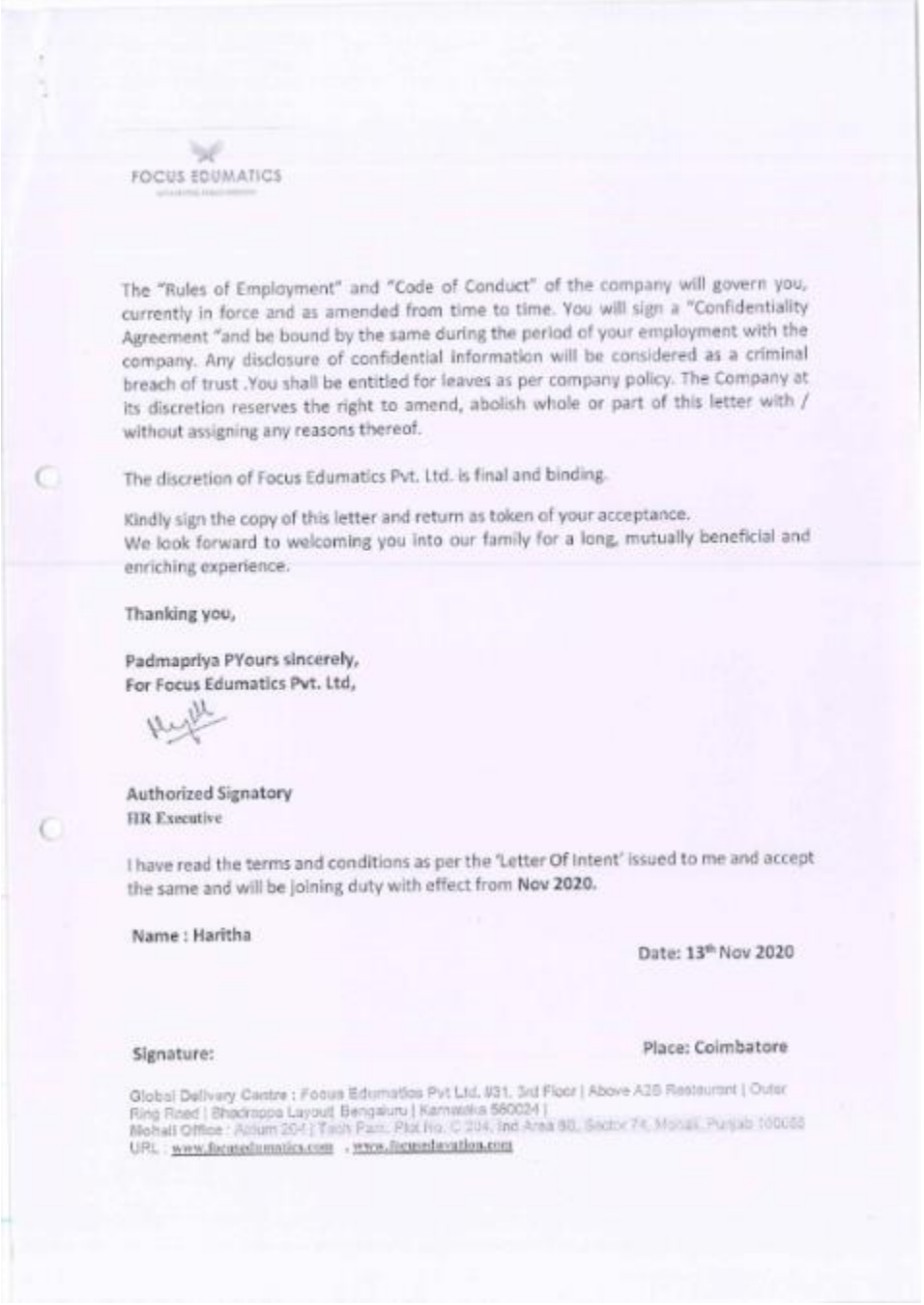
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year**. In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvalues.com



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We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Haritha

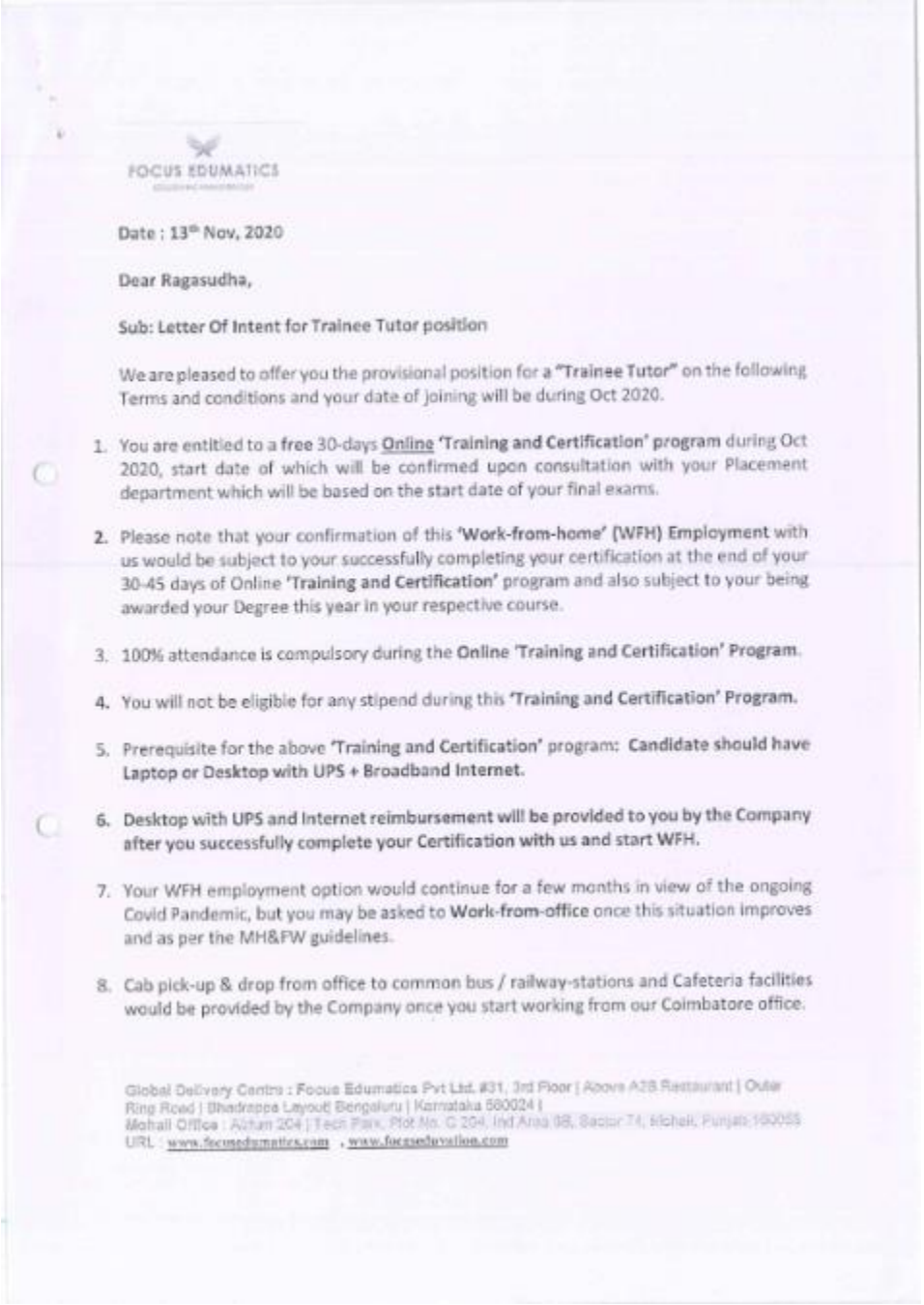
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focuseducation.com

RAGASUDHA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Ragasudha,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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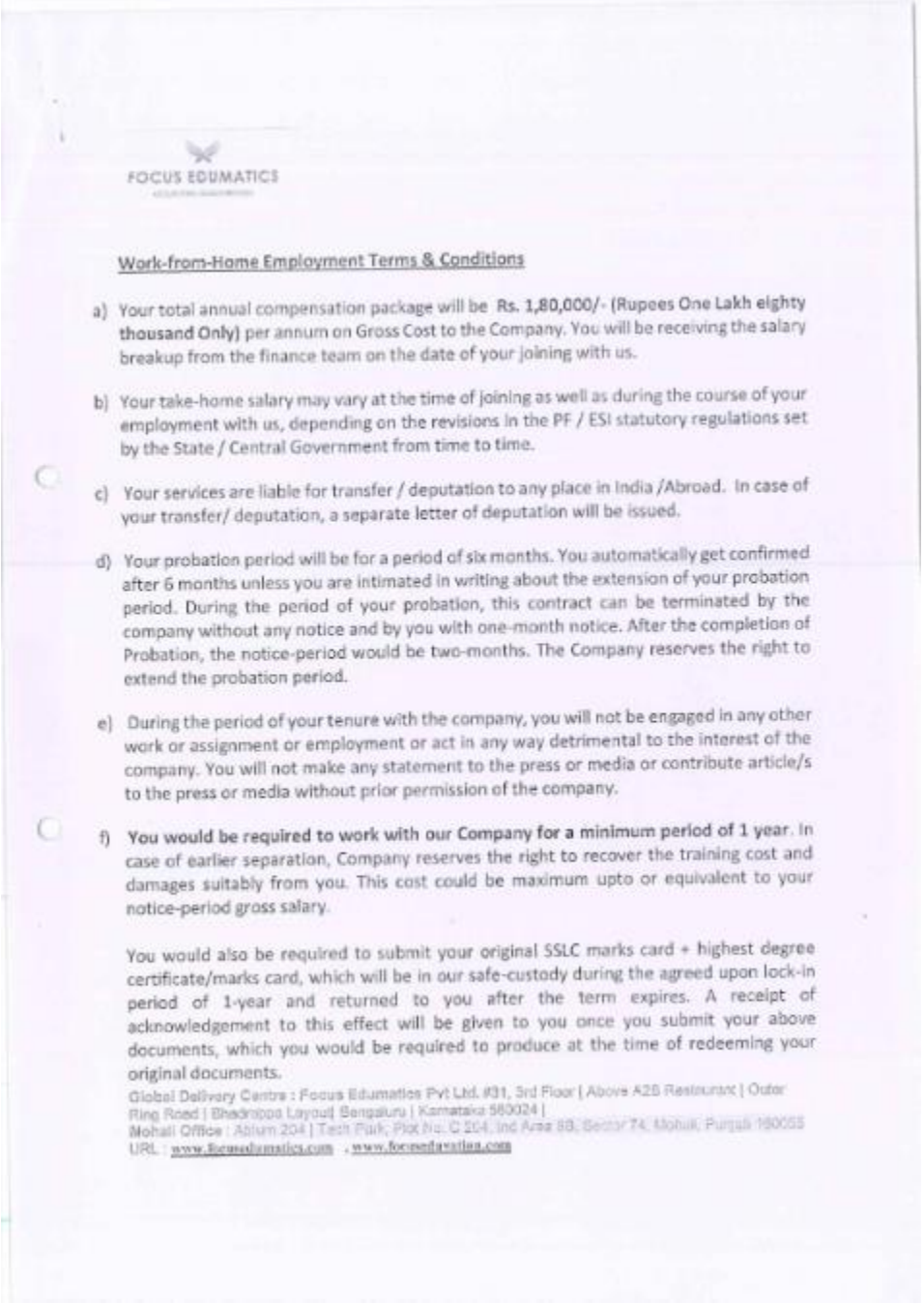
Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Aizhun 204 | Tech Park, Plot No. G 204, Ind Area 9B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedivision.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

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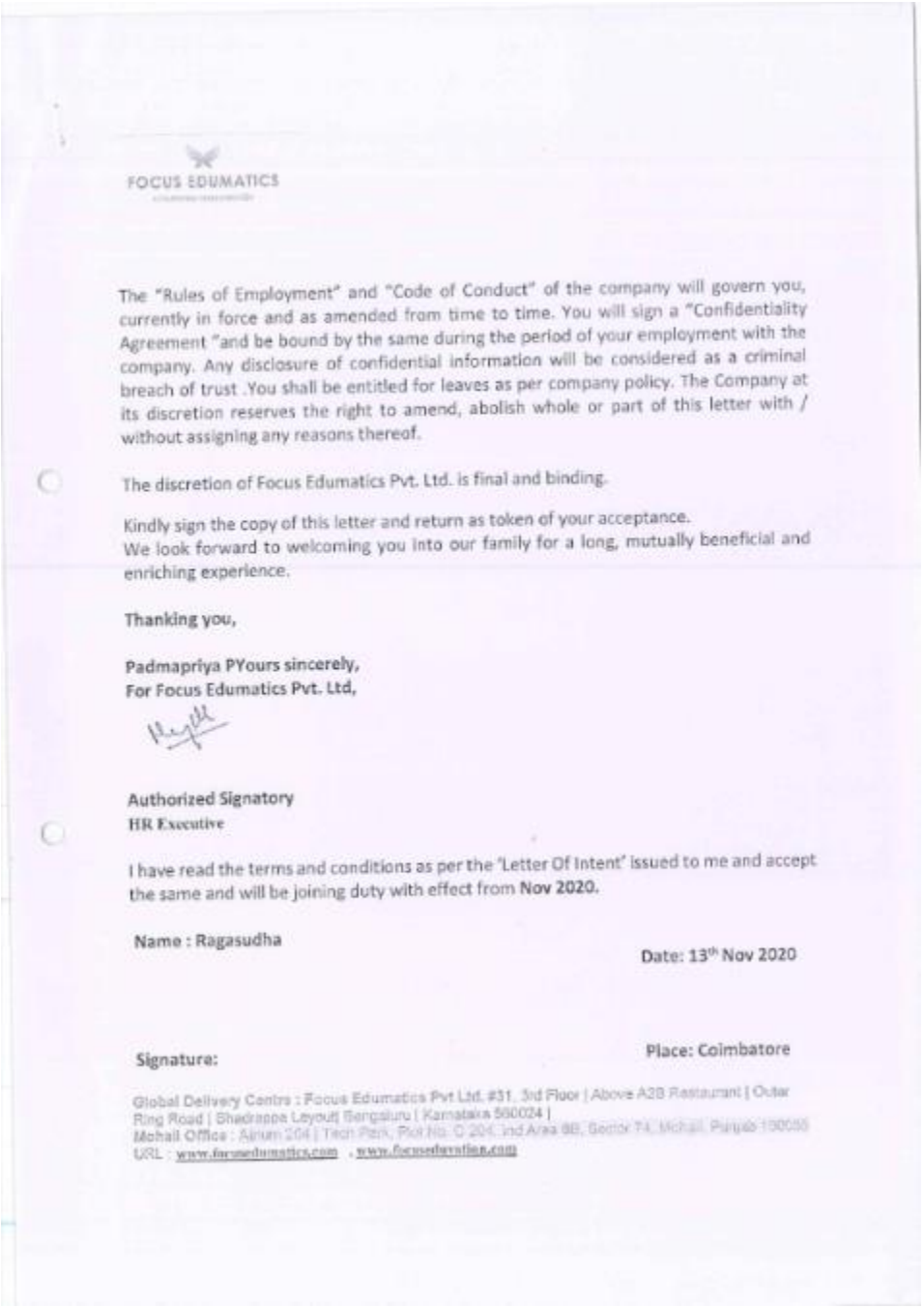
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedumatics.com



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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Ragasudha

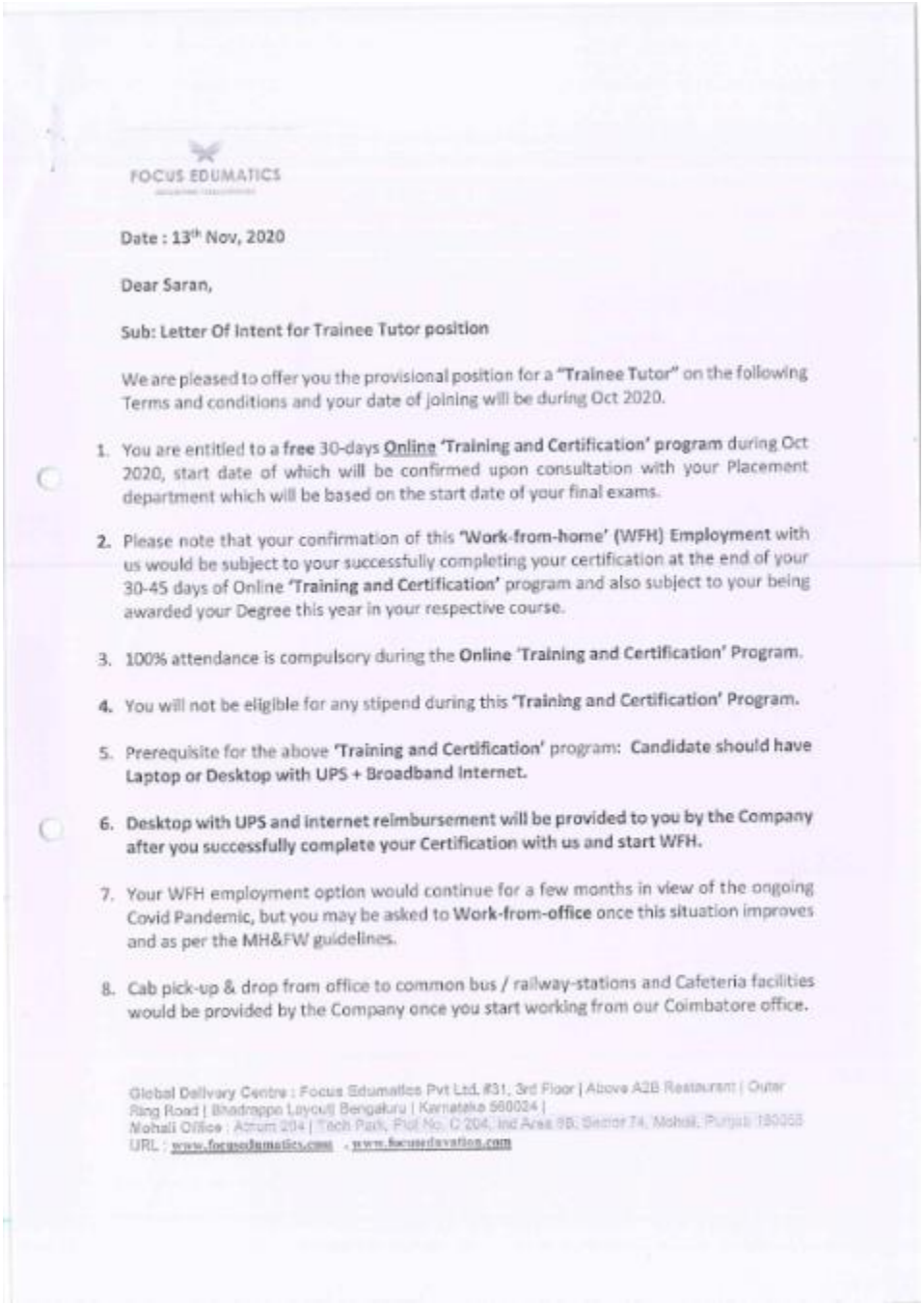
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Aprum 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab-160059
URL : www.focusedumatics.com , www.focusedevelop.com

SARAN – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Saran,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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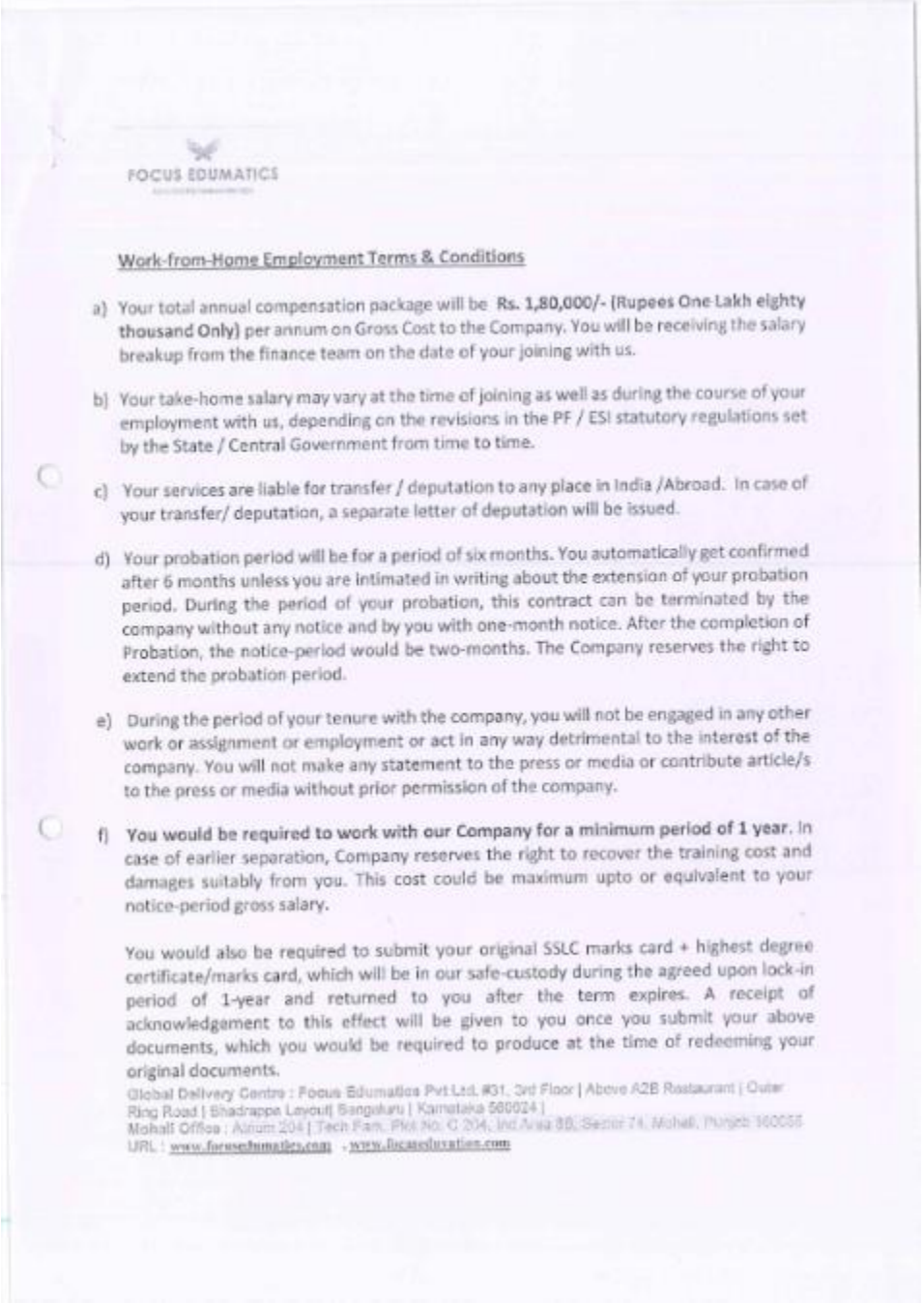
Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

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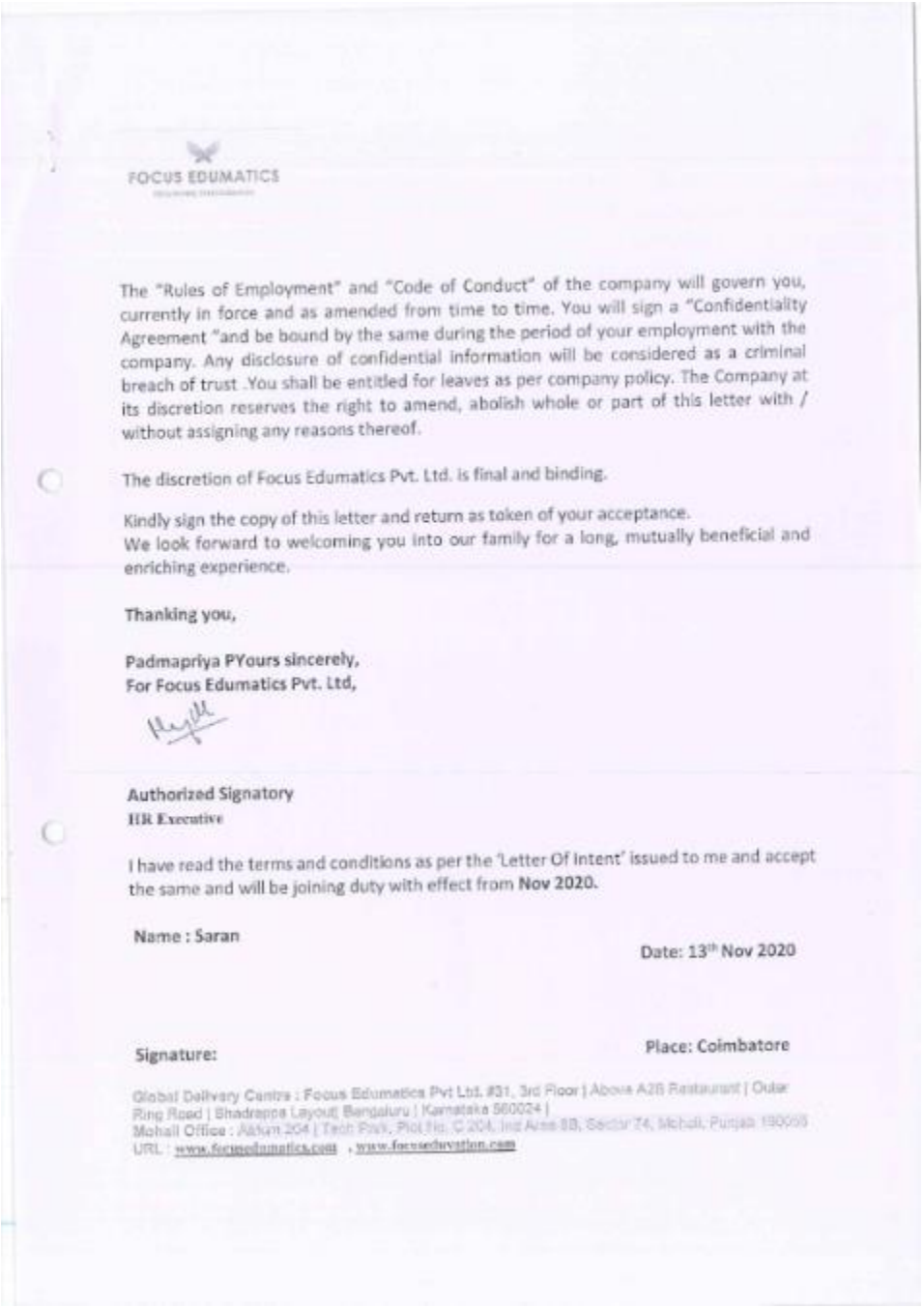
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focuseducation.com



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We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Saran

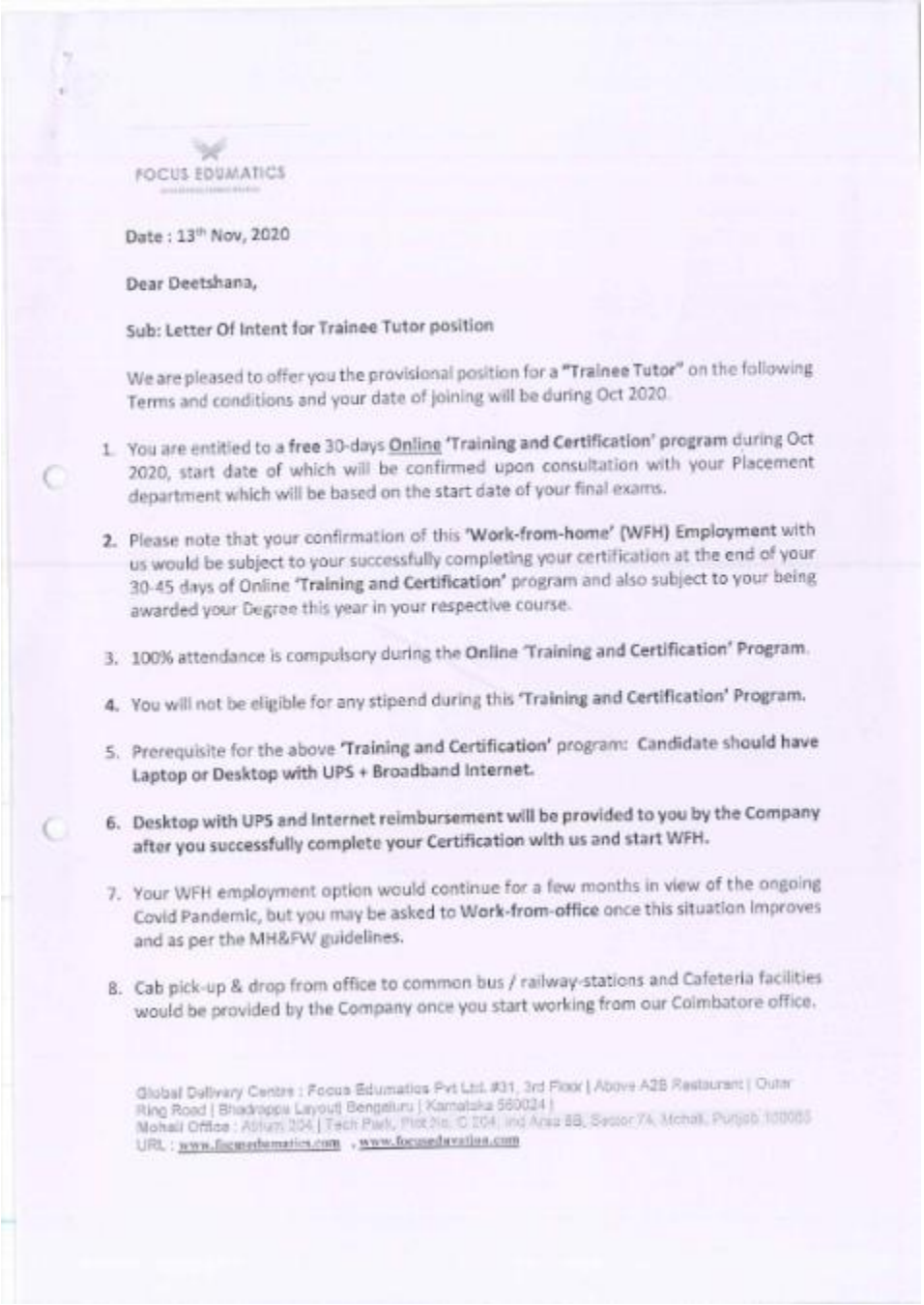
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Aakum 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focuseducation.com

DEETSHANA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Deetshana,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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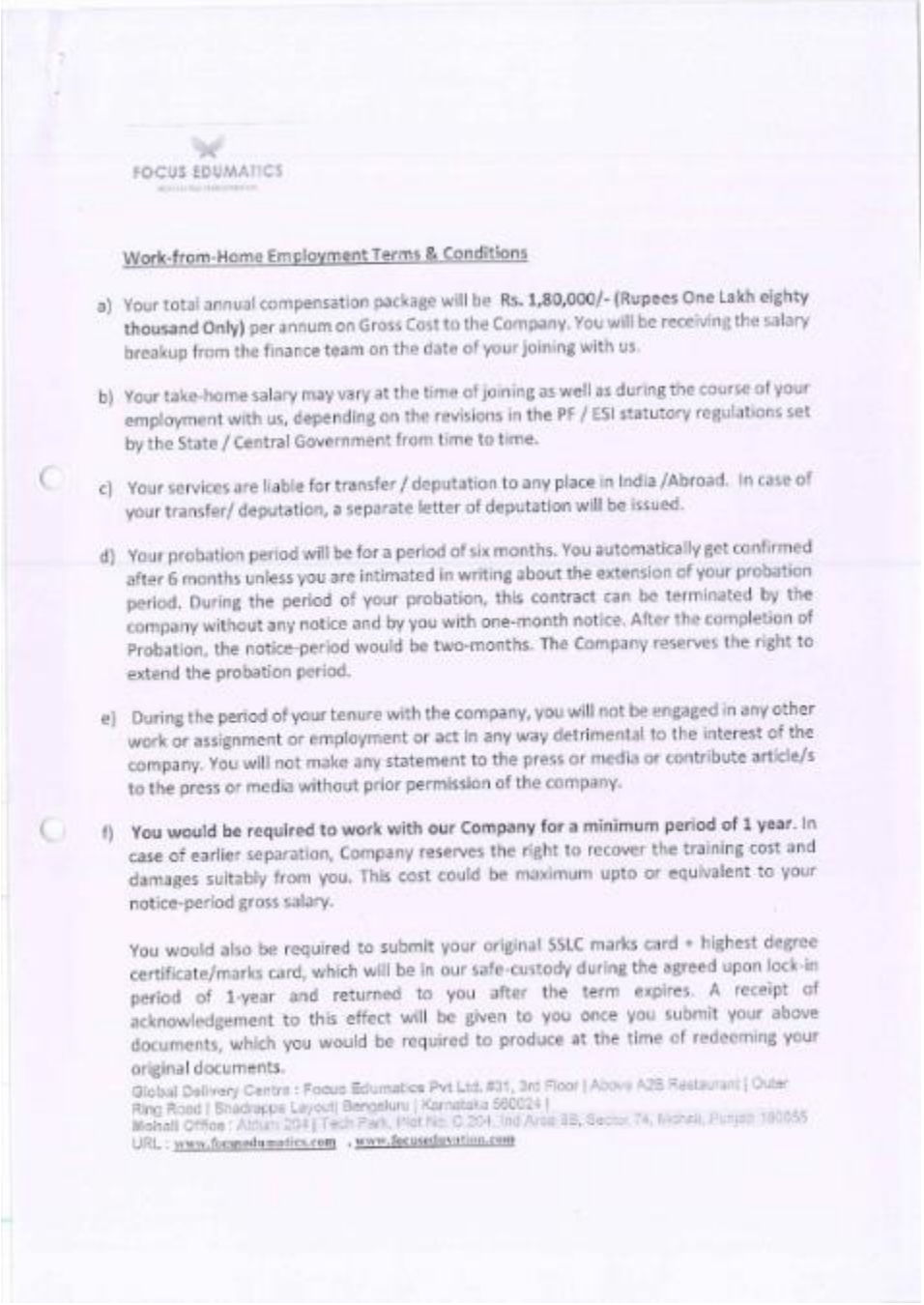
URL : www.focusedmatics.com , www.focusedwalks.com



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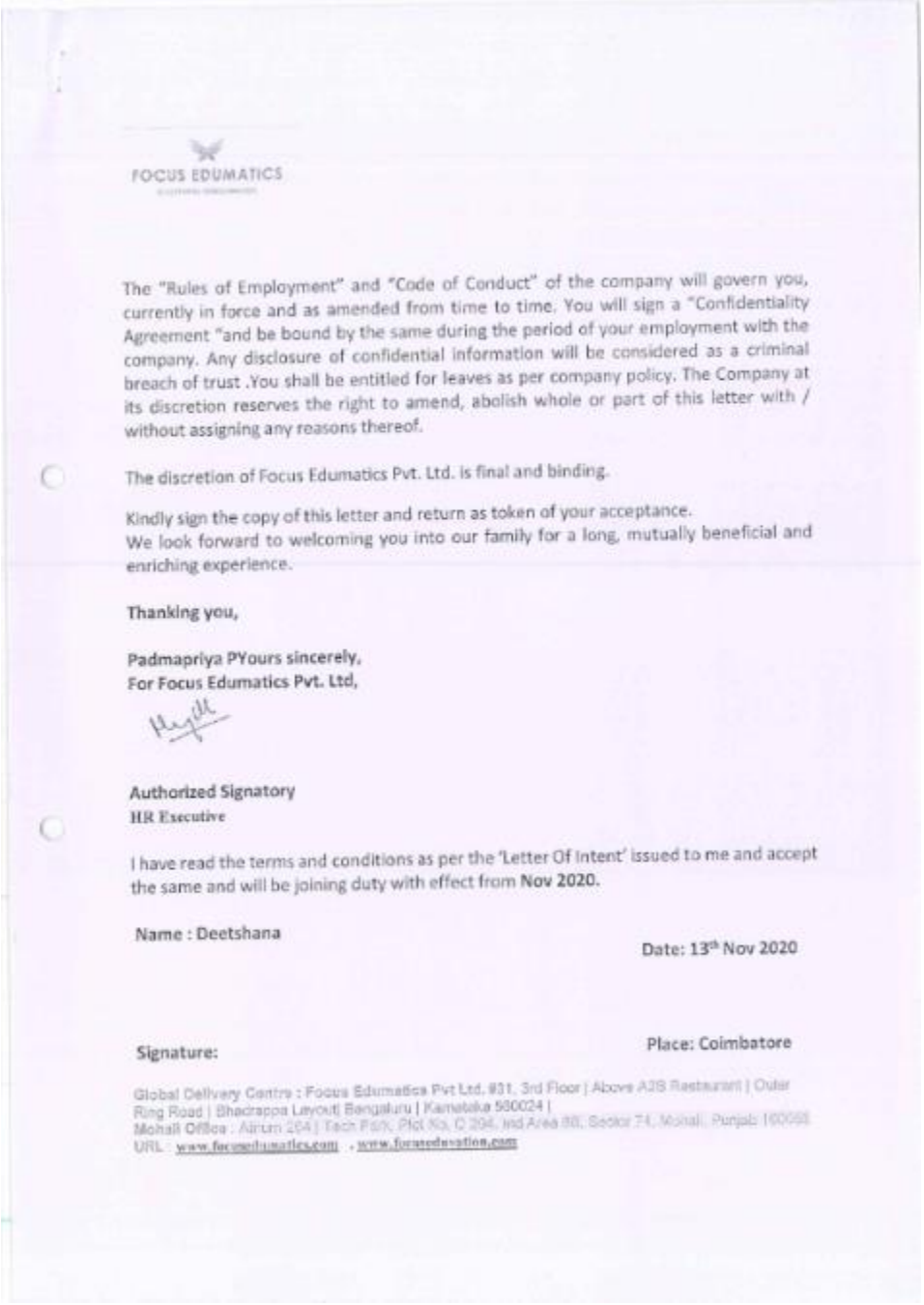
URL : www.focusedumatics.com , www.focusedavation.com



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Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Deetshana

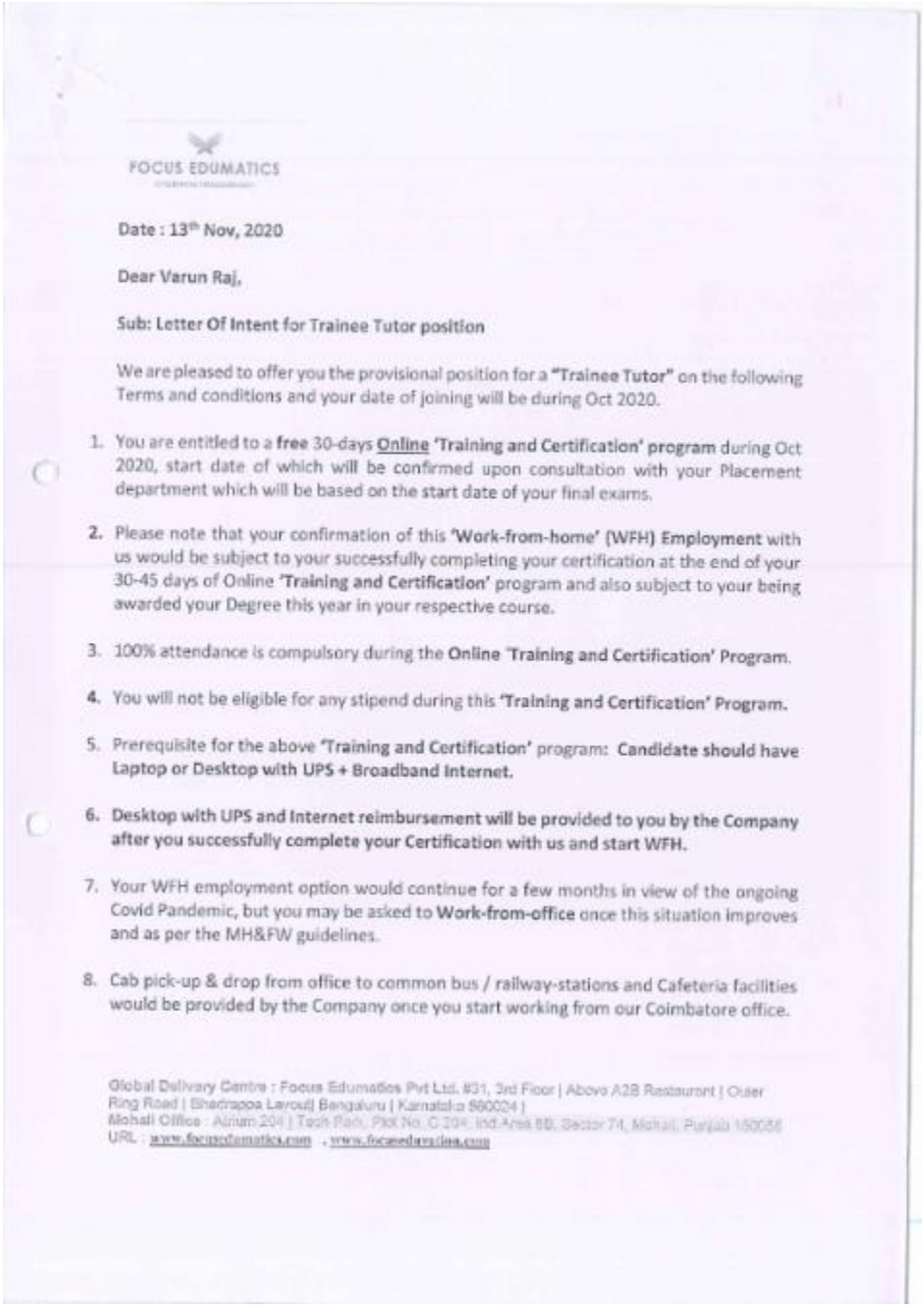
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focuseducation.com

VARUN RAJ – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

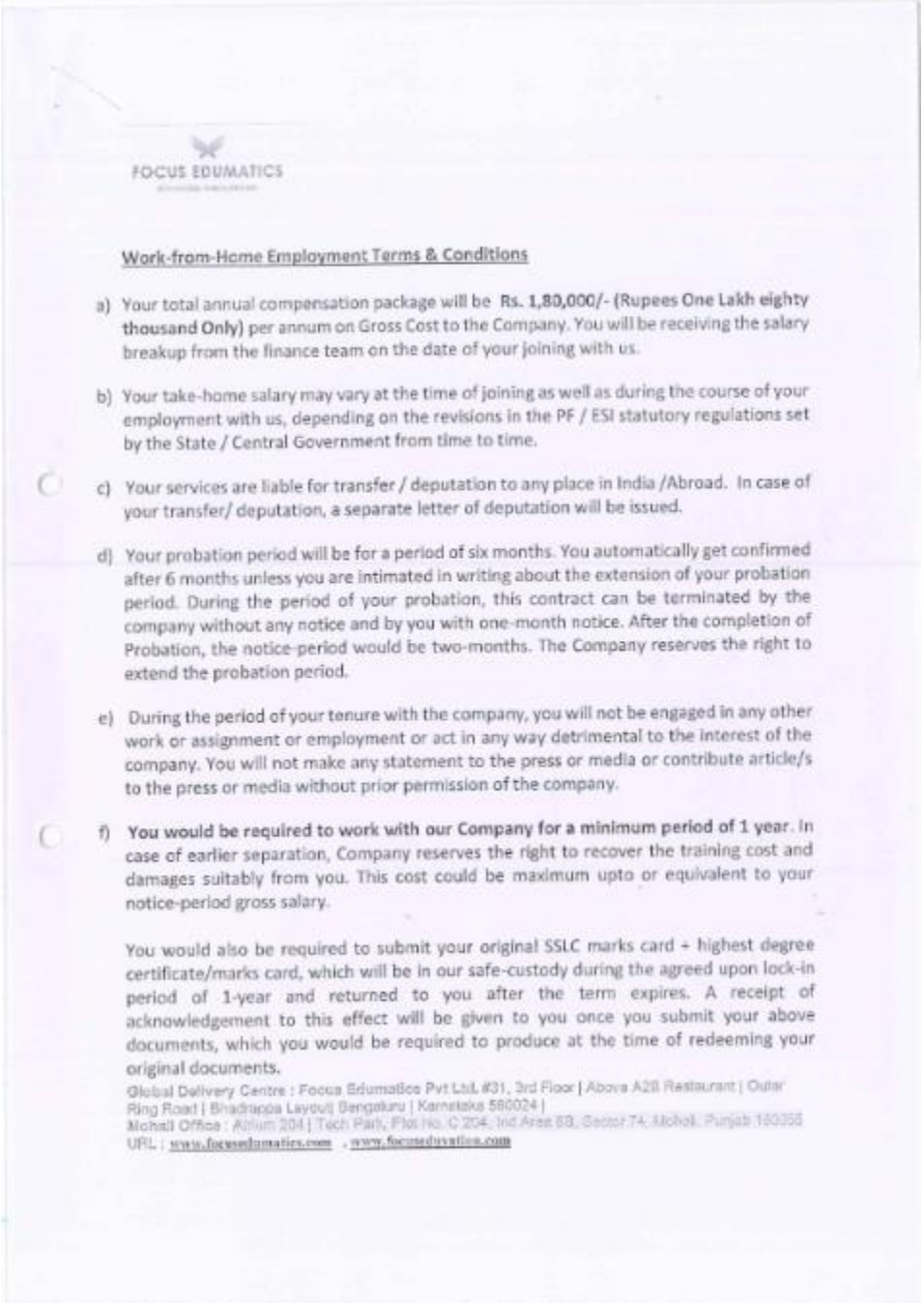
Dear Varun Raj,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind.Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedumatics.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

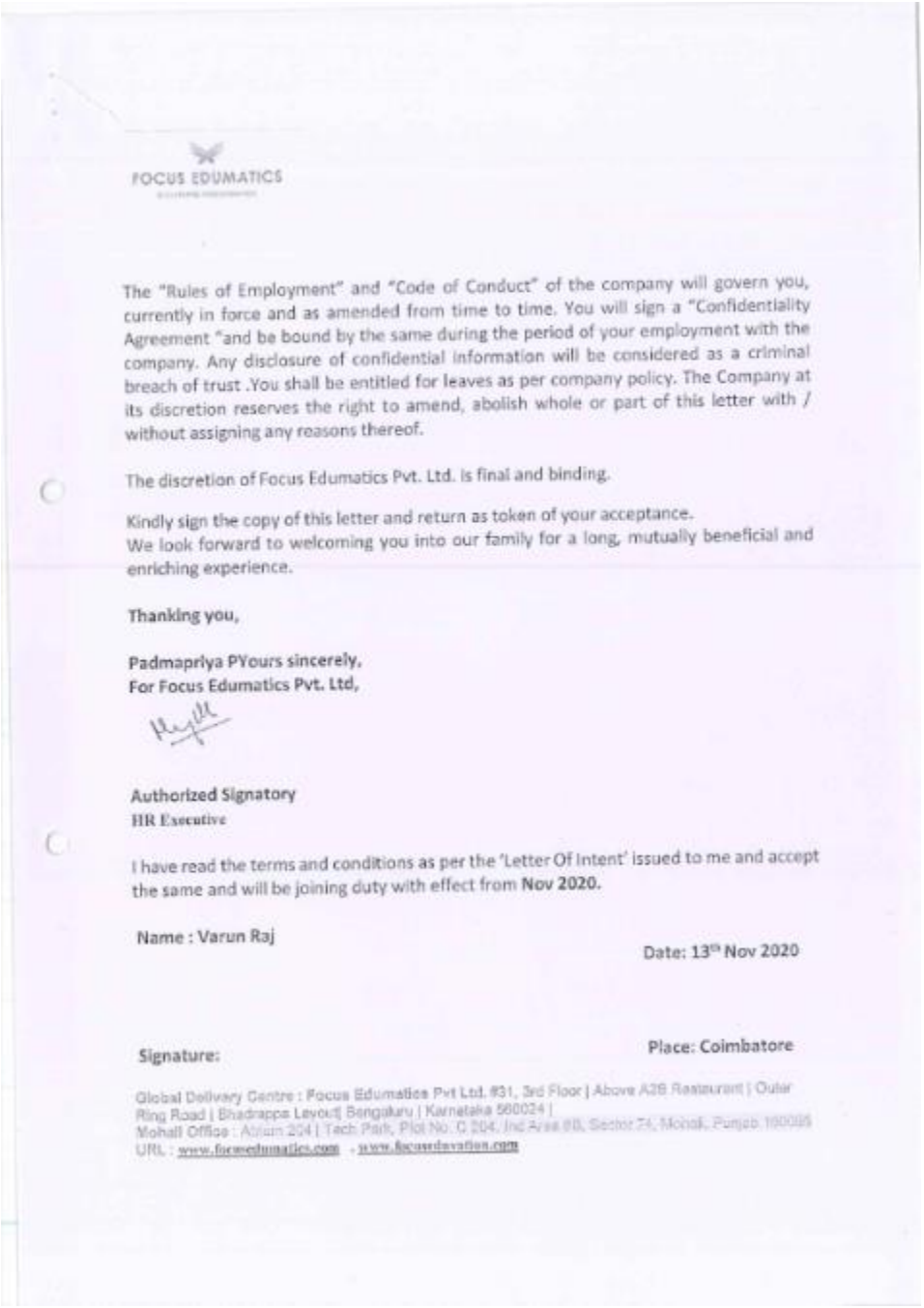
d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year**. In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot no. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedvation.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Varun Raj

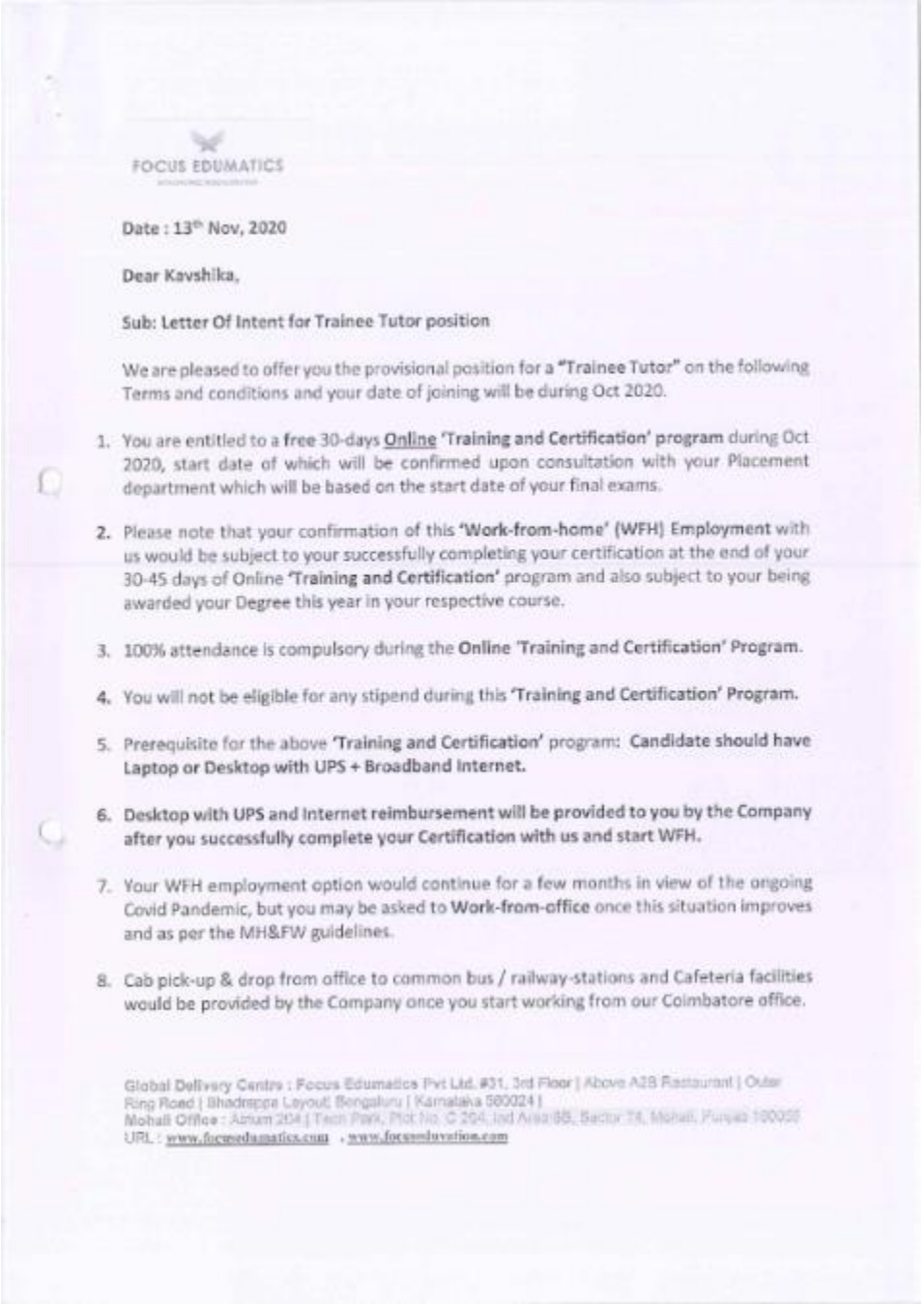
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area IB, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com - www.focusdevation.com

KAVSHIKA – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Kavshika,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
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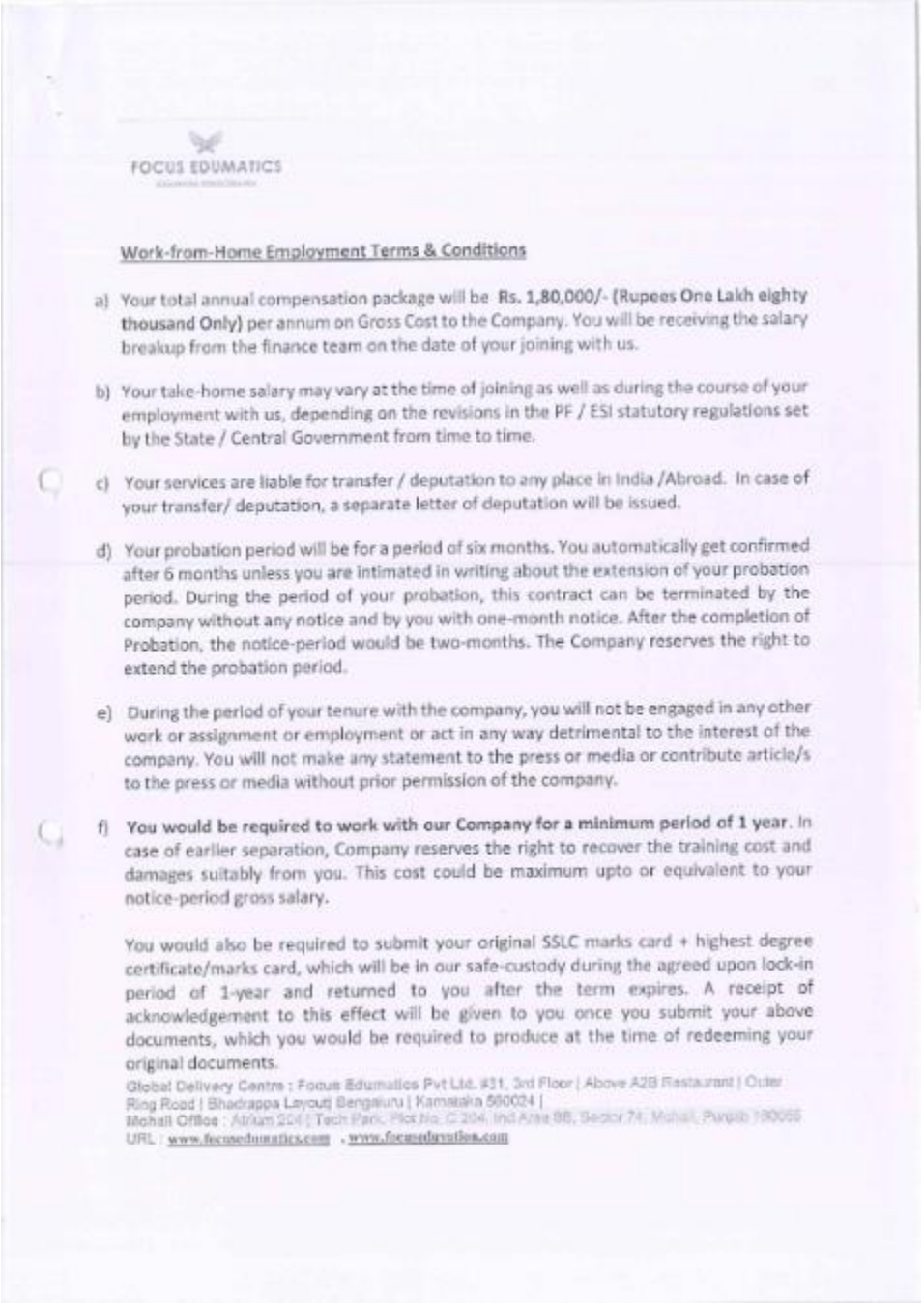
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout, Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area-8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focusinvention.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

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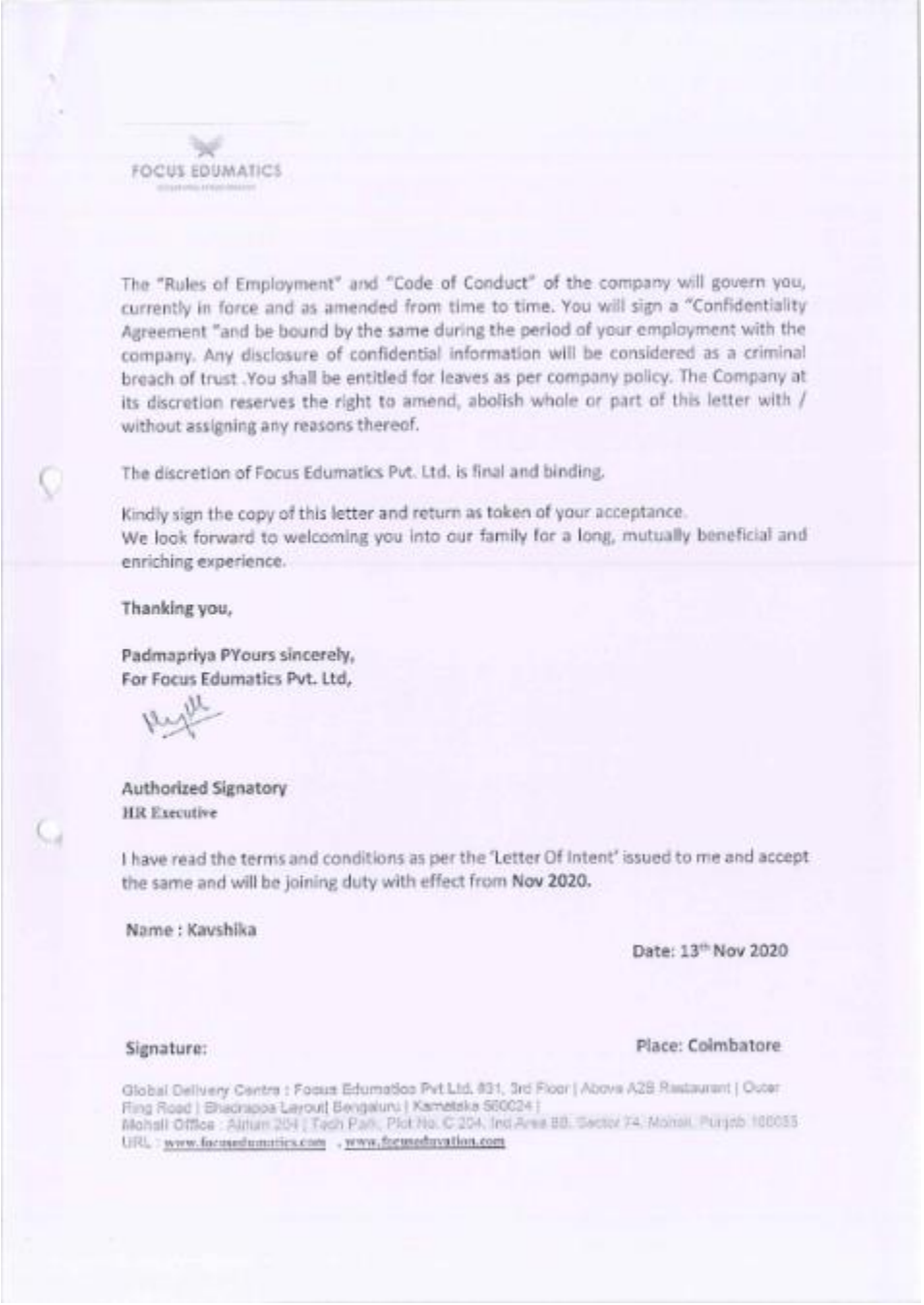
You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focusedumatics.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Kavshika

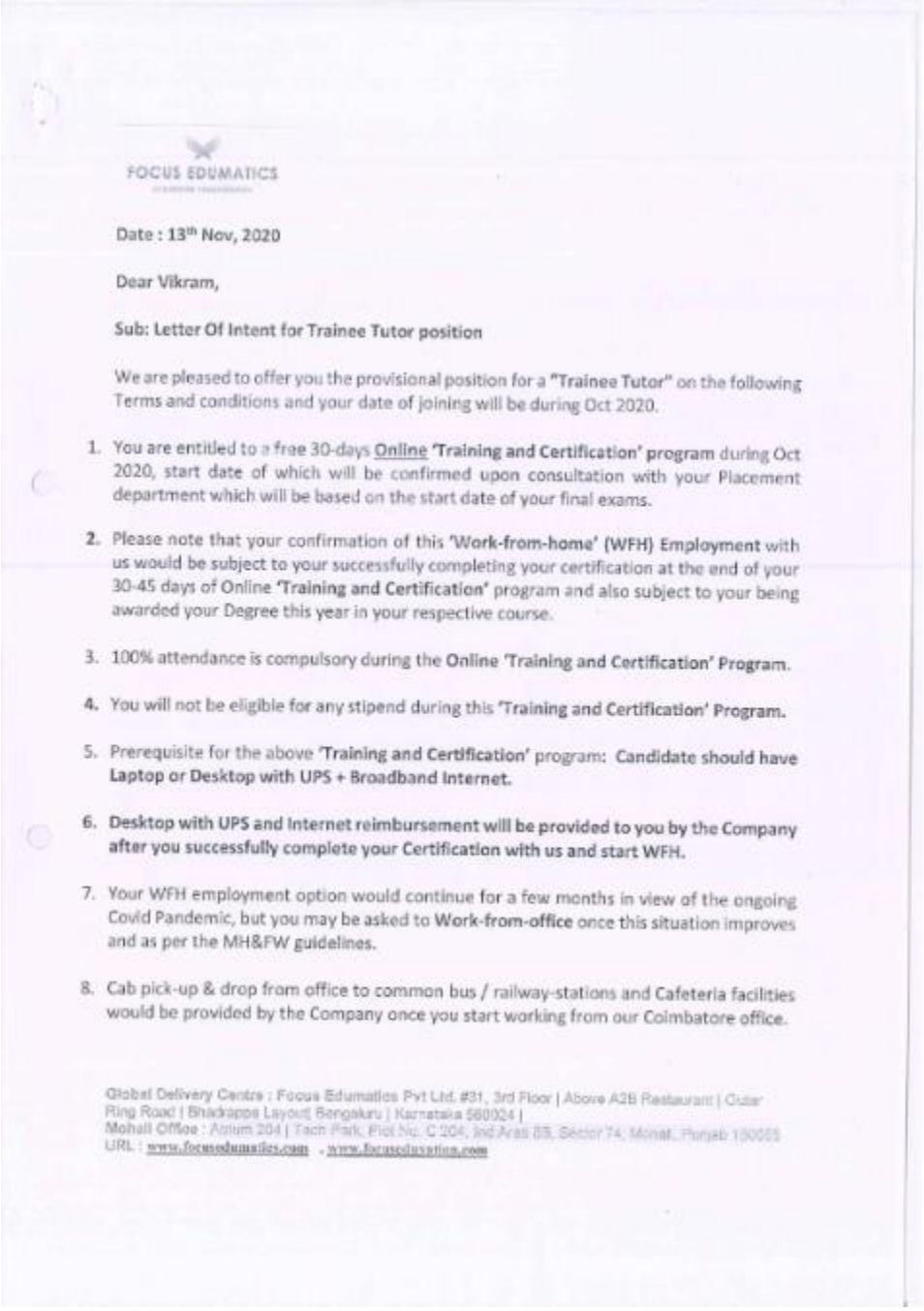
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, 831, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Path, Plot No. IC 204, Ind Area BB, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusednovation.com

VIKRAM – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Vikram,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a free 30-days Online **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
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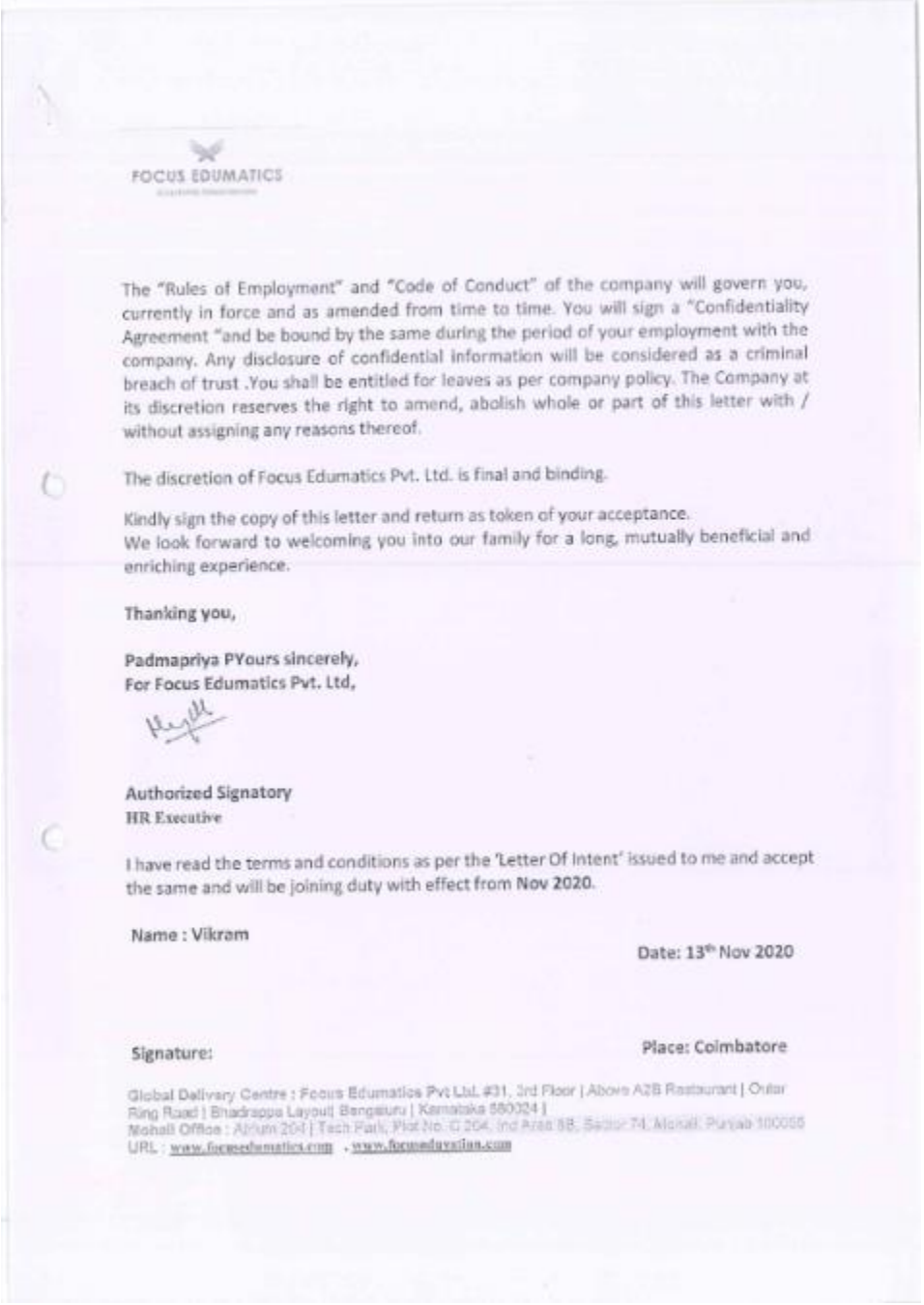
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, 2nd Aras 69, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusbusiness.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020**.

Name : Vikram

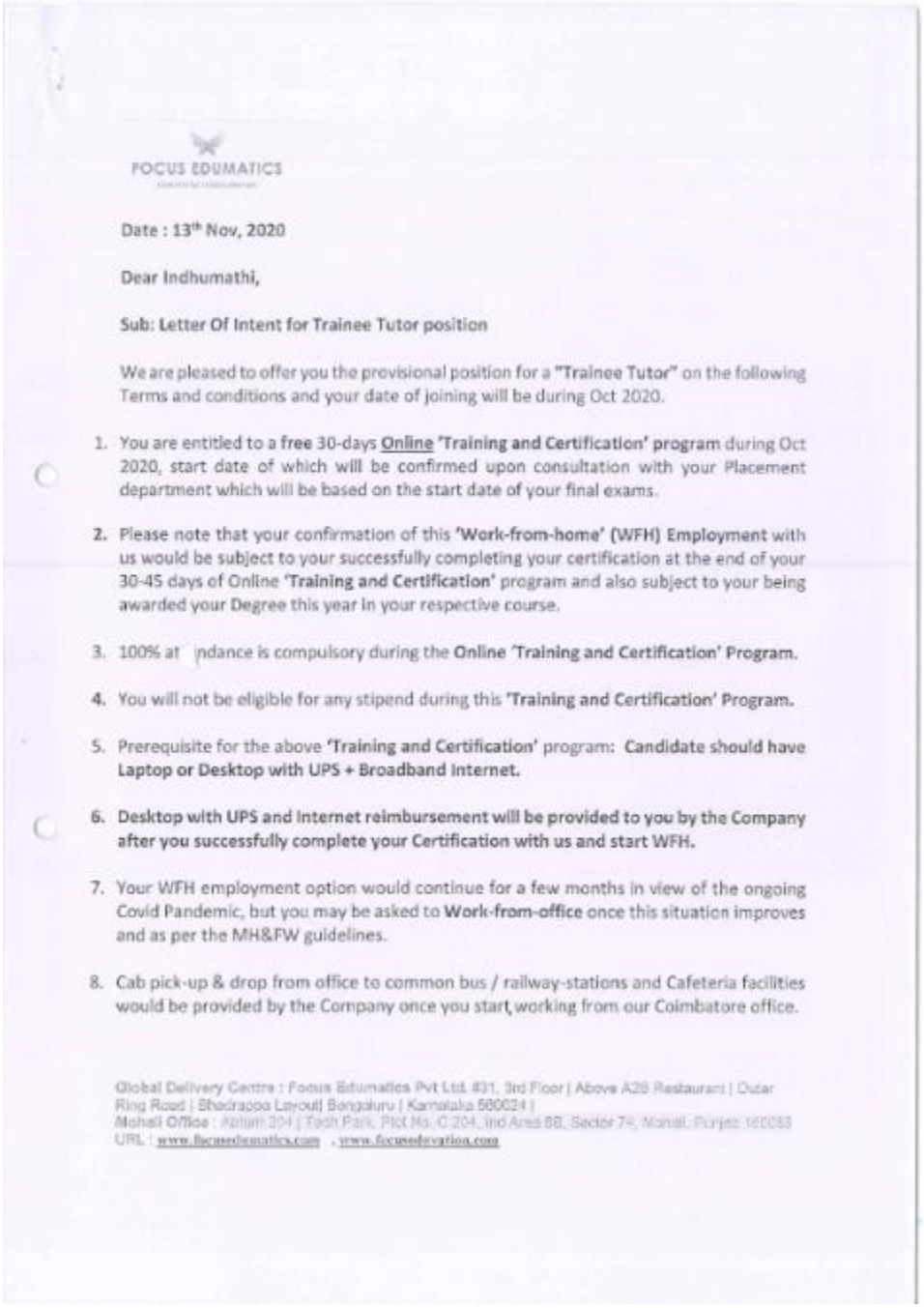
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focuseducation.com , www.focuseducation.com

INDHUMATHI – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Indhumathi,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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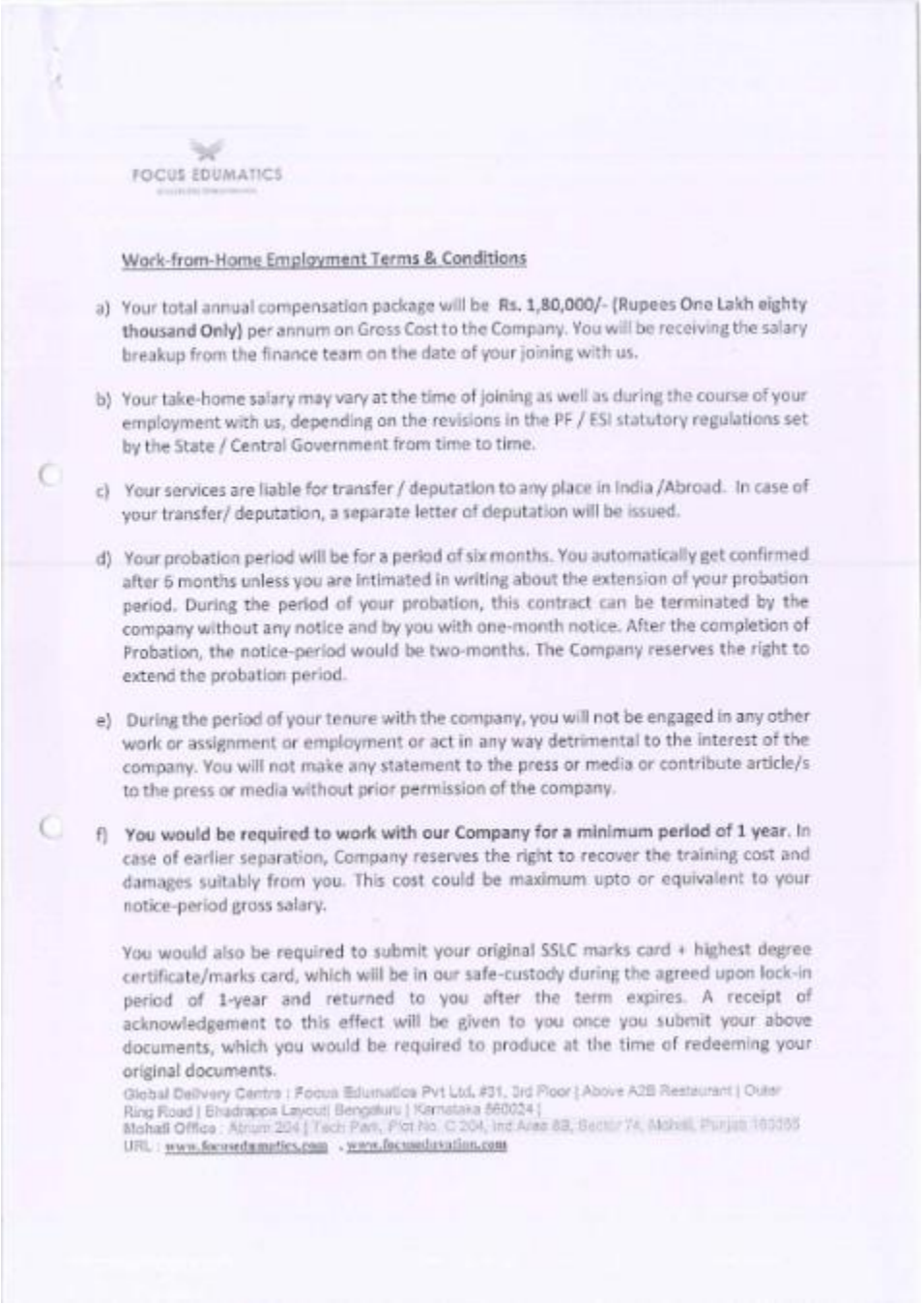
Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160083
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

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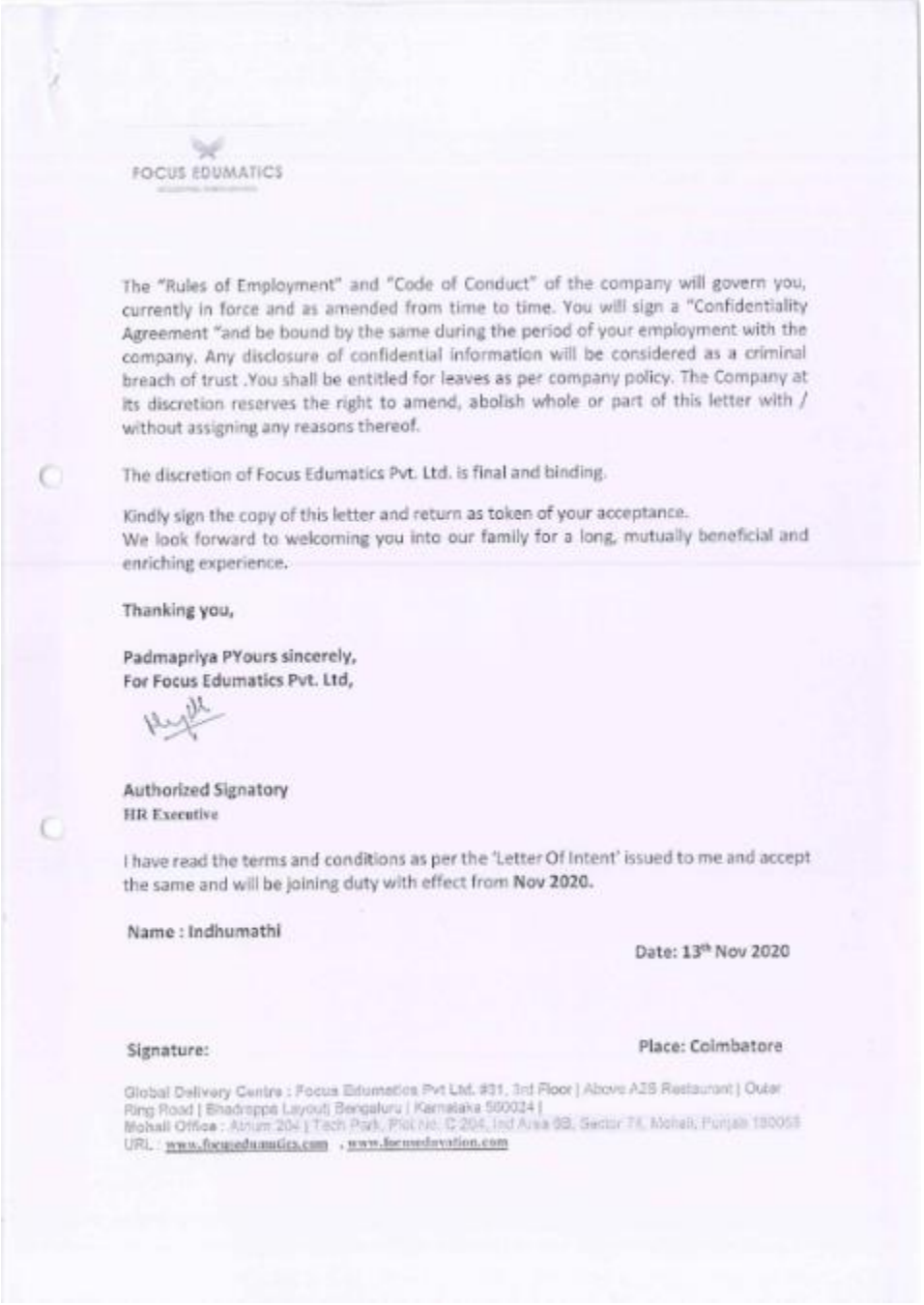
Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Indhumathi

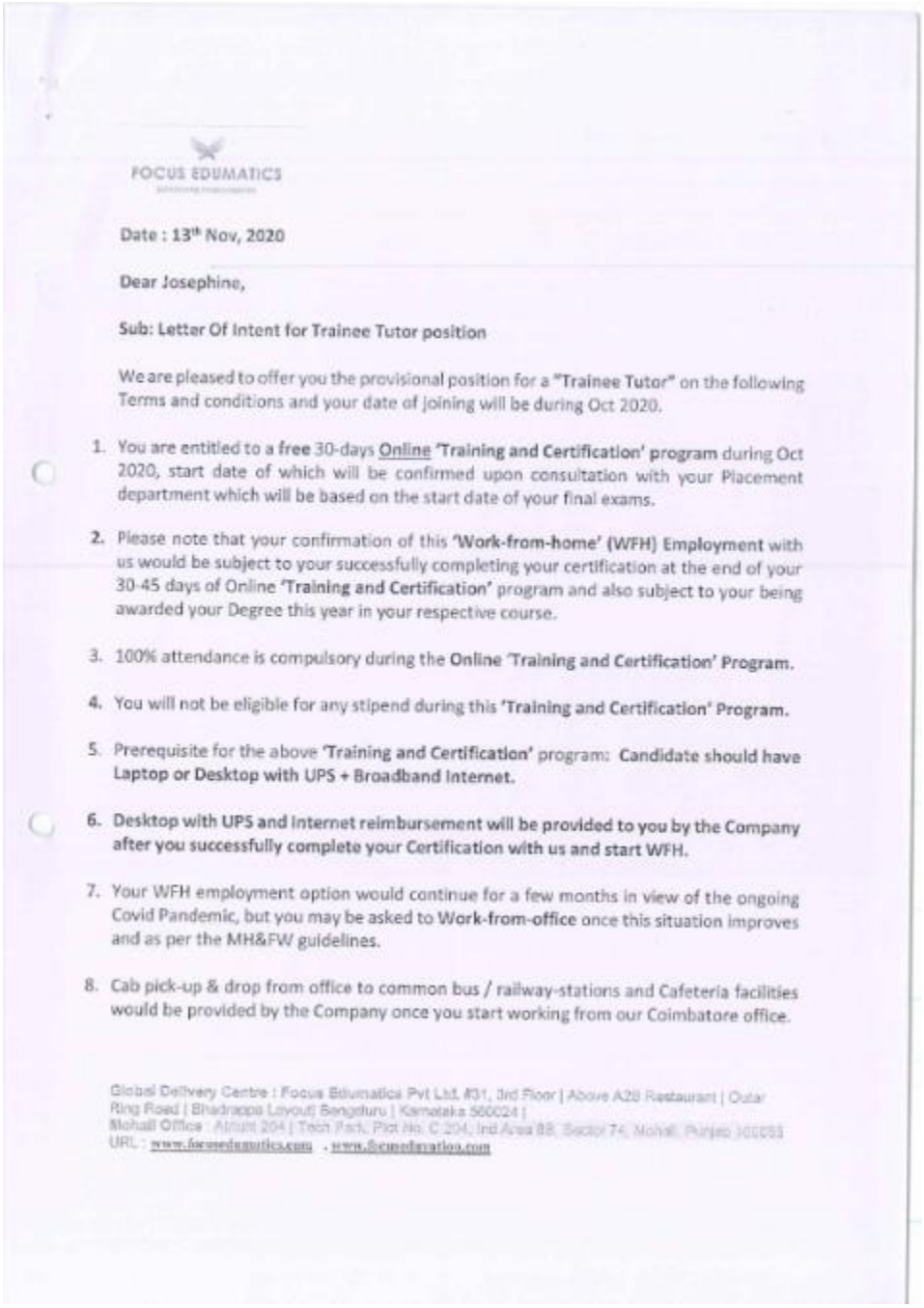
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above AZS Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot no. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focuseduamtics.com , www.focuseducation.com

JOSEPHINE – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Josephine,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a free 30-days Online 'Training and Certification' program during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' program and also subject to your being awarded your Degree this year in your respective course.
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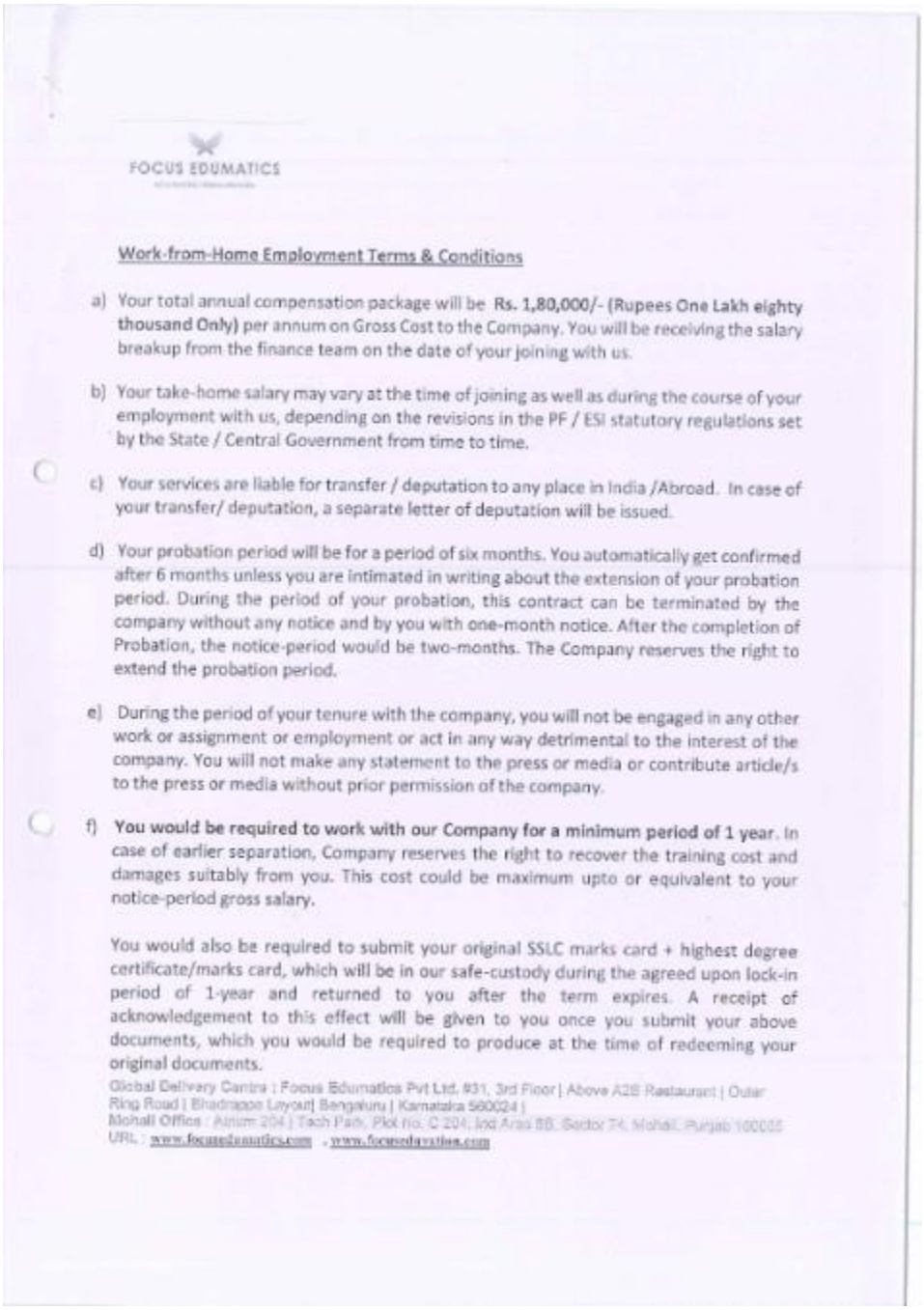
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Ahuja 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

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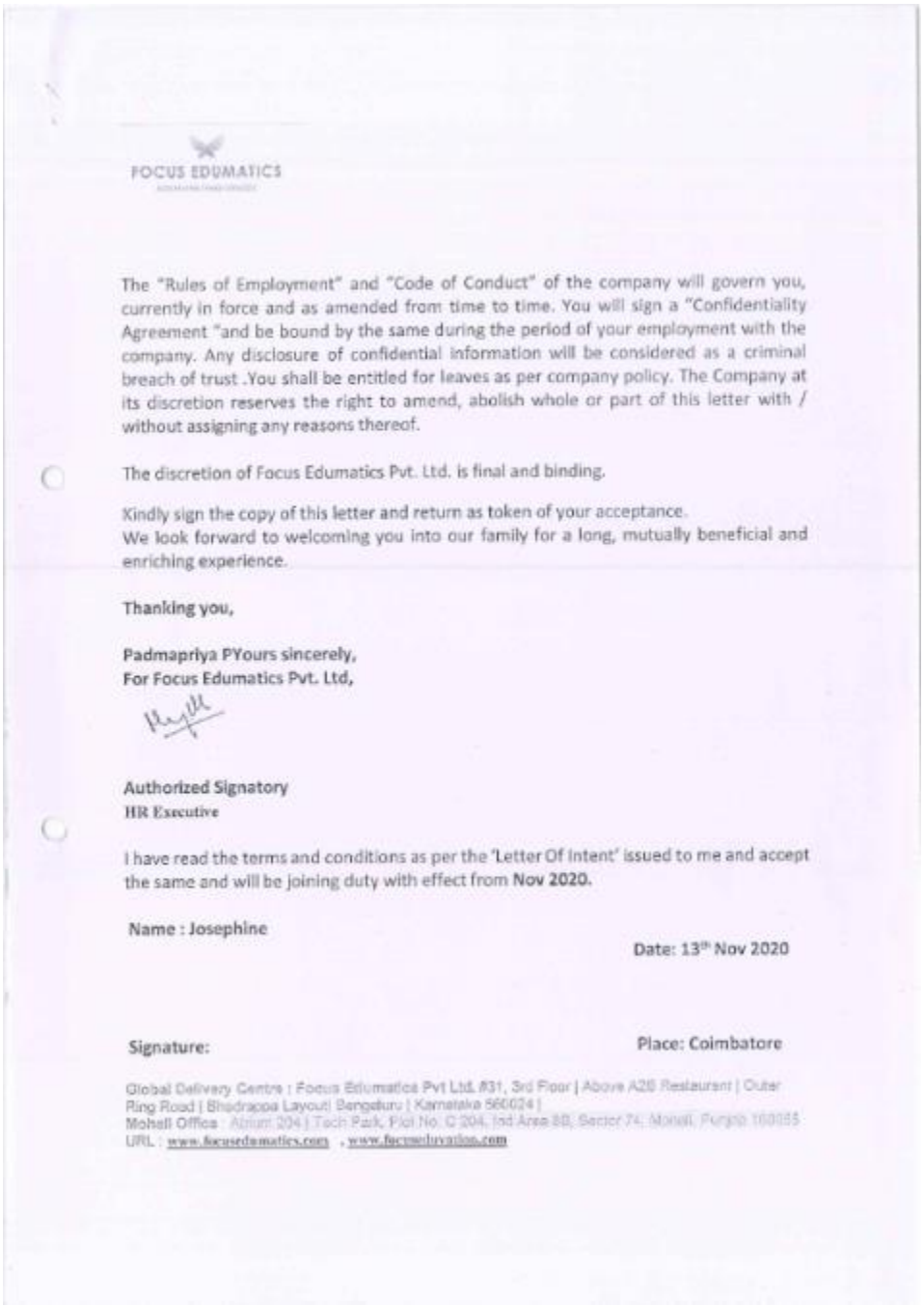
f) **You would be required to work with our Company for a minimum period of 1 year.** In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot no. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedumatics.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Josephine

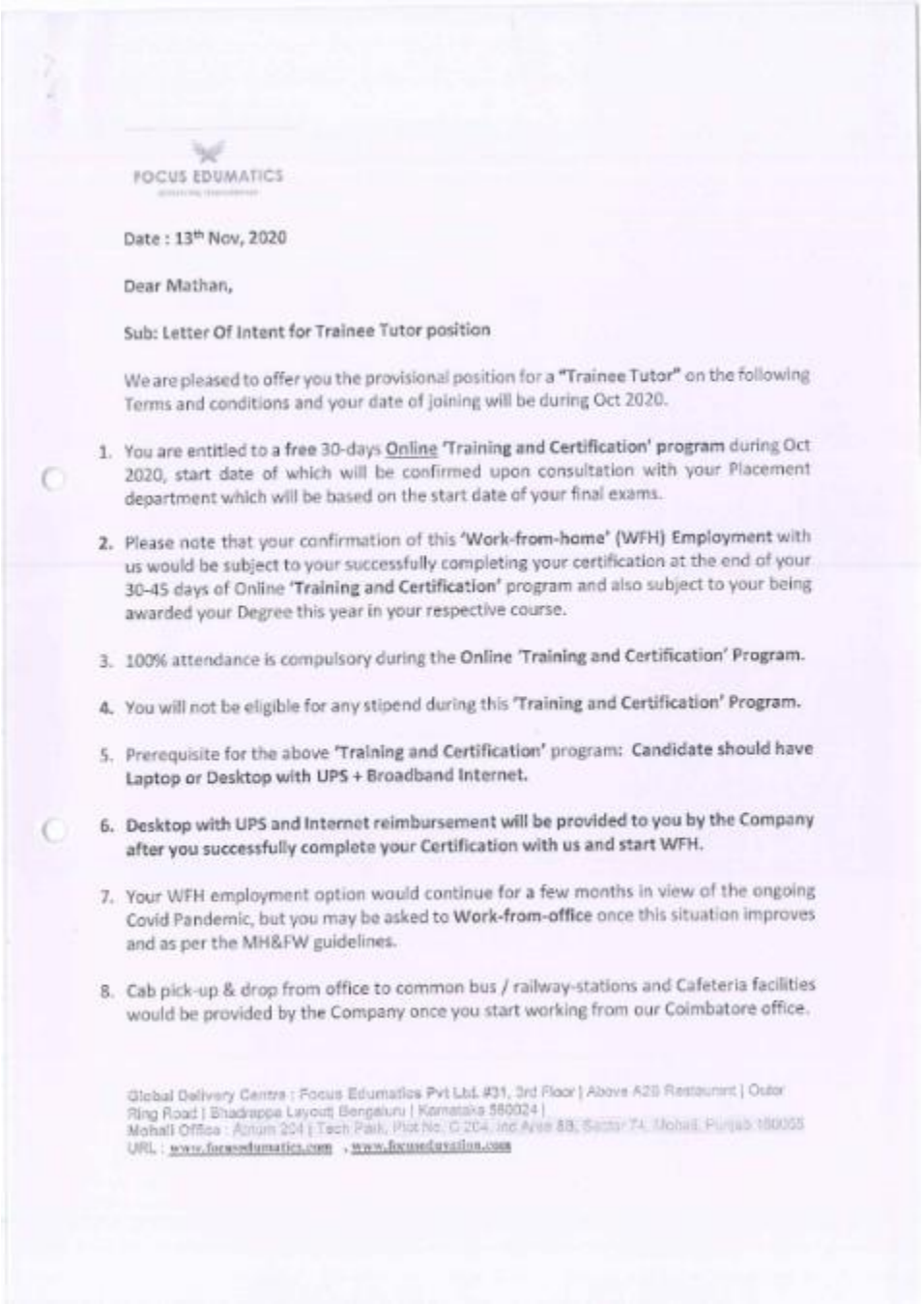
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseducation.com

MATHAN – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Mathan,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

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Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedevision.com

FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

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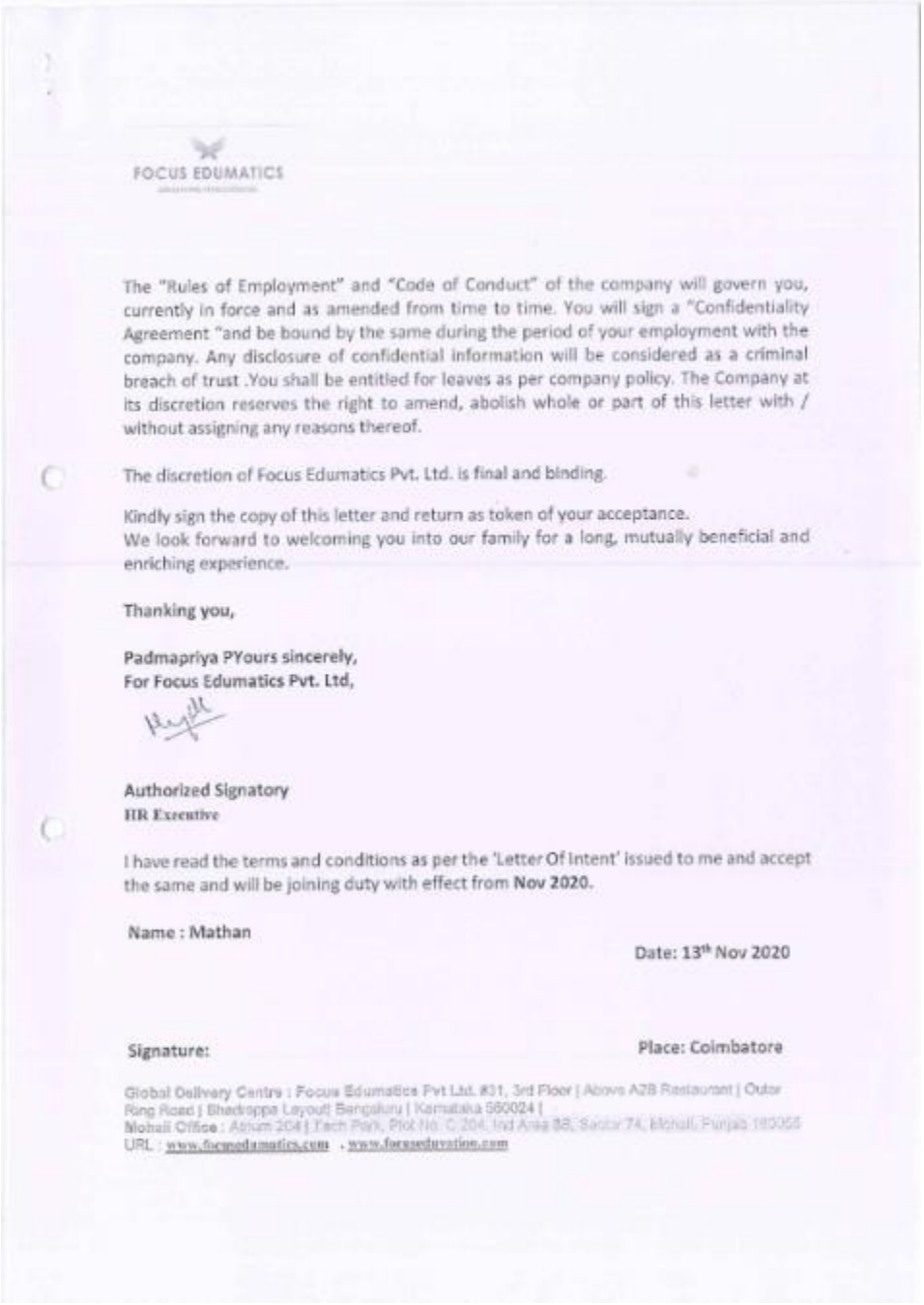

FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Mathan

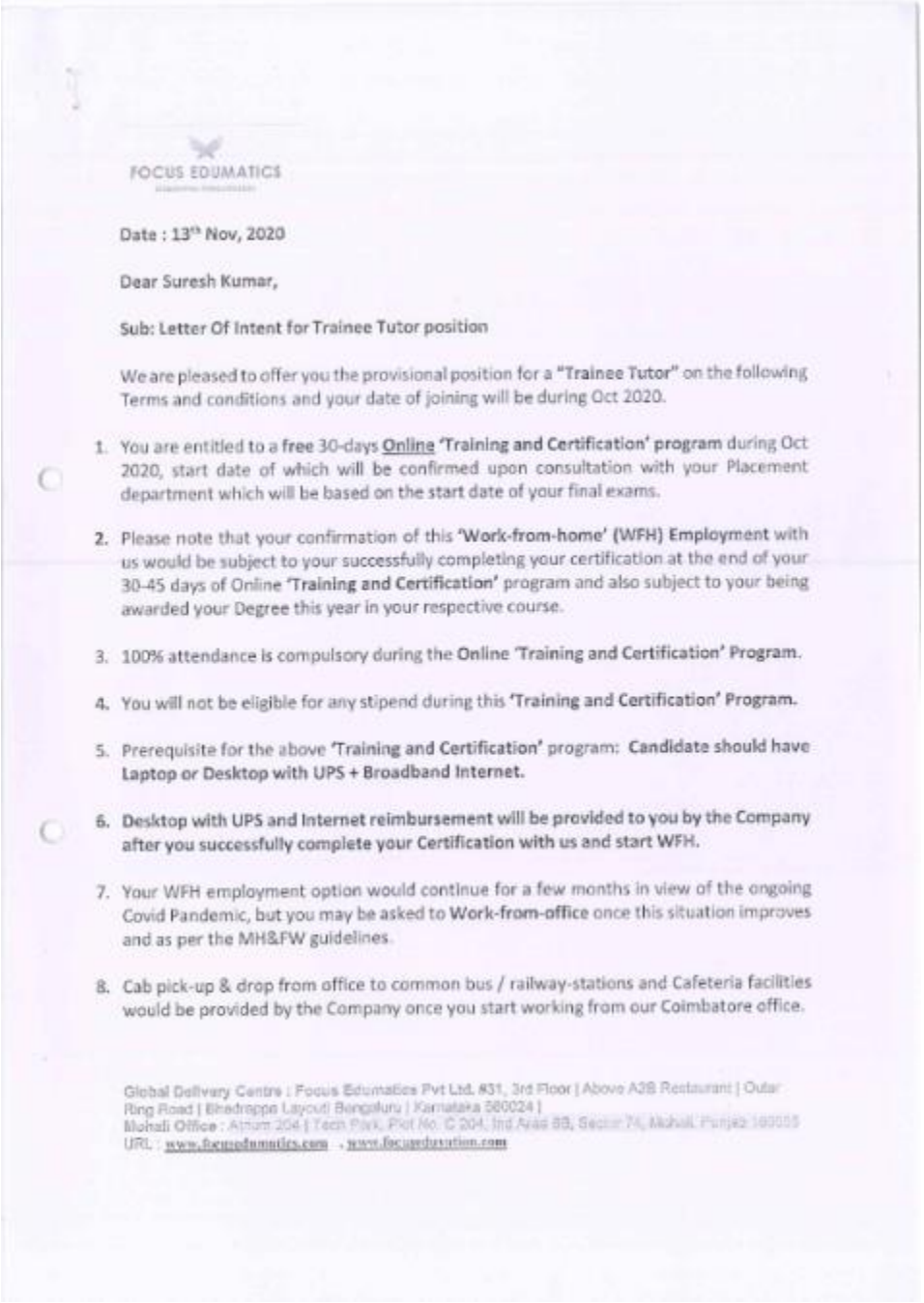
Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bangaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focuseducation.com

SURESH KUMAR – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Suresh Kumar,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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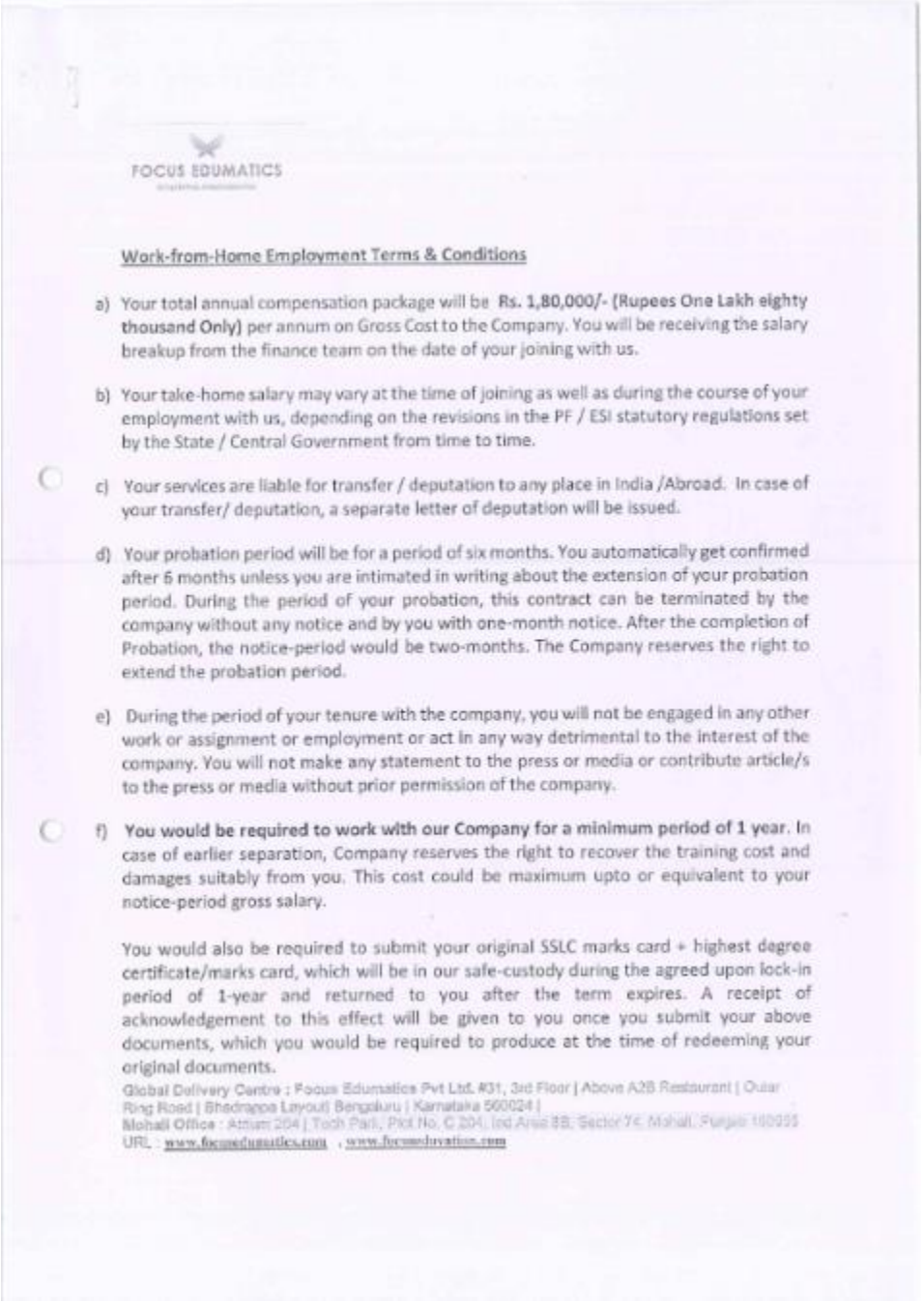
Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedmatics.com , www.focusedtuition.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

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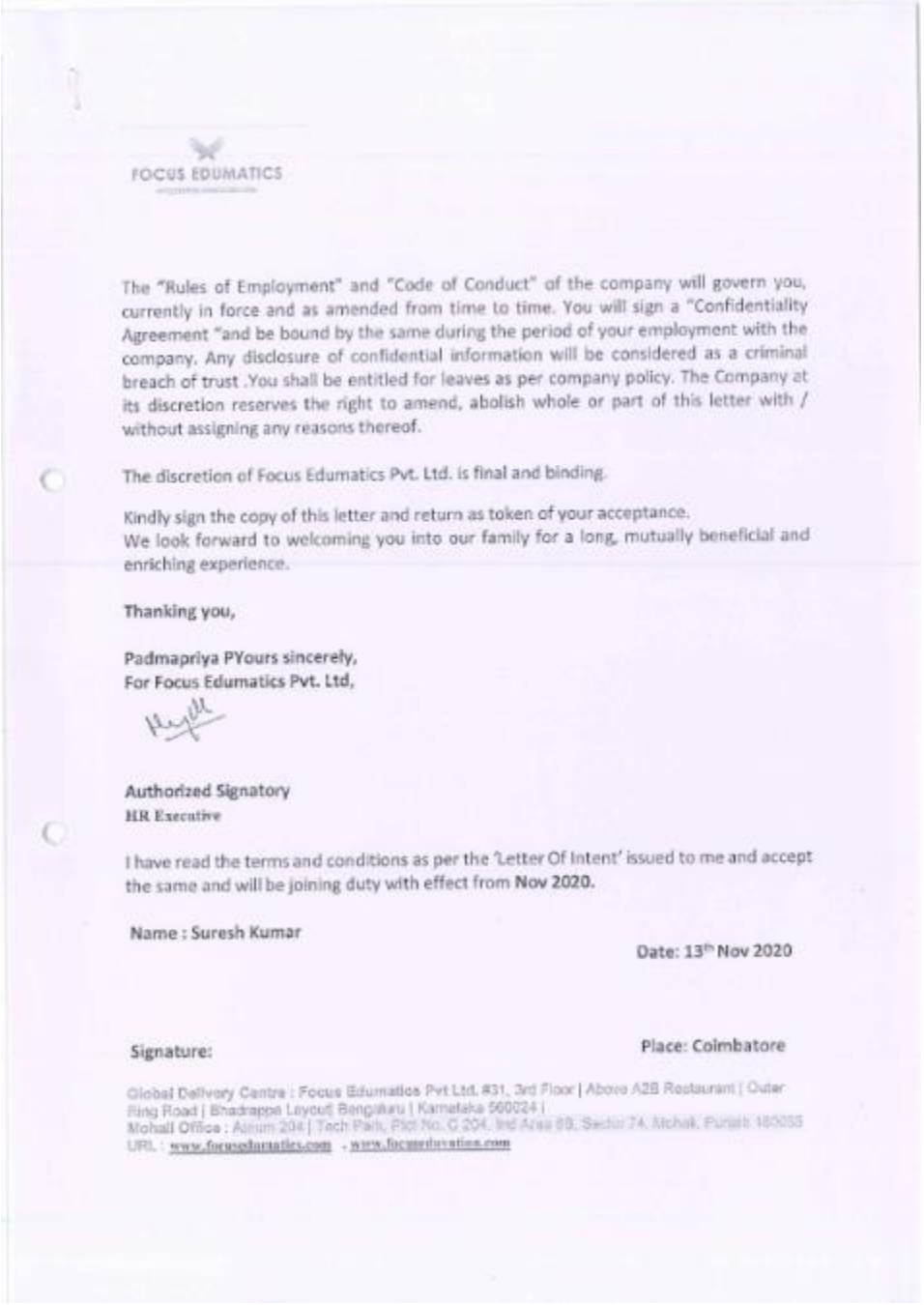
URL : www.focusedumatics.com , www.focuseducation.com



FOCUS EDUMATICS

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Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Suresh Kumar

Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
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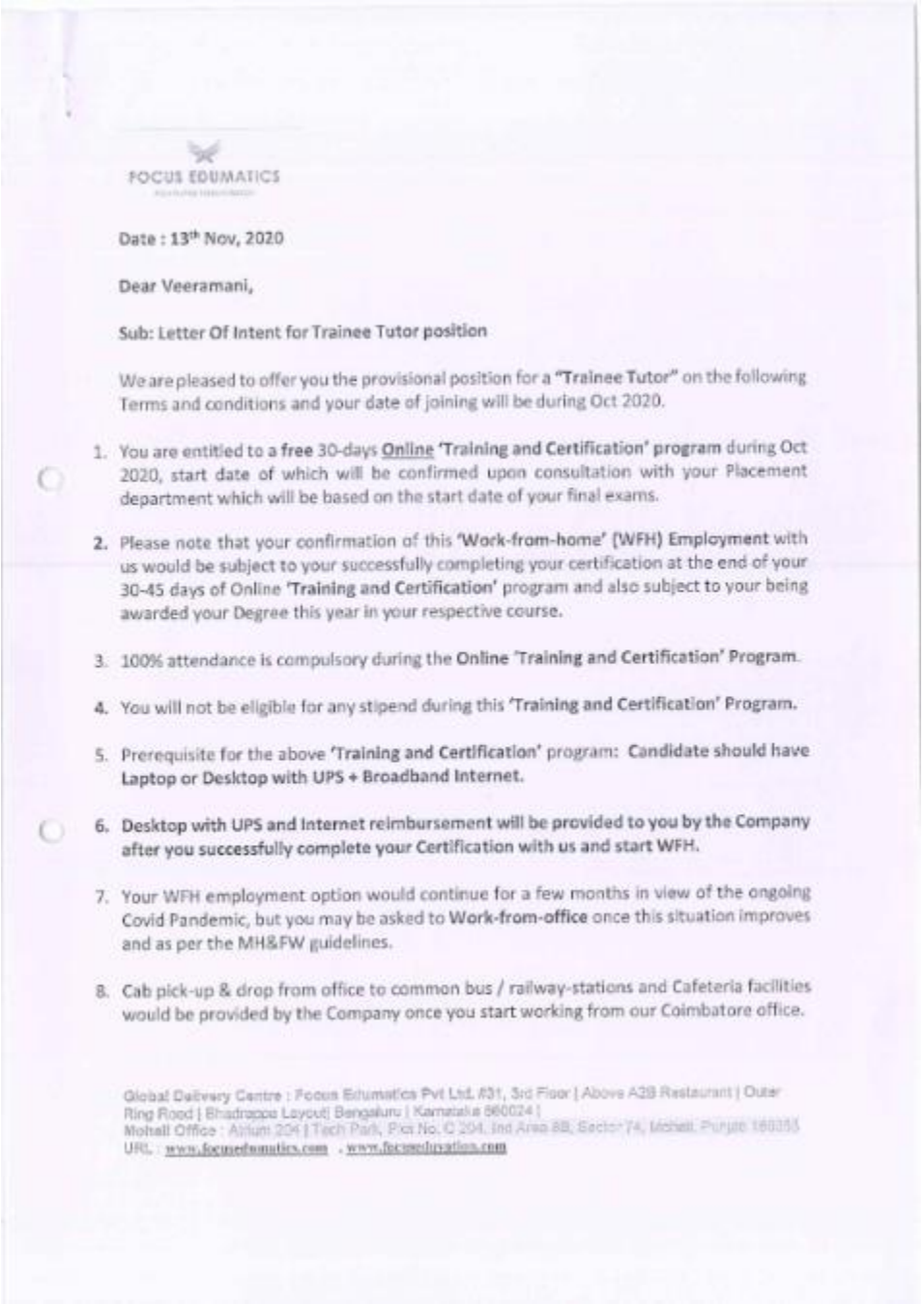
URL : www.focuseducation.com - www.focuseducation.com

VEERAMANI – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Veeramani,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
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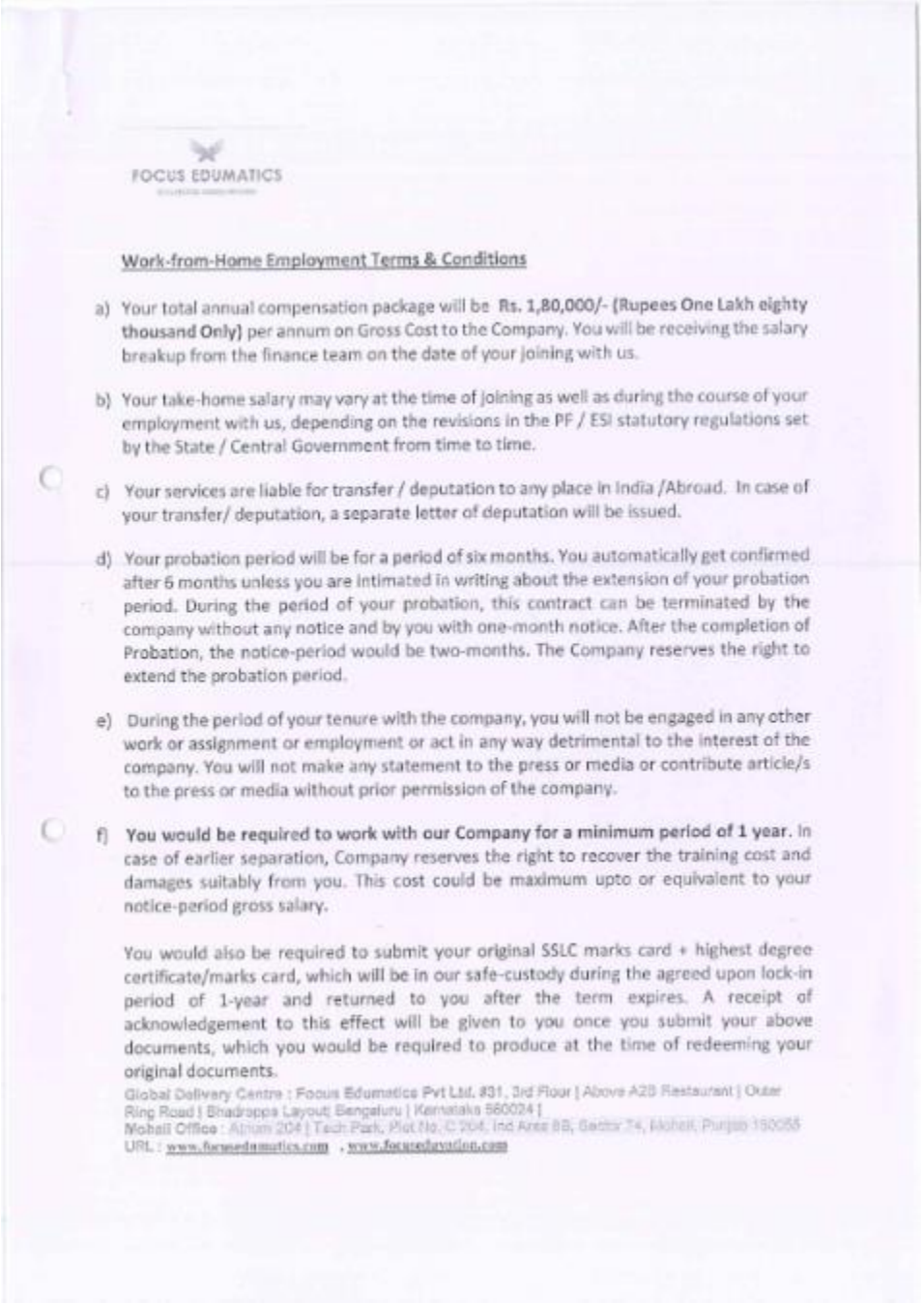
Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. IT 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focusedigitalco.com



FOCUS EDUMATICS

Work-from-Home Employment Terms & Conditions

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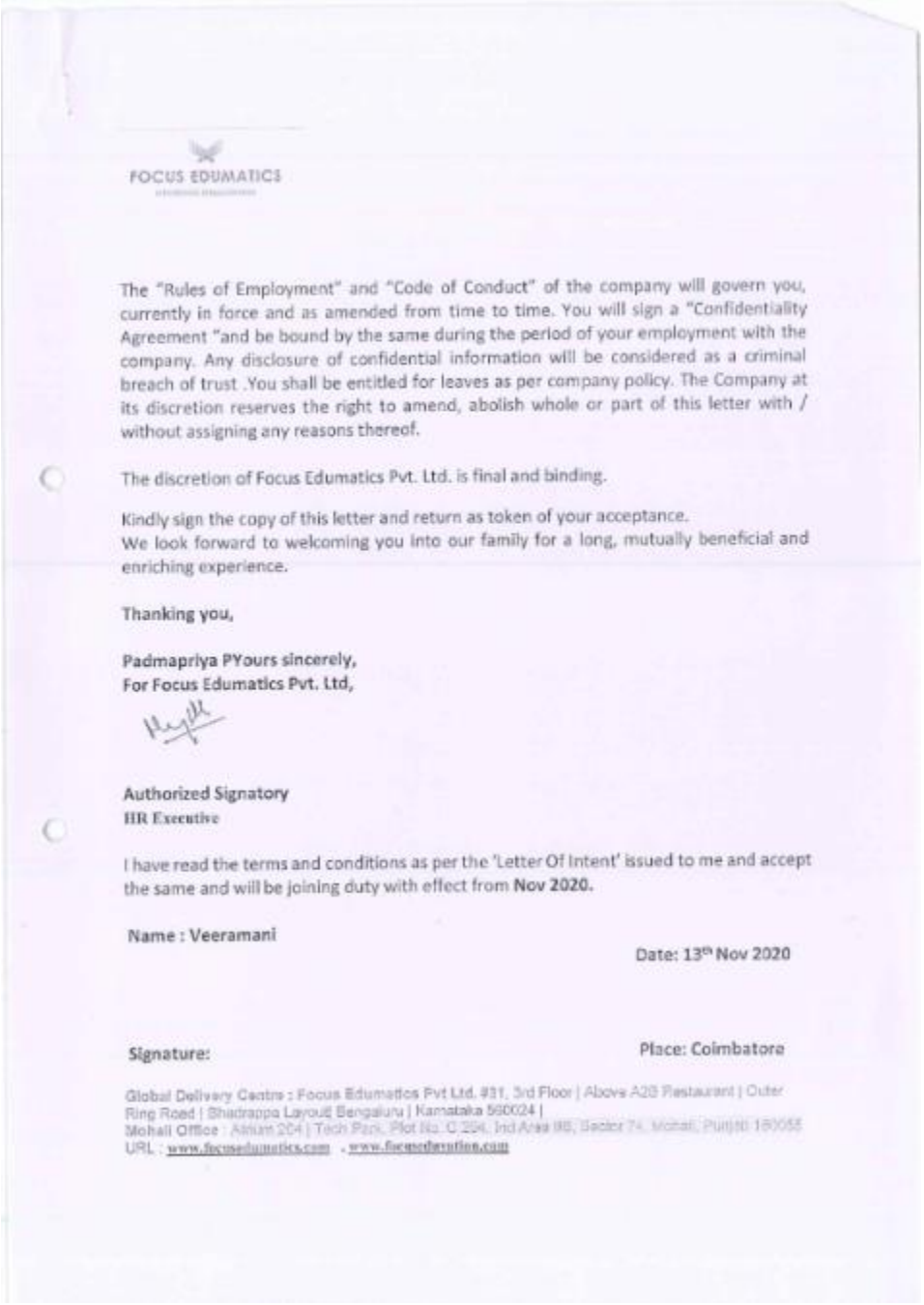

FOCUS EDUMATICS

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We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Veeramani

Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
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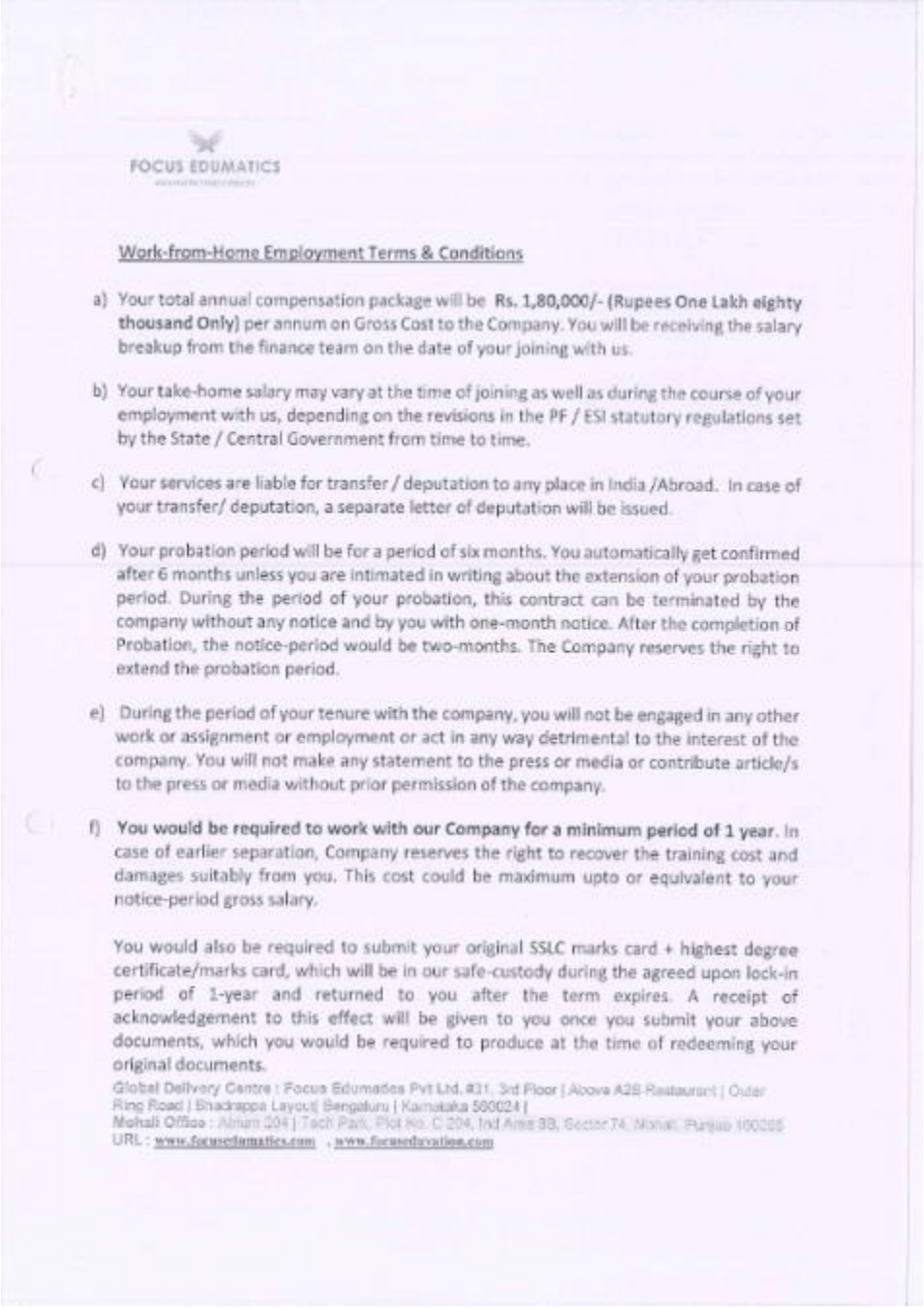

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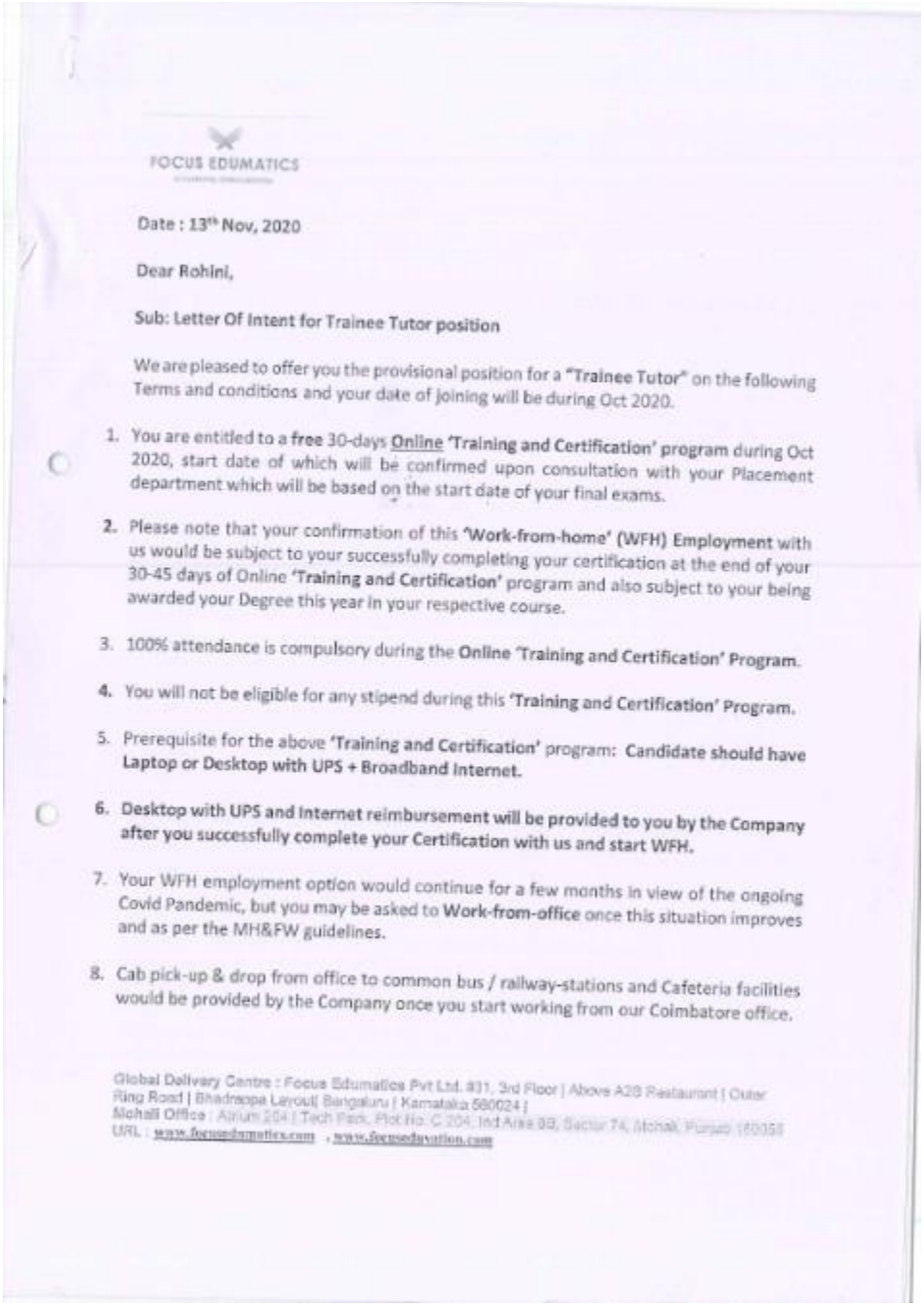
URL : www.focusedumatics.com , www.focuseducation.com

ROHINI – FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

Dear Rohini,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online 'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
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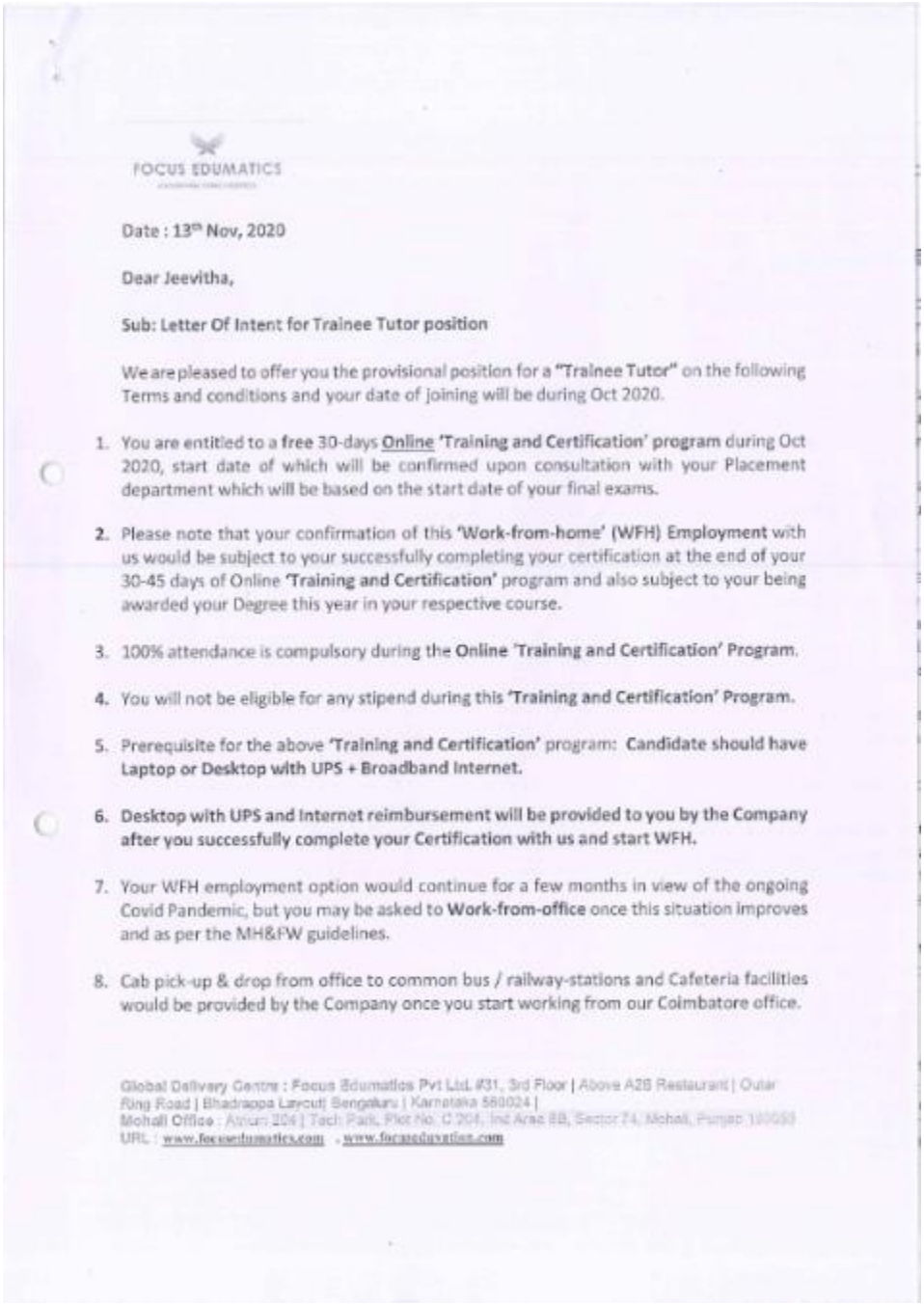
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedmatics.com , www.focusedvation.com

JEEVITHA- FOCUS EDUMATICS



FOCUS EDUMATICS

Date : 13th Nov, 2020

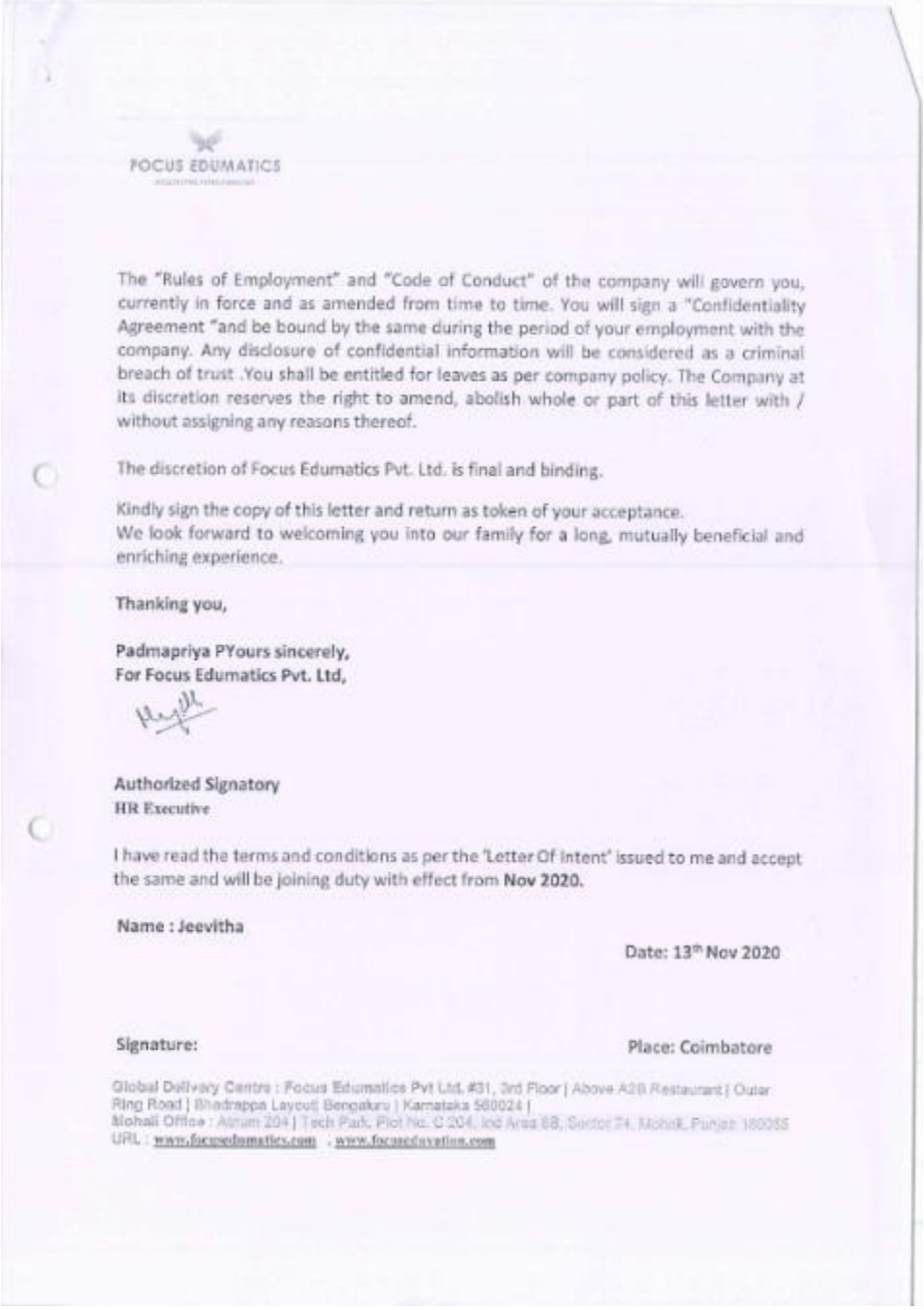
Dear Jeevitha,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.
2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the **Online 'Training and Certification' Program.**
4. You will not be eligible for any stipend during this **'Training and Certification' Program.**
5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**
6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**
7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd, #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Aman 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160059
URL : www.focusedumatics.com , www.focusedumatics.com



FOCUS EDUMATICS

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust .You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Padmapriya PYours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Nov 2020.**

Name : Jeevitha

Date: 13th Nov 2020

Signature:

Place: Coimbatore

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focuseducation.com

AKILASH – FUTURE GENERAL

FG-1

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

AKILASH

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

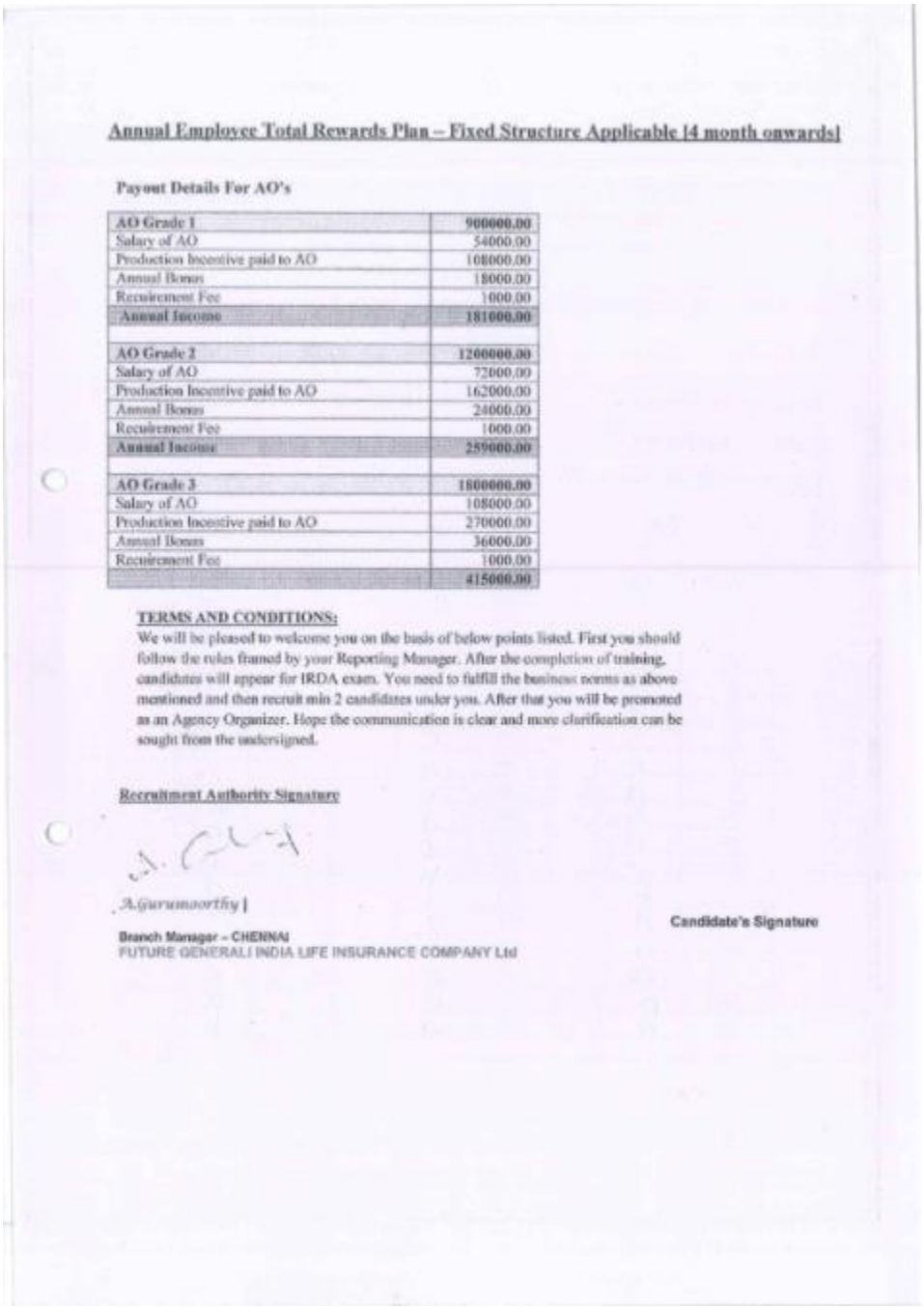
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recruitment Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recruitment Fee	1000.00
Annual Income	**259000.00**
AO Grade 3	**1800000.00**
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recruitment Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

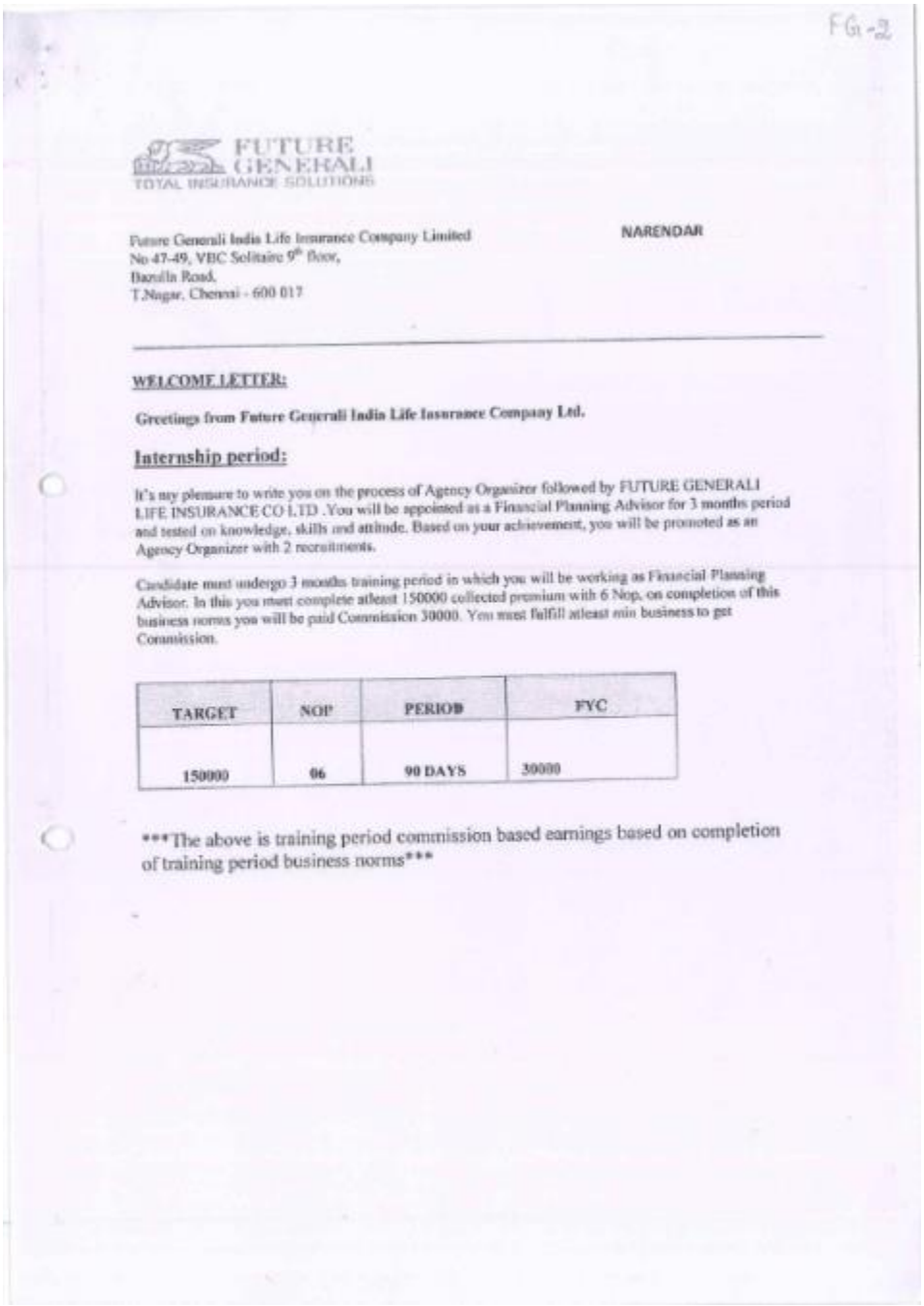
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

NARENDAR – FUTURE GENERAL



FG-2

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

NARENDAR

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

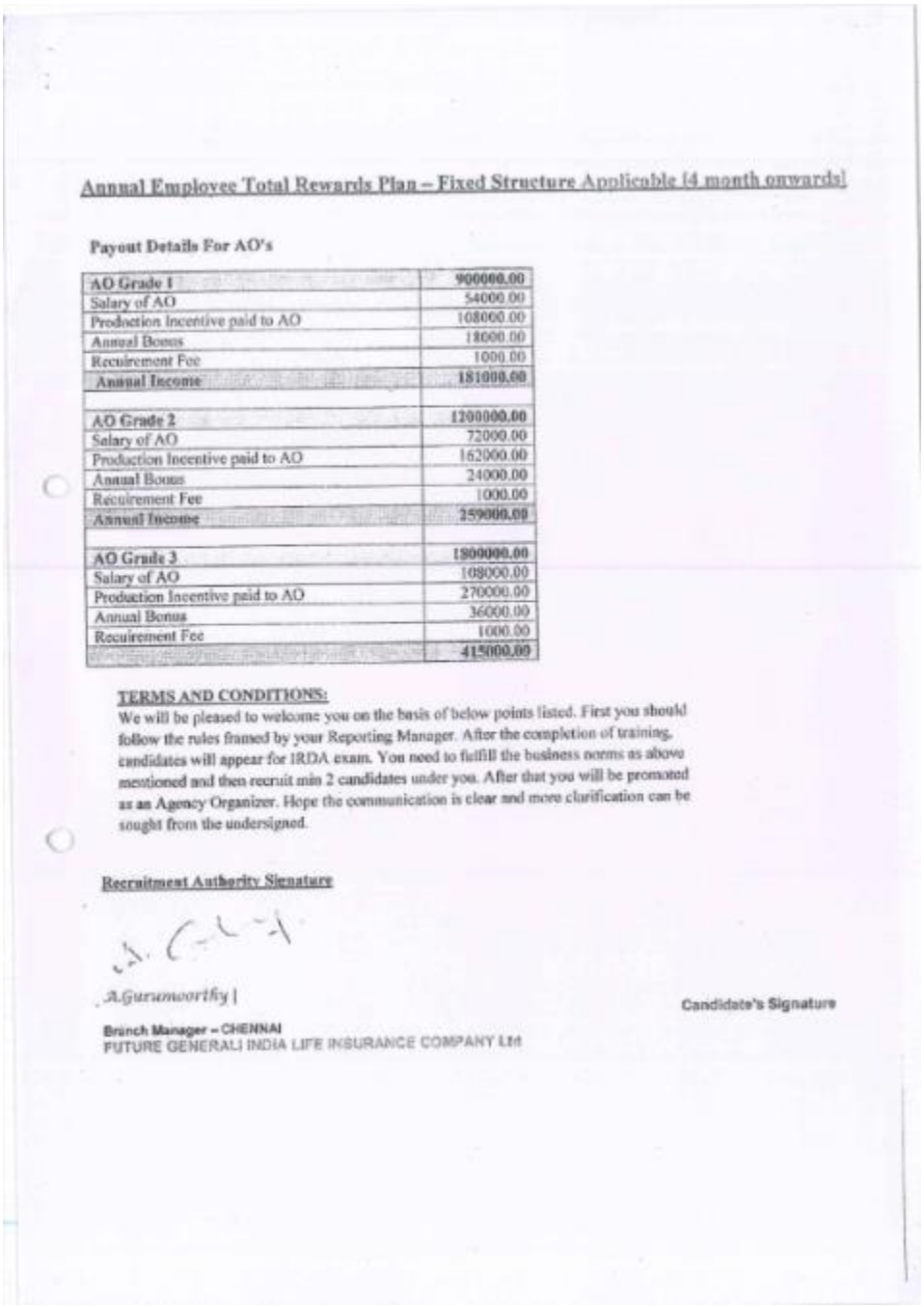
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
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Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

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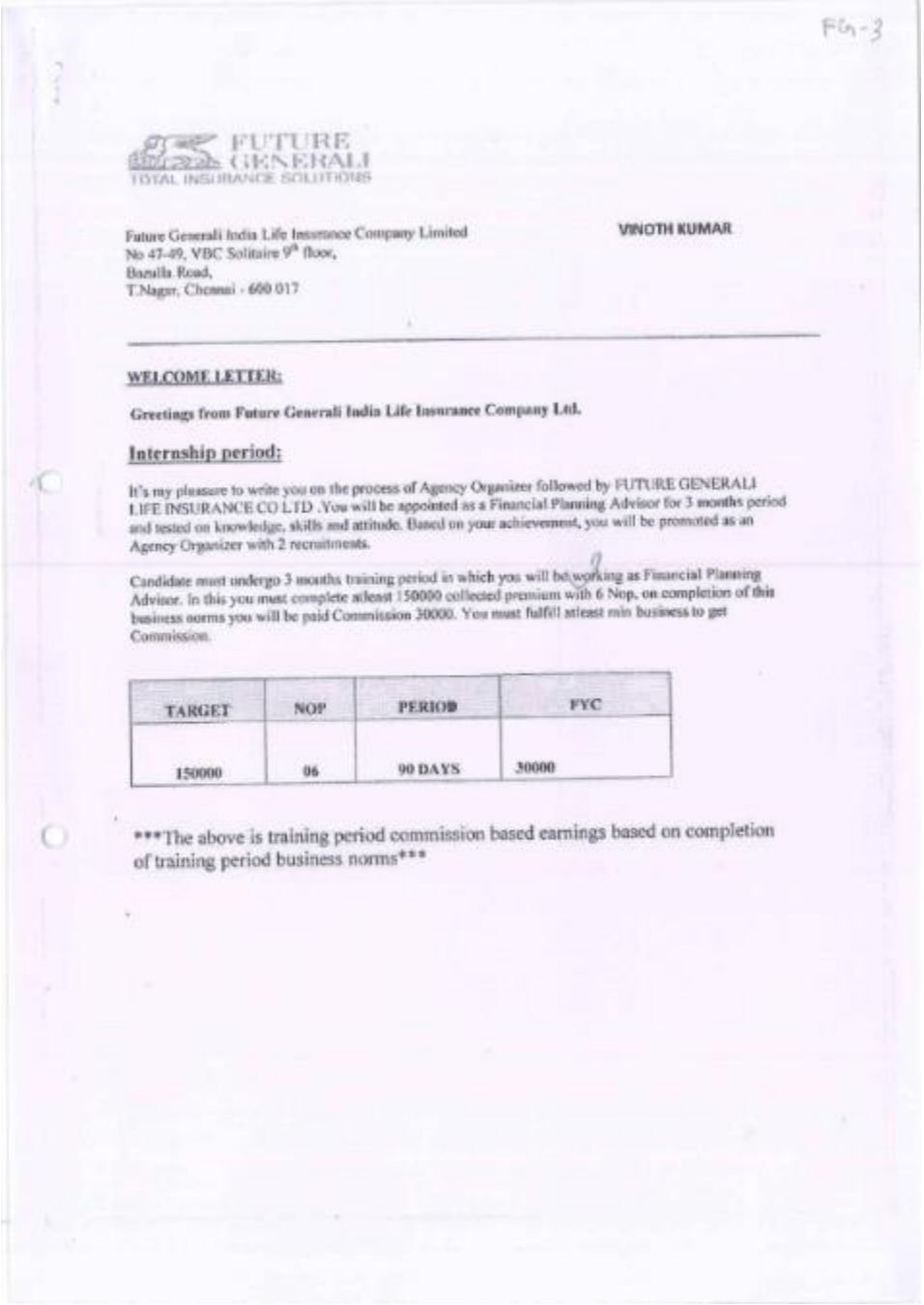
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

VINOTH KUMAR – FUTURE GENERAL



FG-3

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

VINOTH KUMAR

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

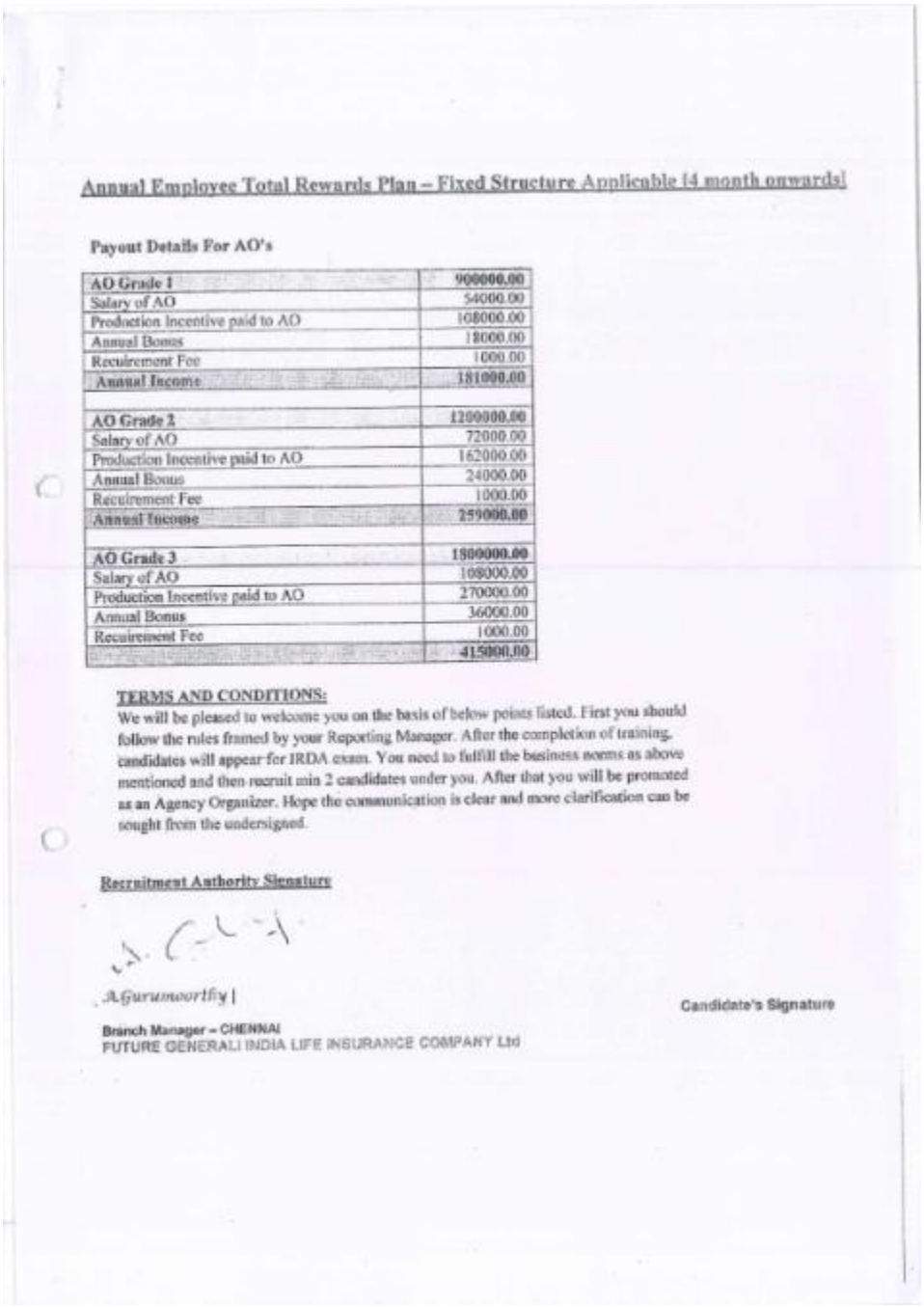
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
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Annual Bonus	36000.00
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	415000.00

TERMS AND CONDITIONS:

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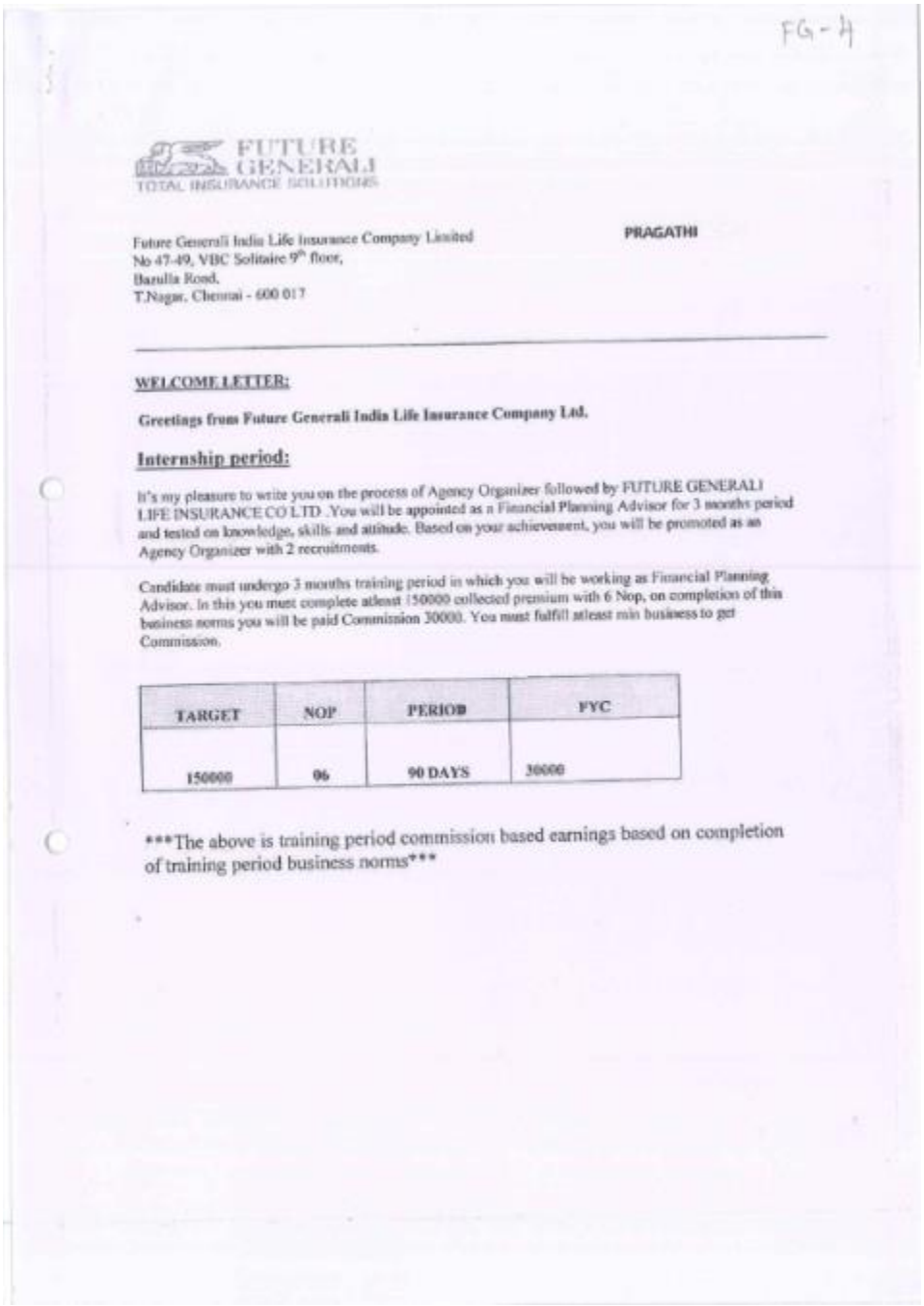
Recruitment Authority Signature

A.Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

PRAGATHI – FUTURE GENERAL



FG-4

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

PRAGATHI

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

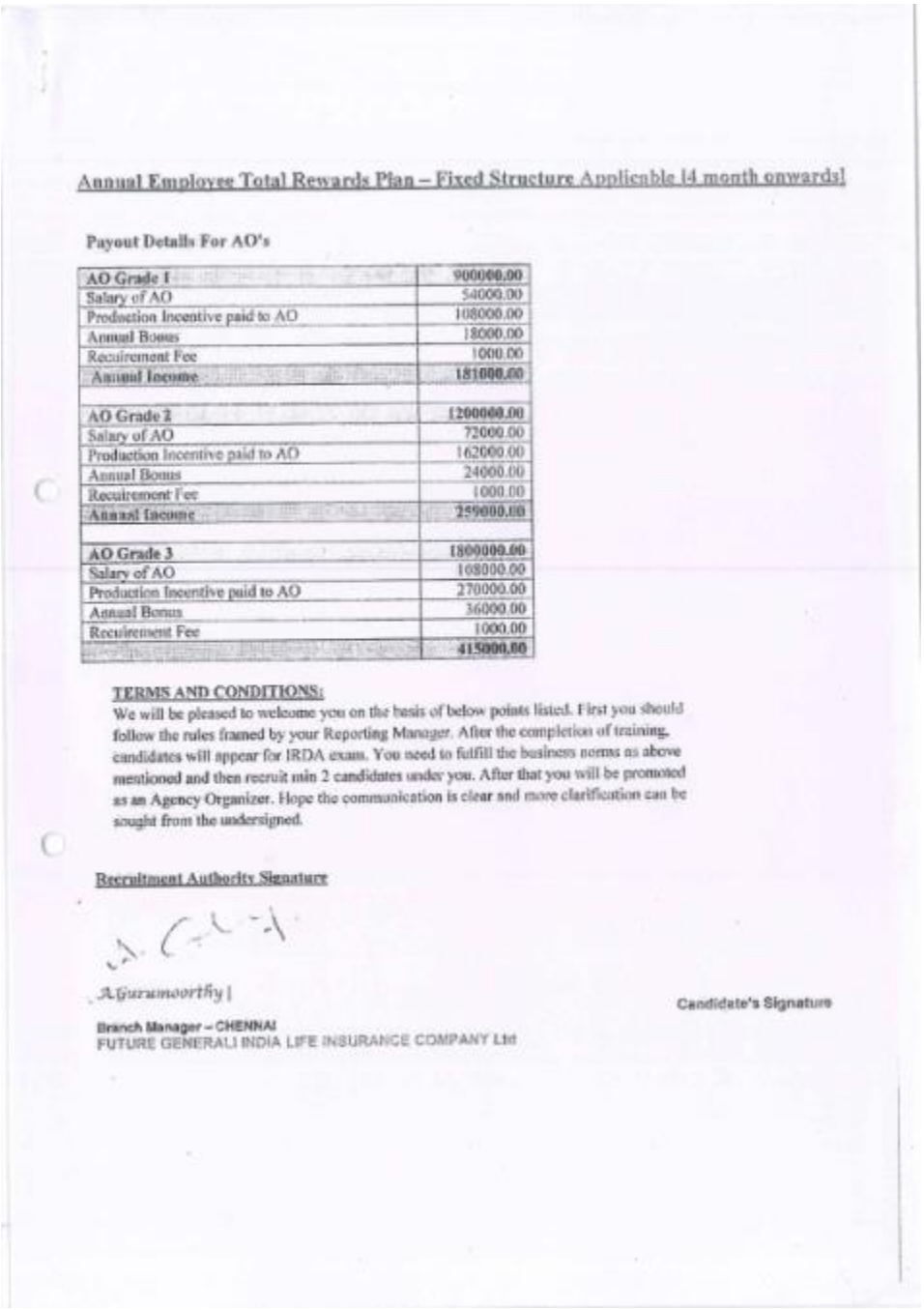
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as n Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
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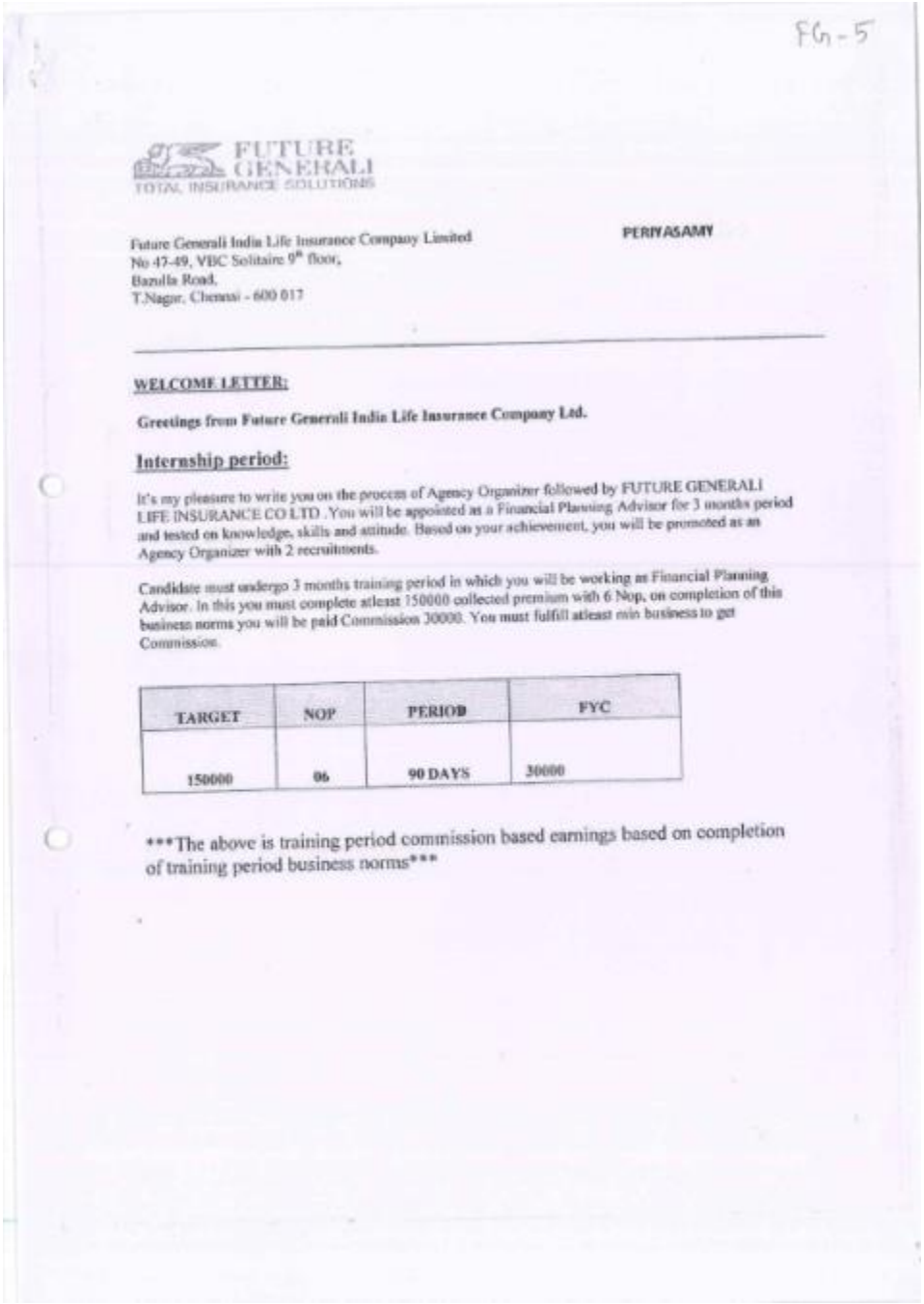
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

PERIYASAMY – FUTURE GENERAL



FG-5

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

PERIYASAMY

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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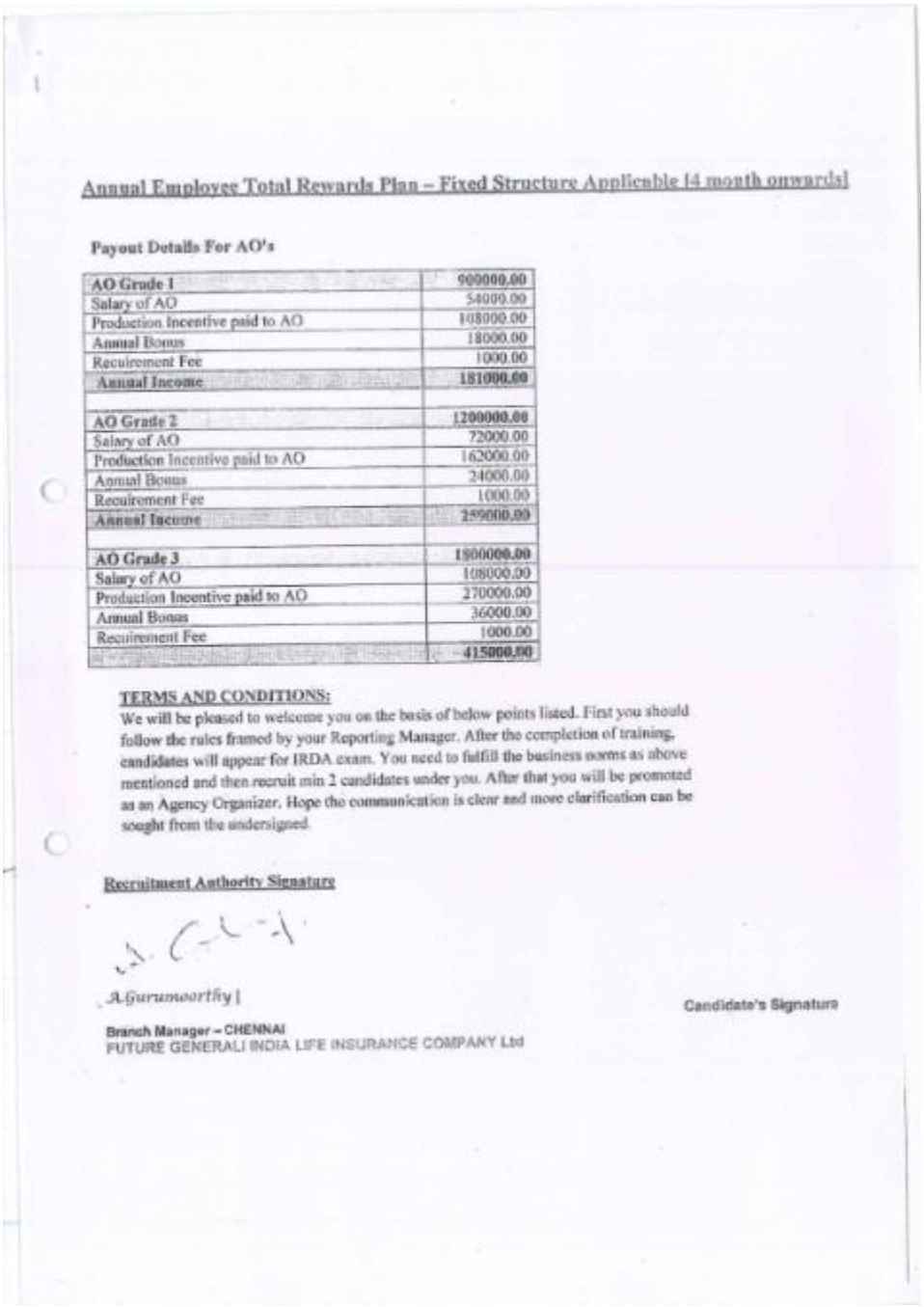
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
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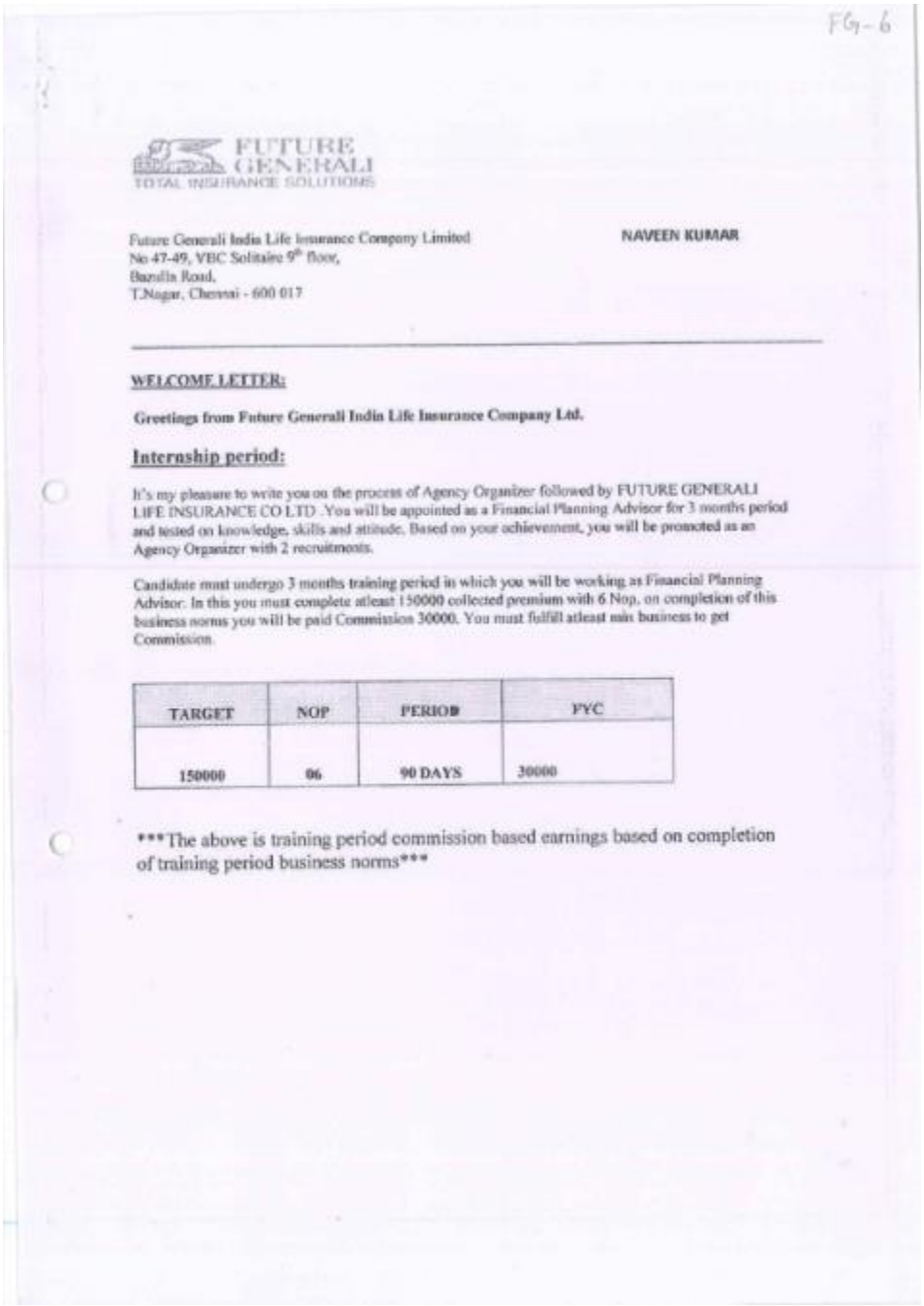
Recruitment Authority Signature

A Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

NAVEEN KUMAR – FUTURE GENERAL



FG-6

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

NAVEEN KUMAR

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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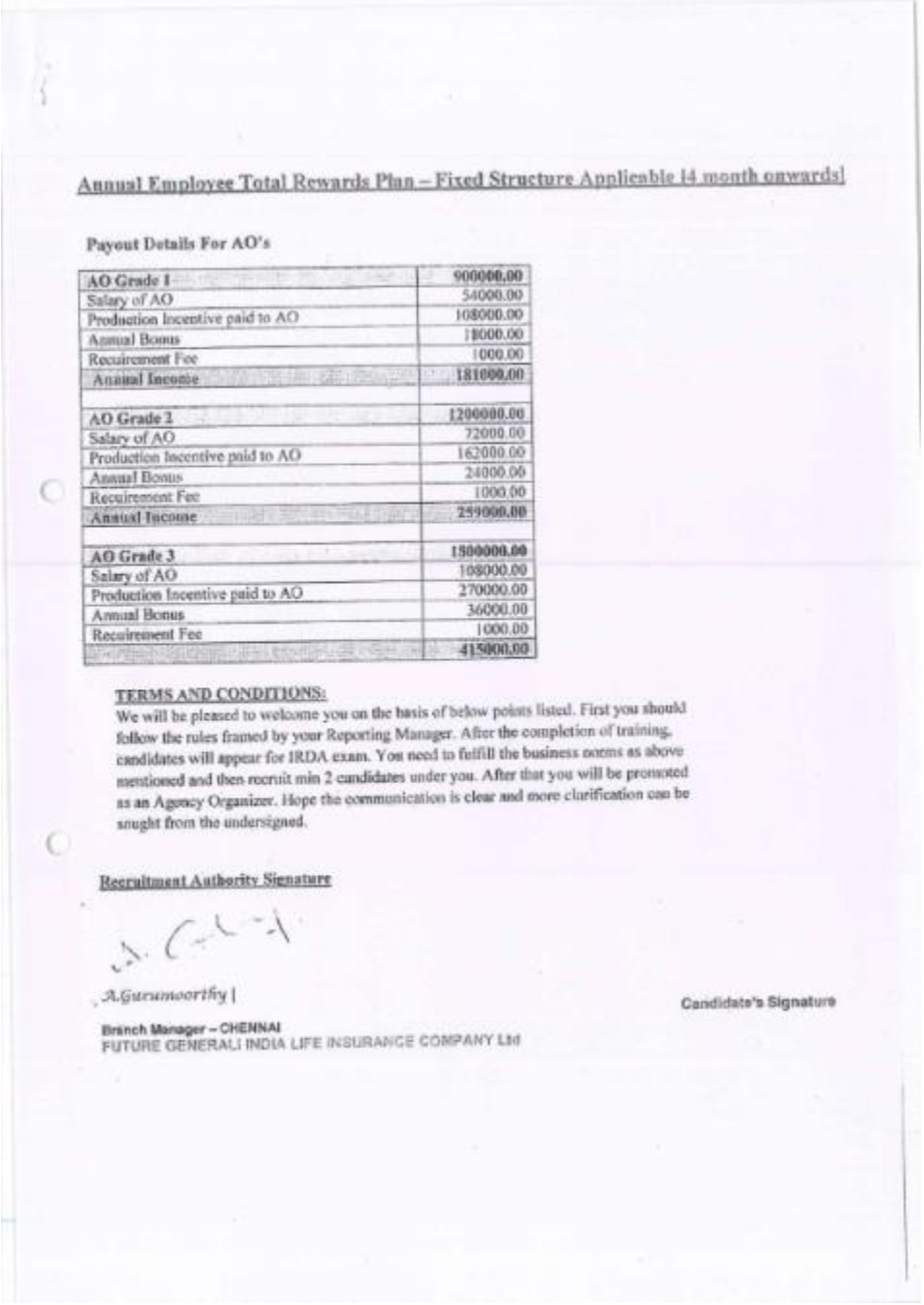
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
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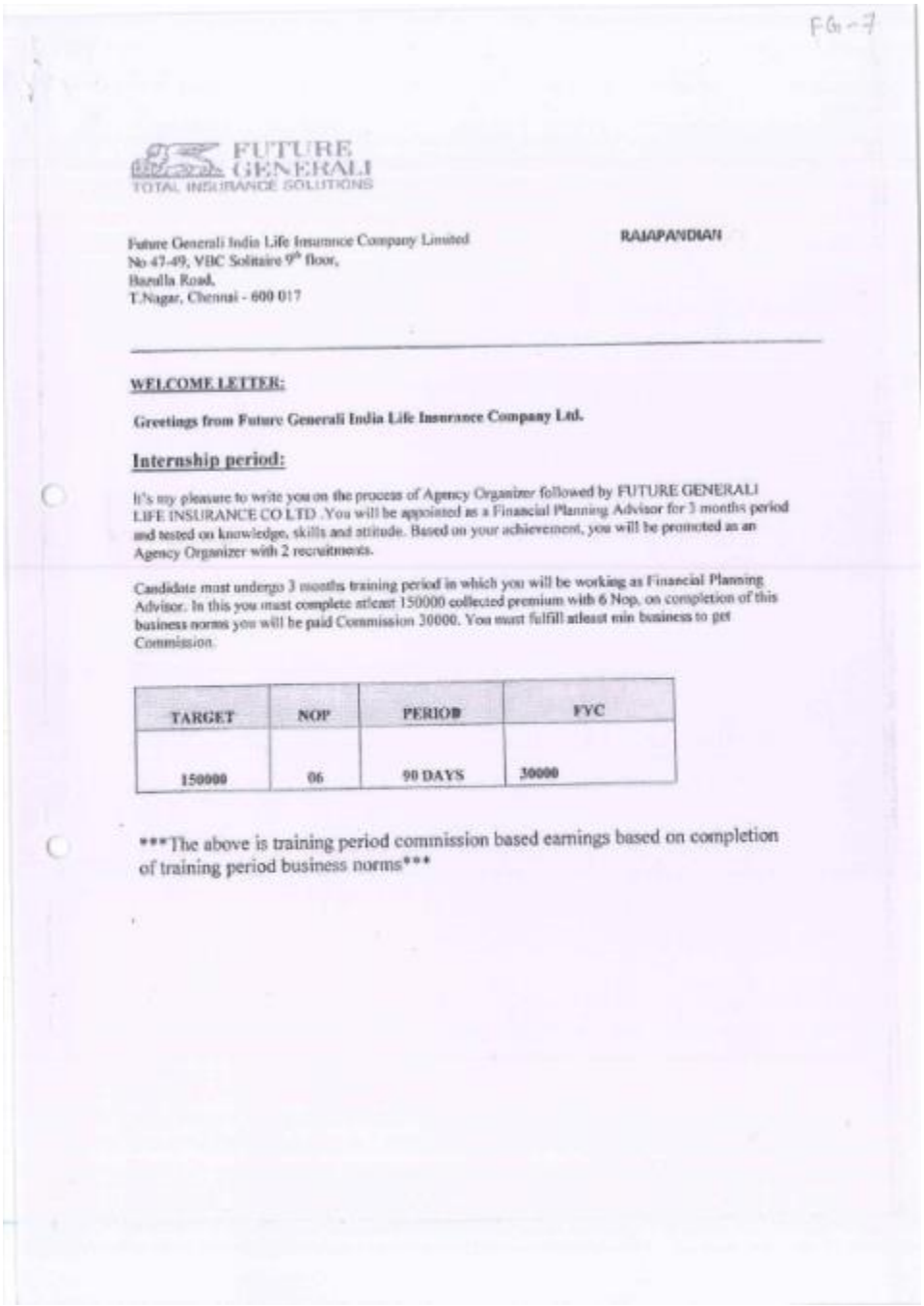
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

RAJAPANDIAN – FUTURE GENERAL



FG-7

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

RAJAPANDIAN

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

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TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

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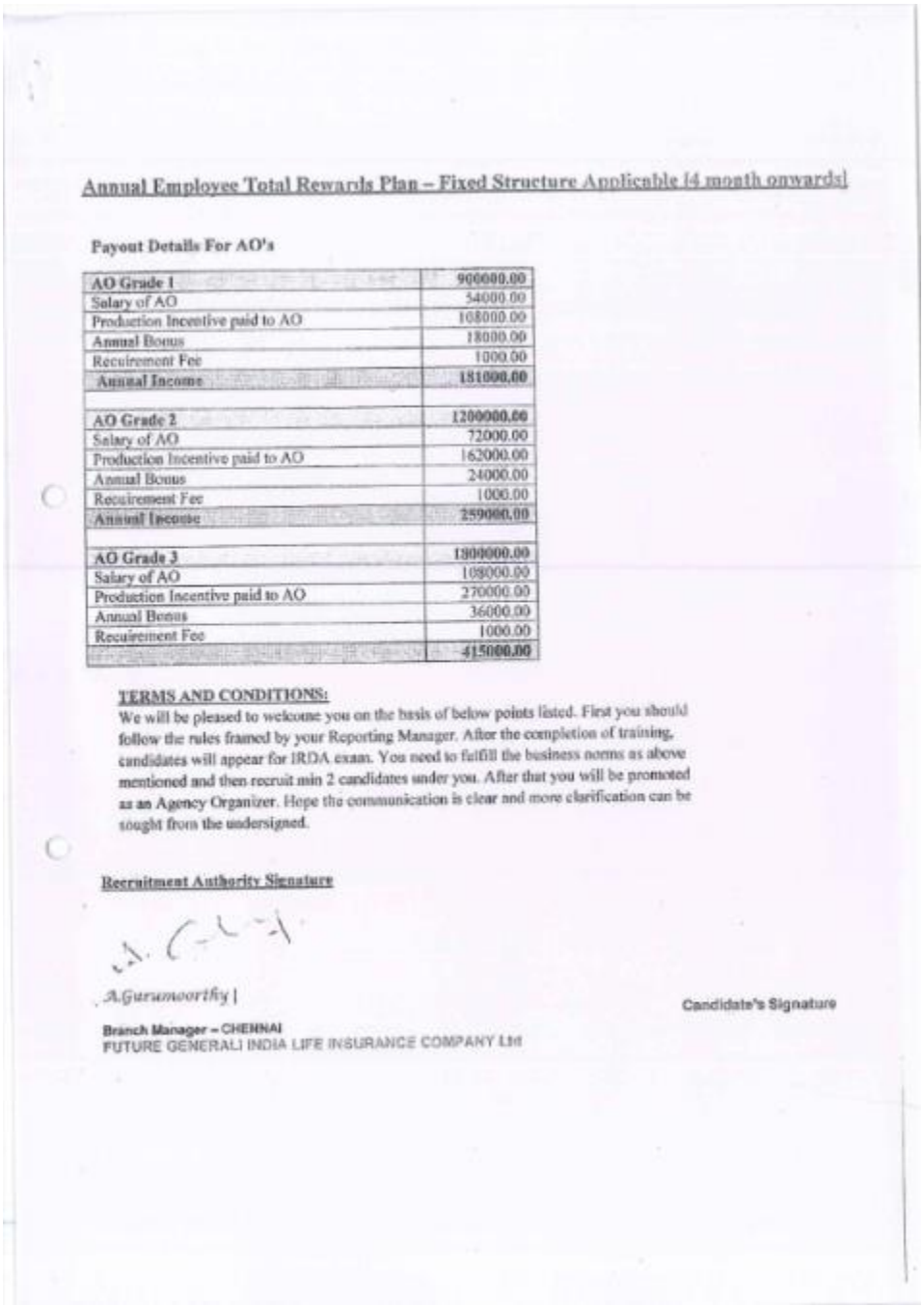

Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
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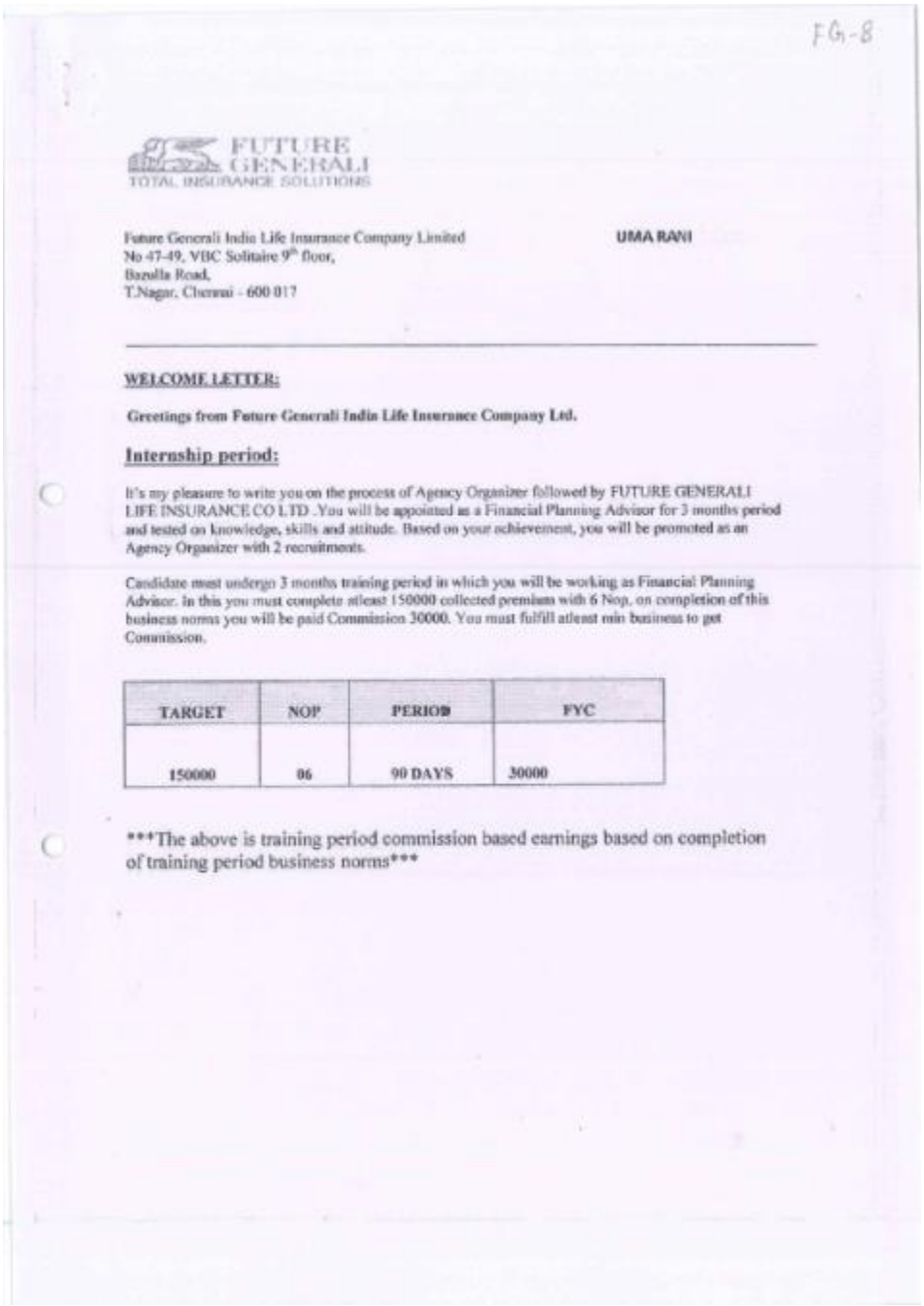
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

UMA RANI – FUTURE GENERAL



FG-8

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

UMA RANI

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

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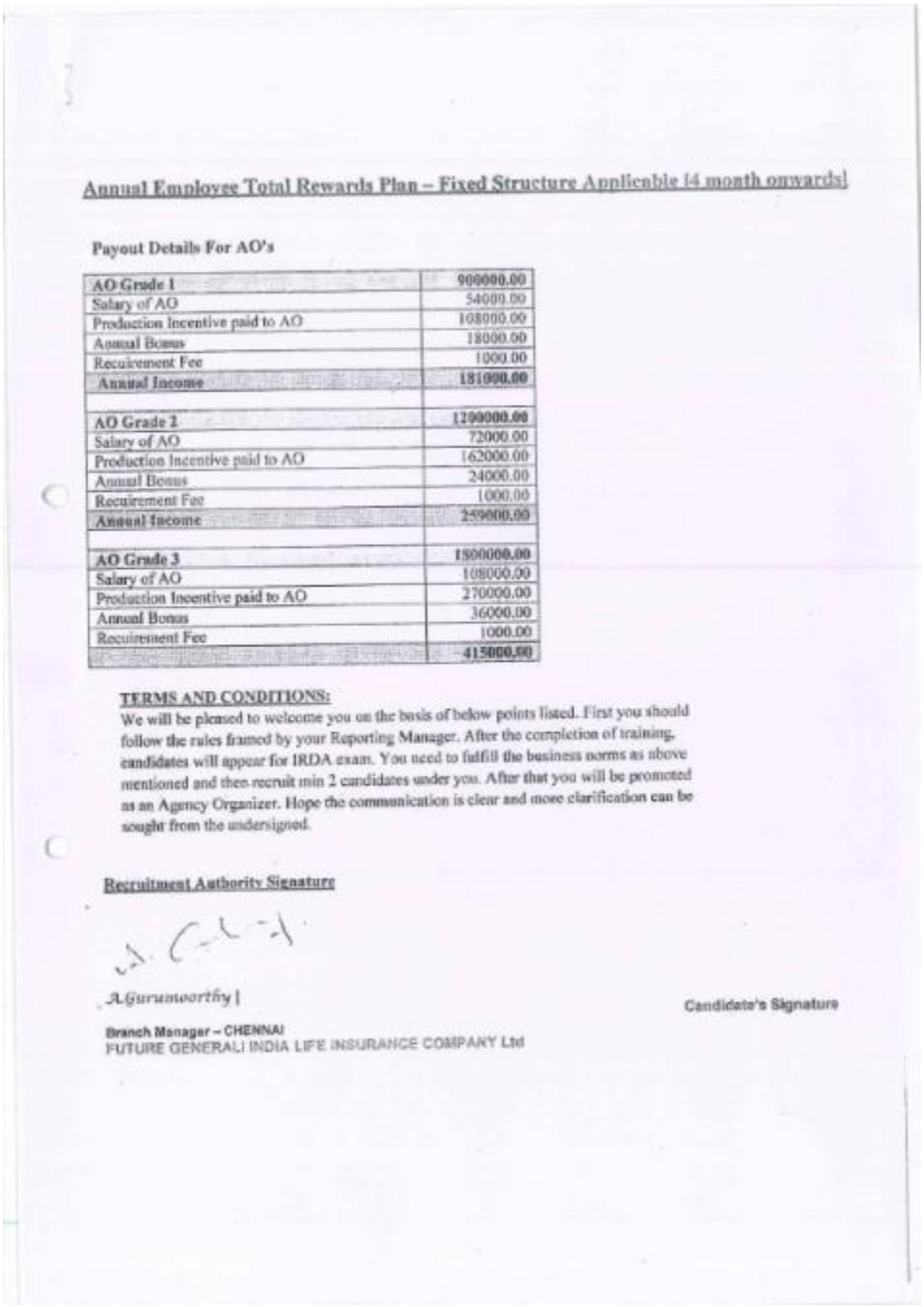
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recuirement Fee	1000.00
Annual Income	**259000.00**
AO Grade 3	**1800000.00**
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

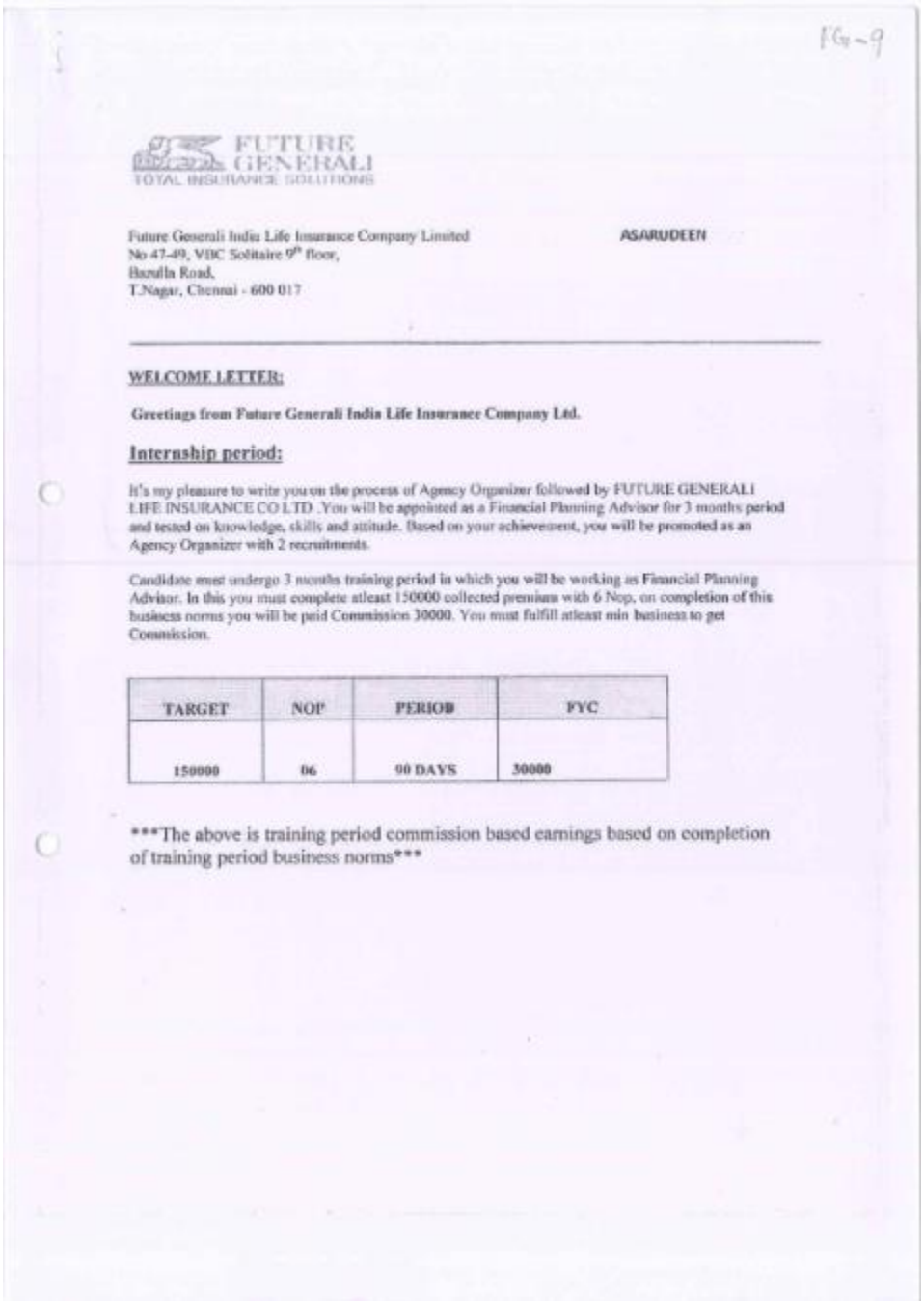
Recruitment Authority Signature

A Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

ASARUDEEN – FUTURE GENERAL



FG-9

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VIBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

ASARUDEEN

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

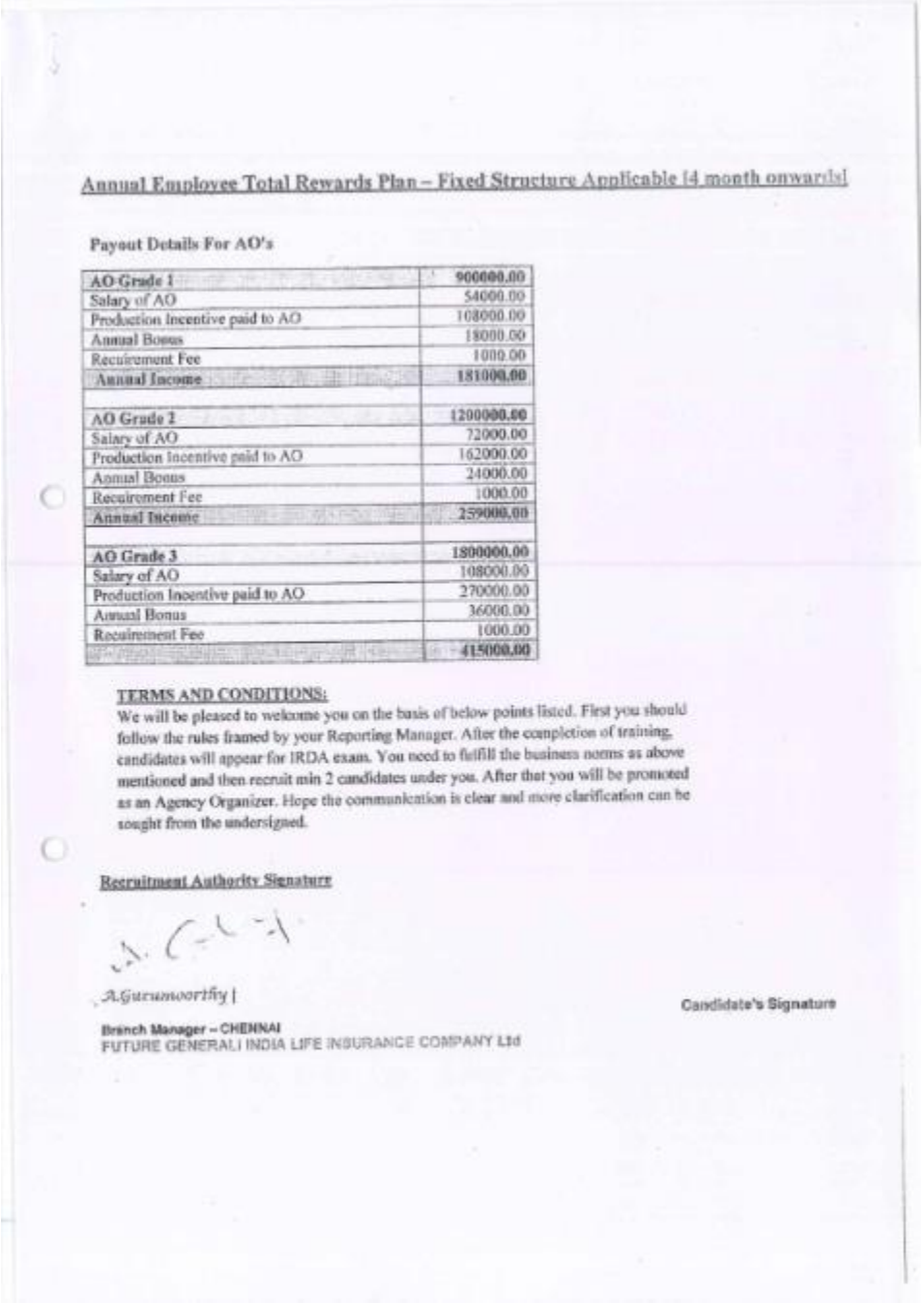
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recuirement Fee	1000.00
Annual Income	**259000.00**
AO Grade 3	**1800000.00**
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

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Recruitment Authority Signature

A.Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

KESAVANANDHINI – FUTURE GENERAL

FG-10

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

KESAVANANDHINI

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

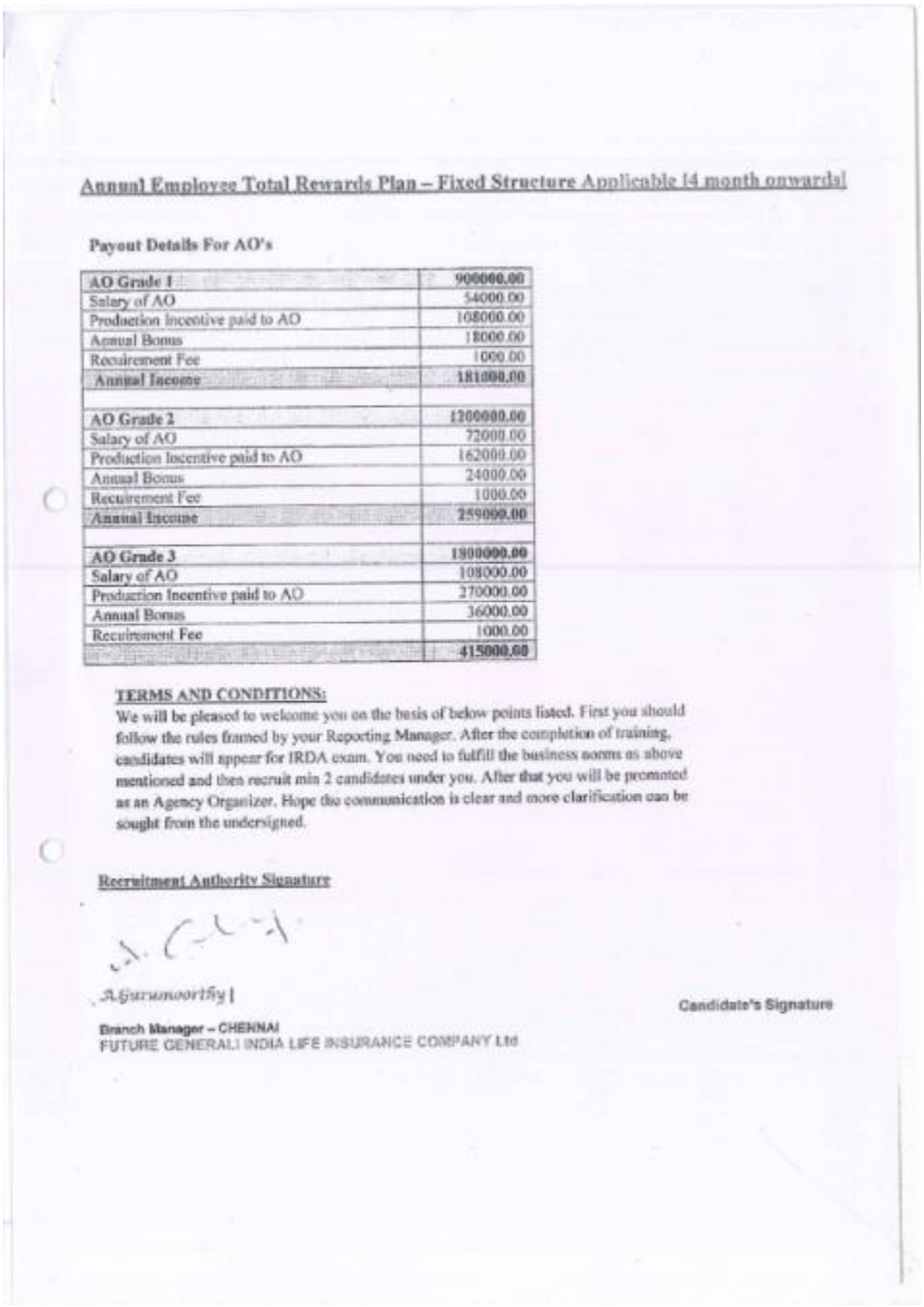
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recruitment Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
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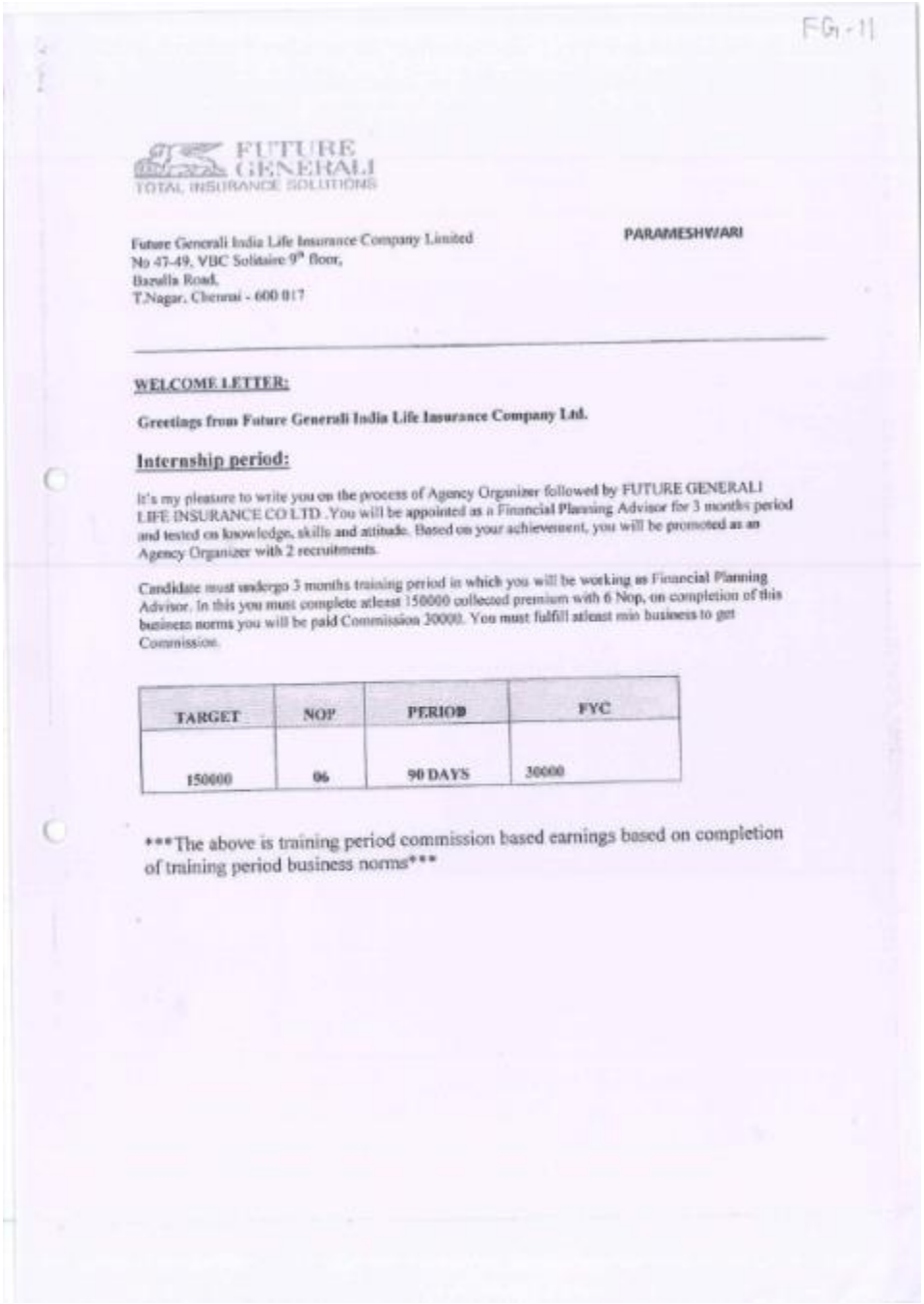
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

PARAMASHWARI – FUTURE GENERAL



FG-11

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

PARAMESHWARI

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

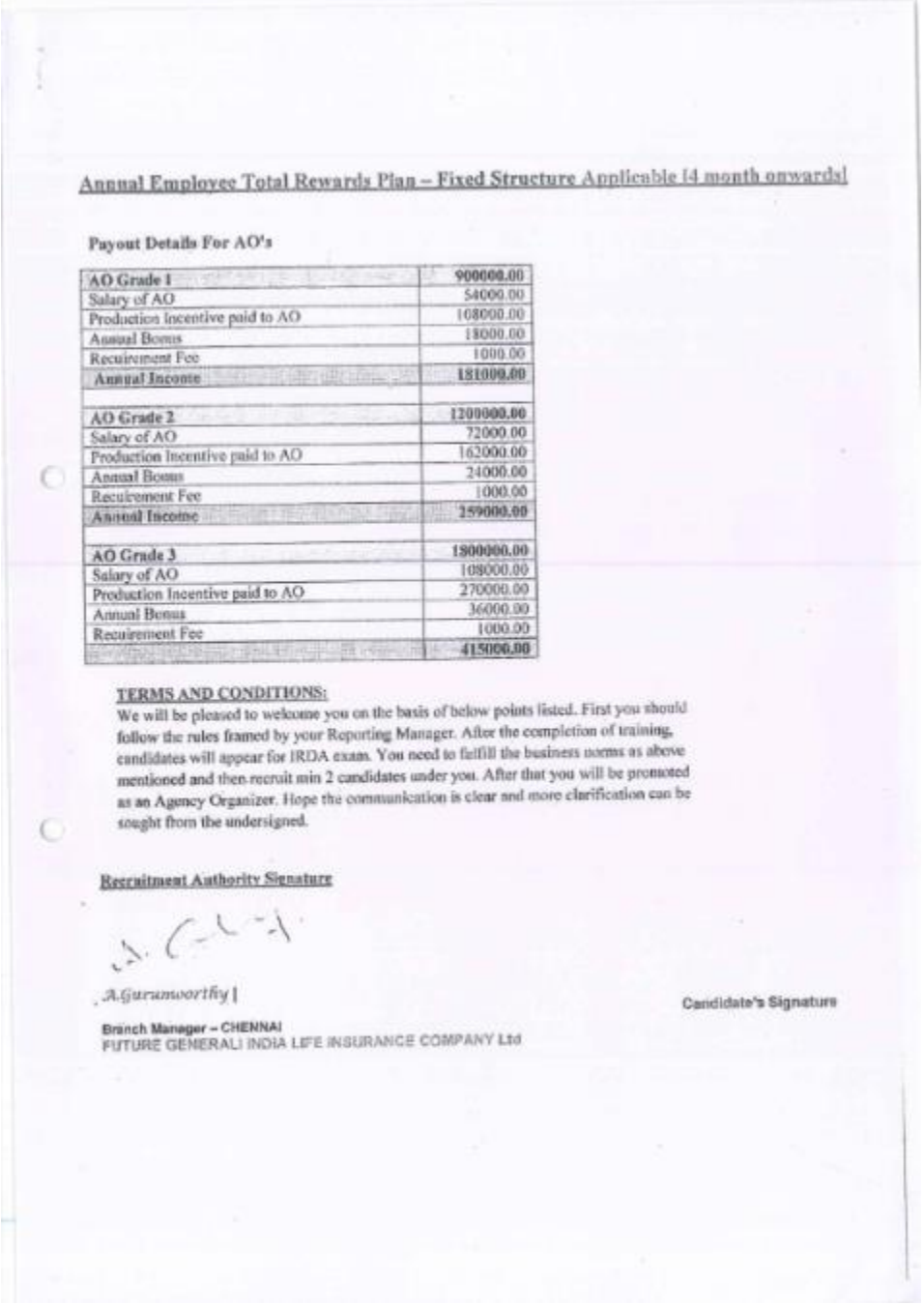
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
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Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

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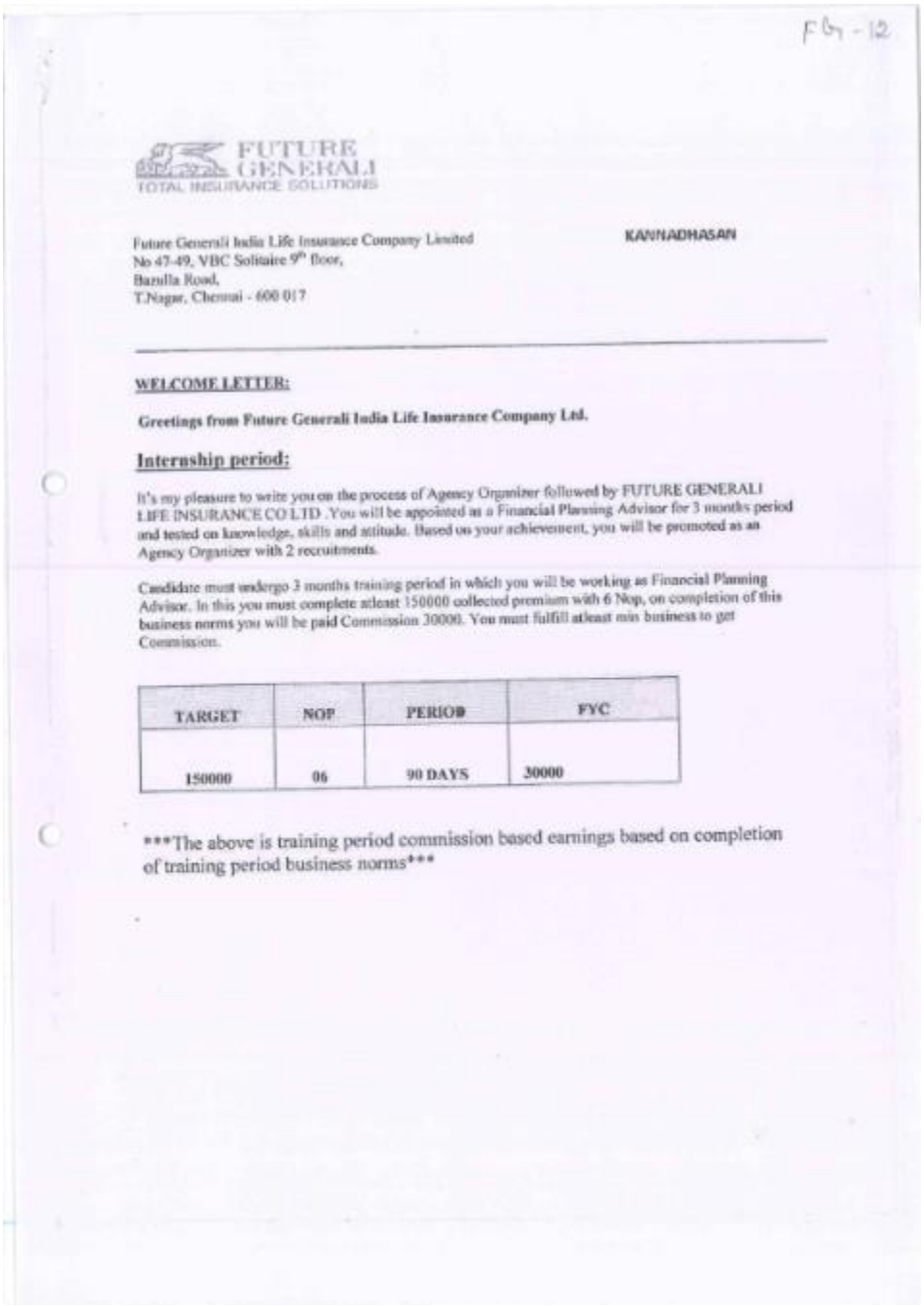
Recruitment Authority Signature

A.Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

KANNADHASAN – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

KANNADHASAN

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

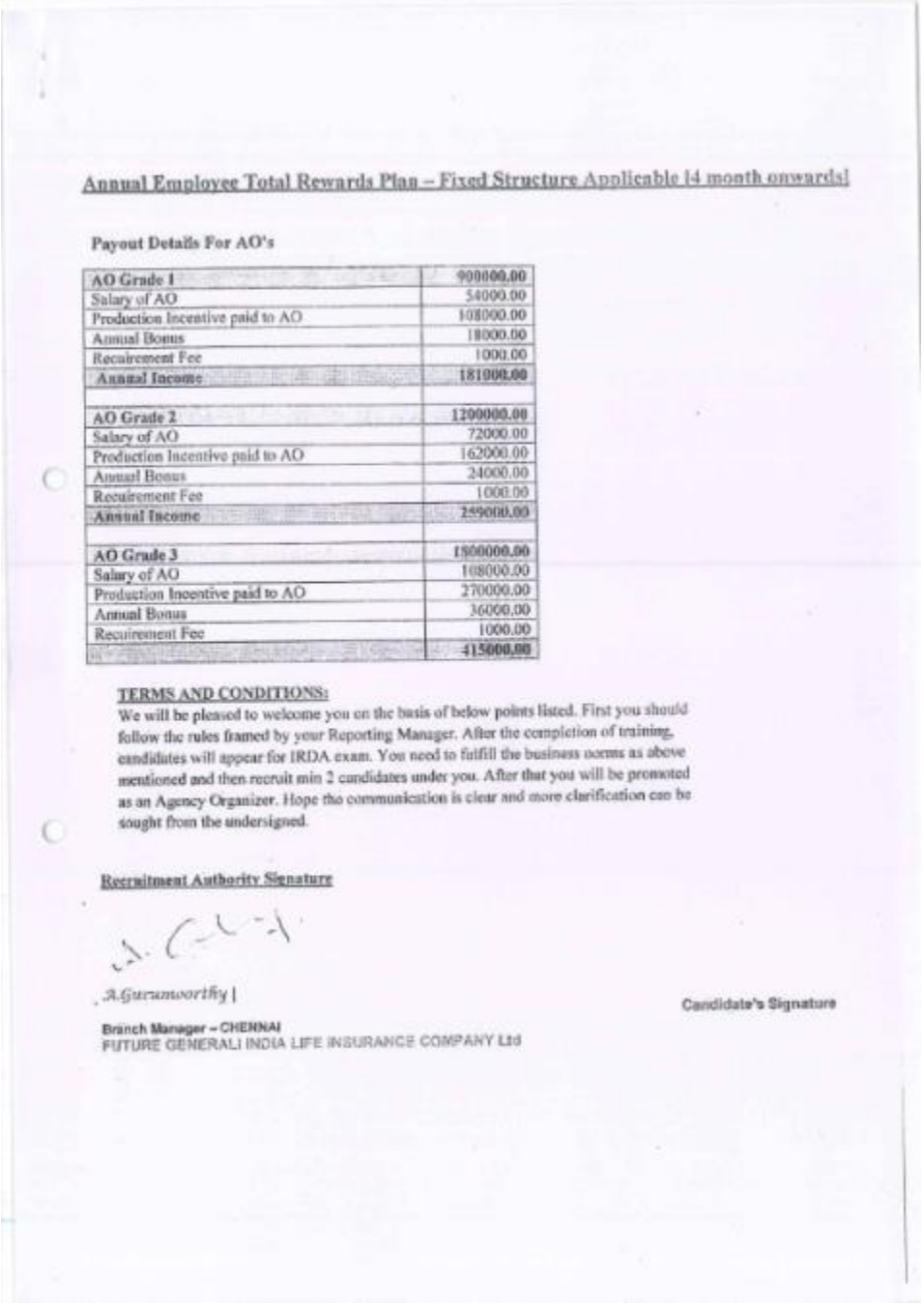
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
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Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
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Annual Income	**259000.00**
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Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

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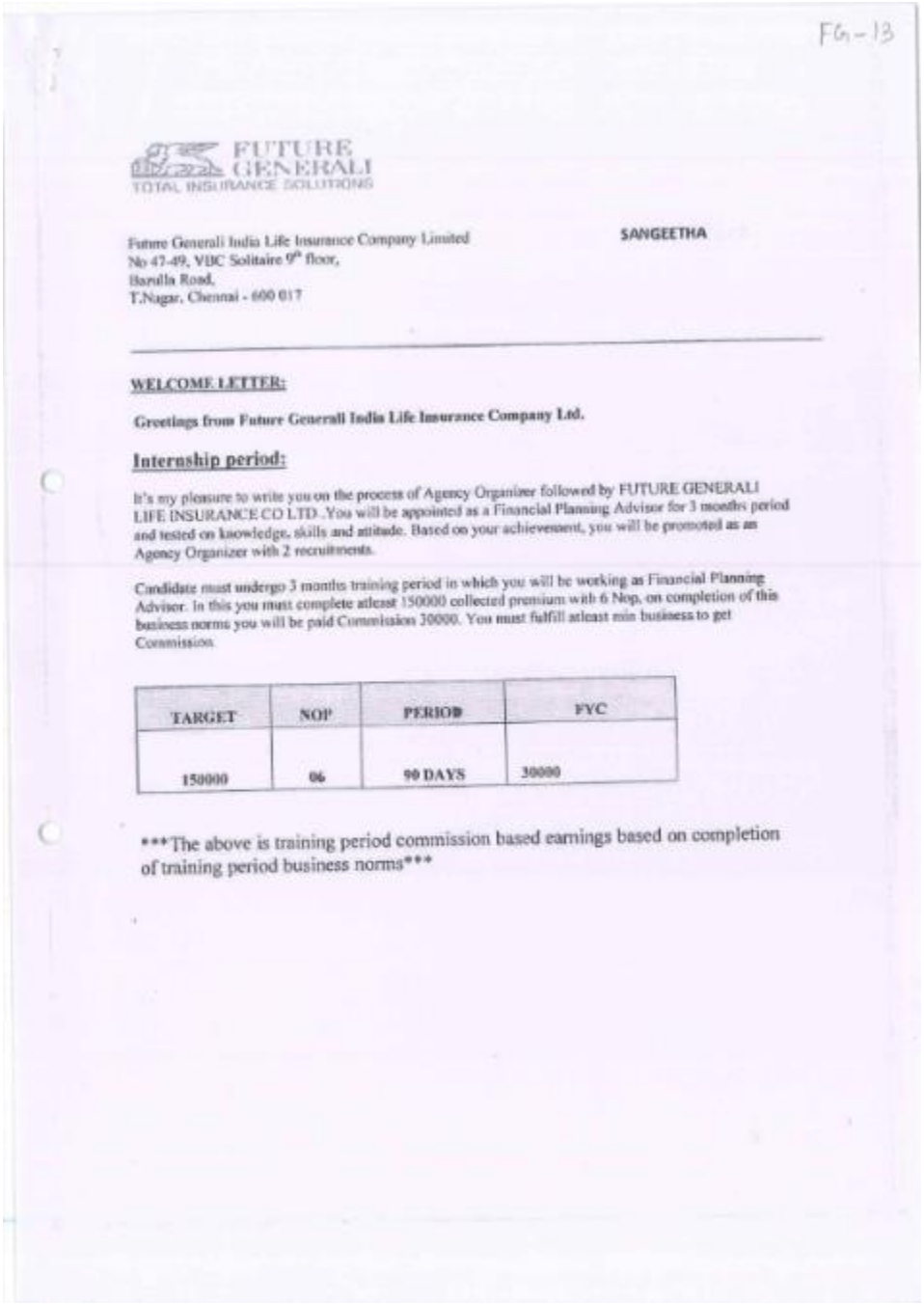
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

SANGEETHA – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Barulla Road,
T.Nagar, Chennai - 600 017

SANGEETHA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

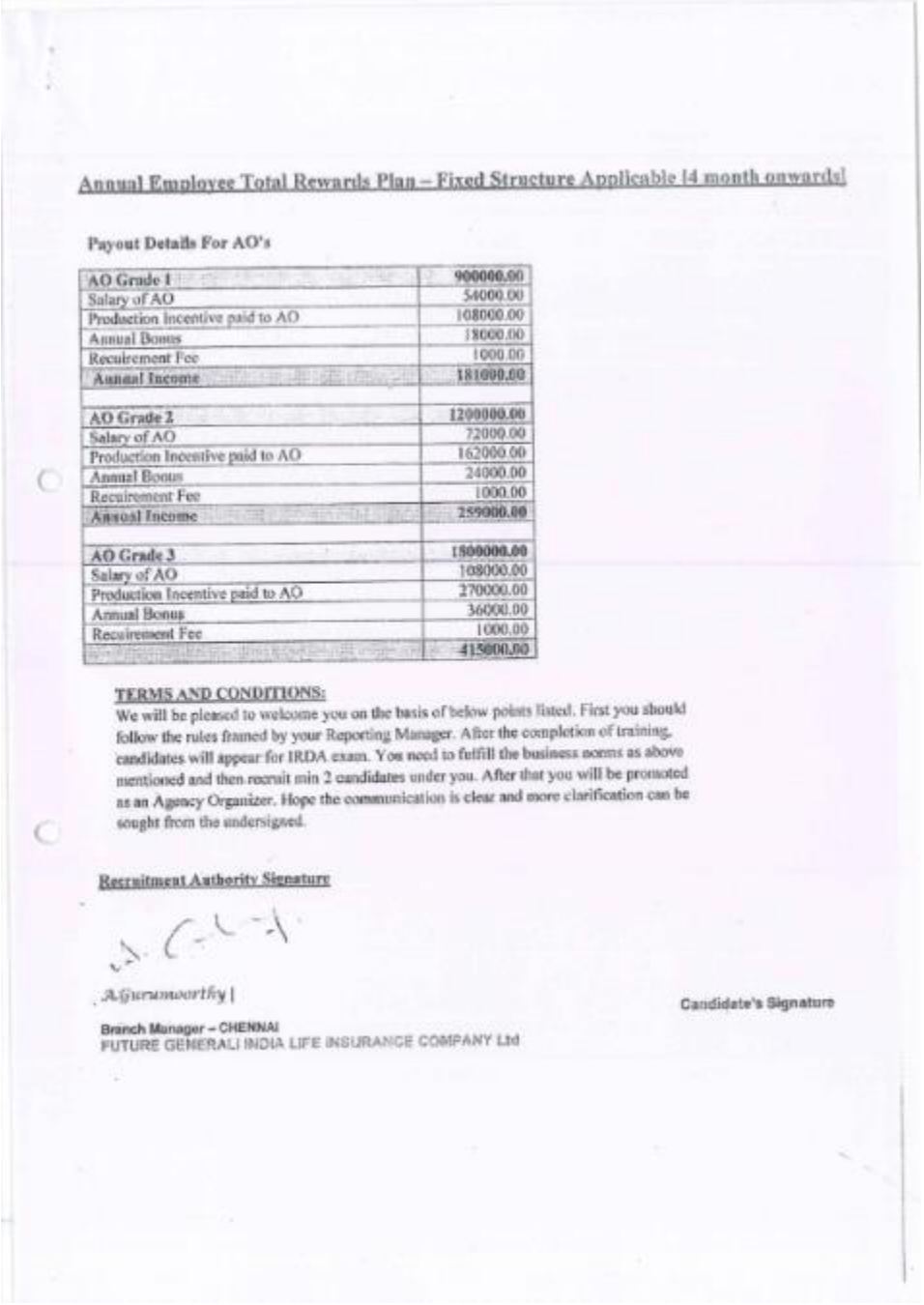
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD..You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
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Annual Bonus	24000.00
Recuirement Fee	1000.00
Annual Income	**259000.00**
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Recuirement Fee	1000.00
	415000.00

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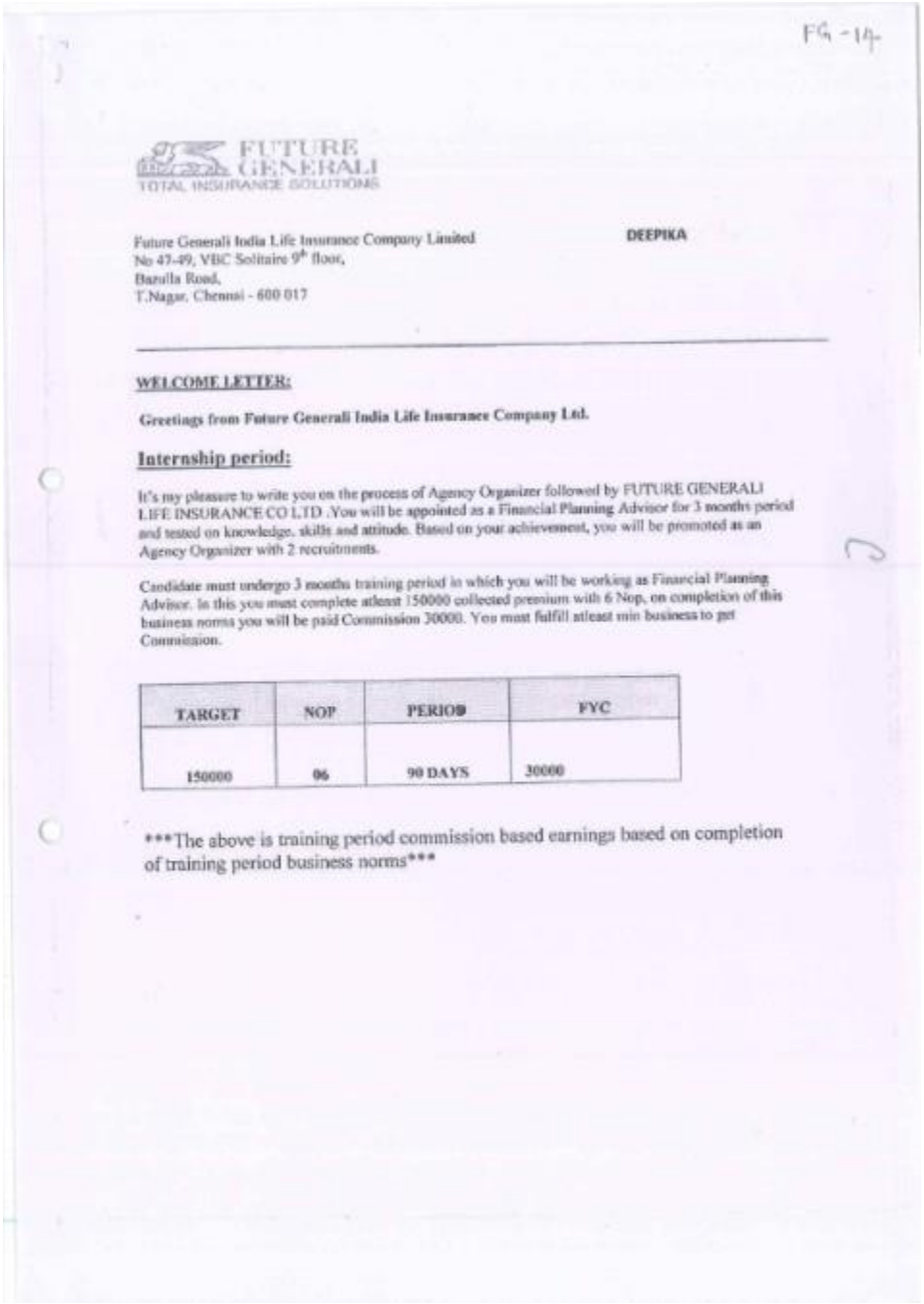
Recruitment Authority Signature

A Ganamoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

DEEPIKA – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

DEEPIKA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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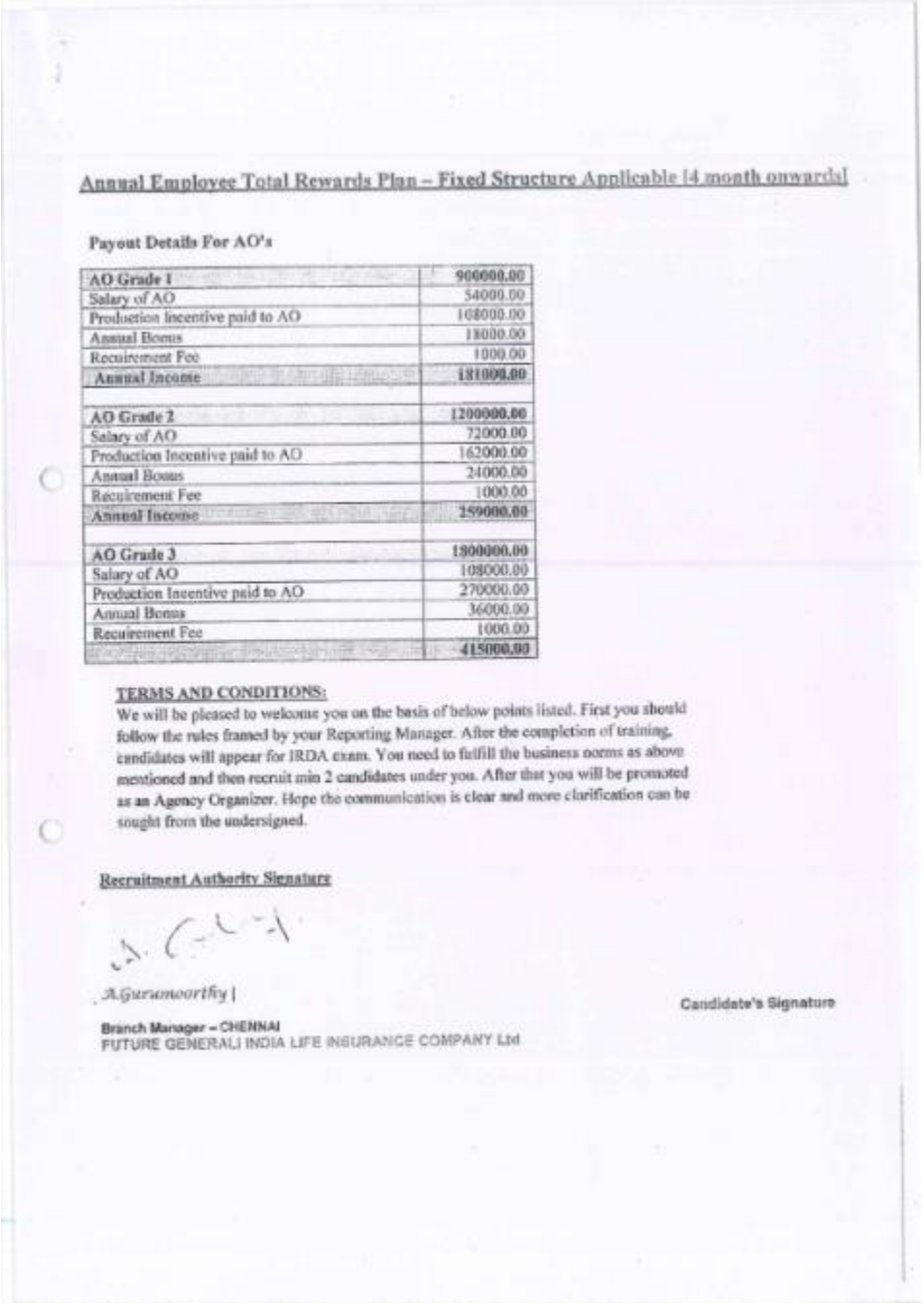
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
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Production Incentive paid to AO	270000.00
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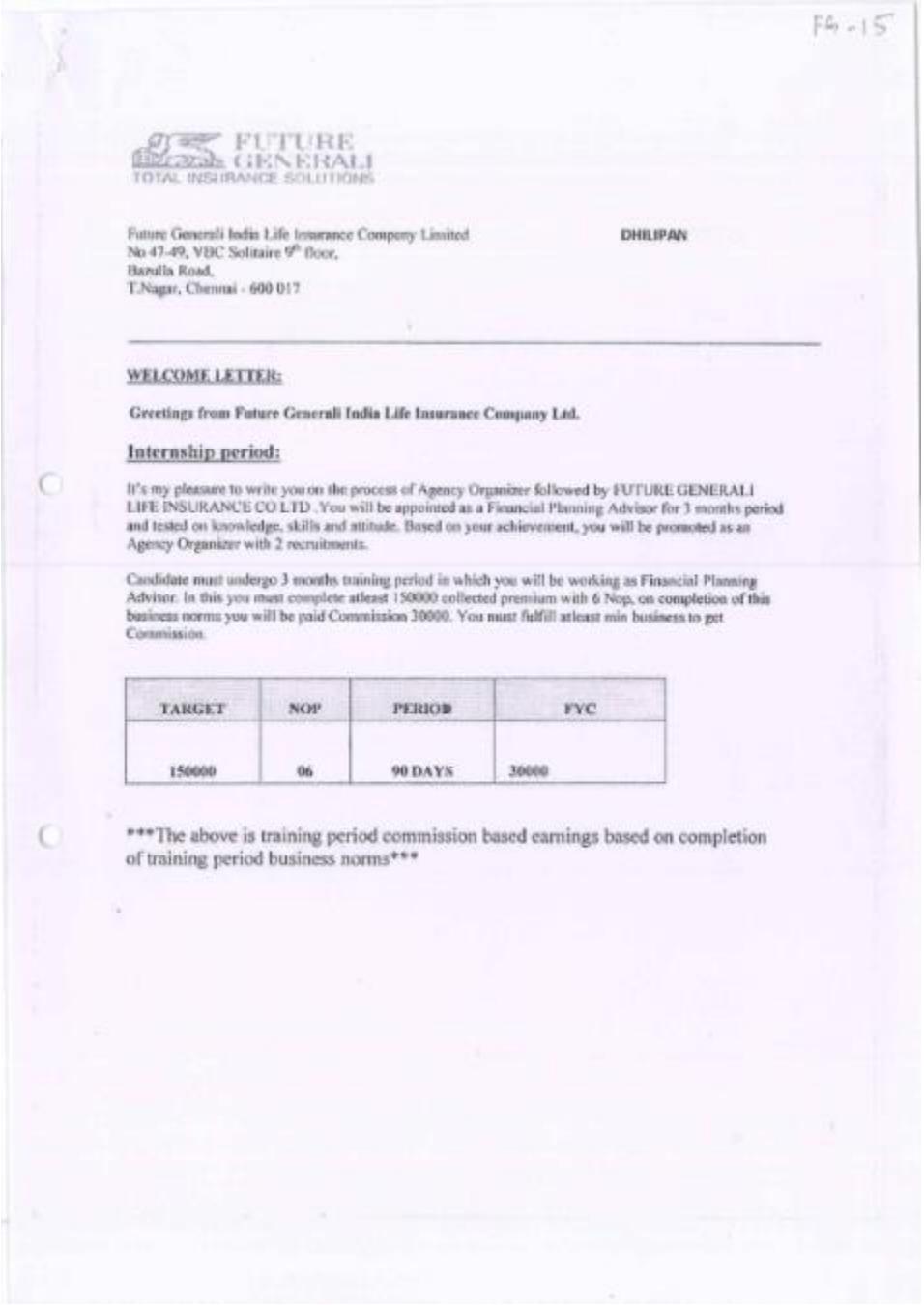
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

DHILIPAN – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

DHILIPAN

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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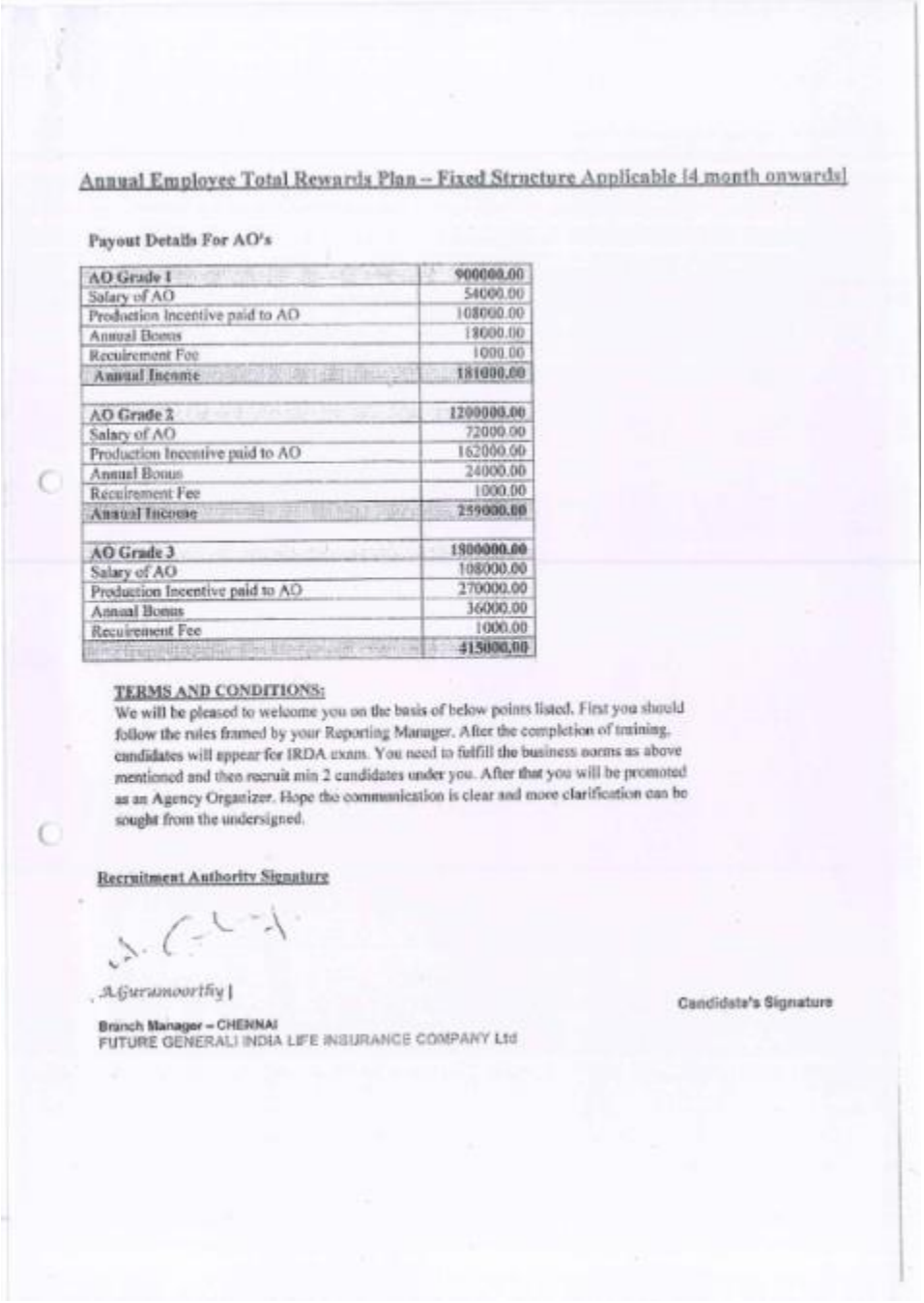
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
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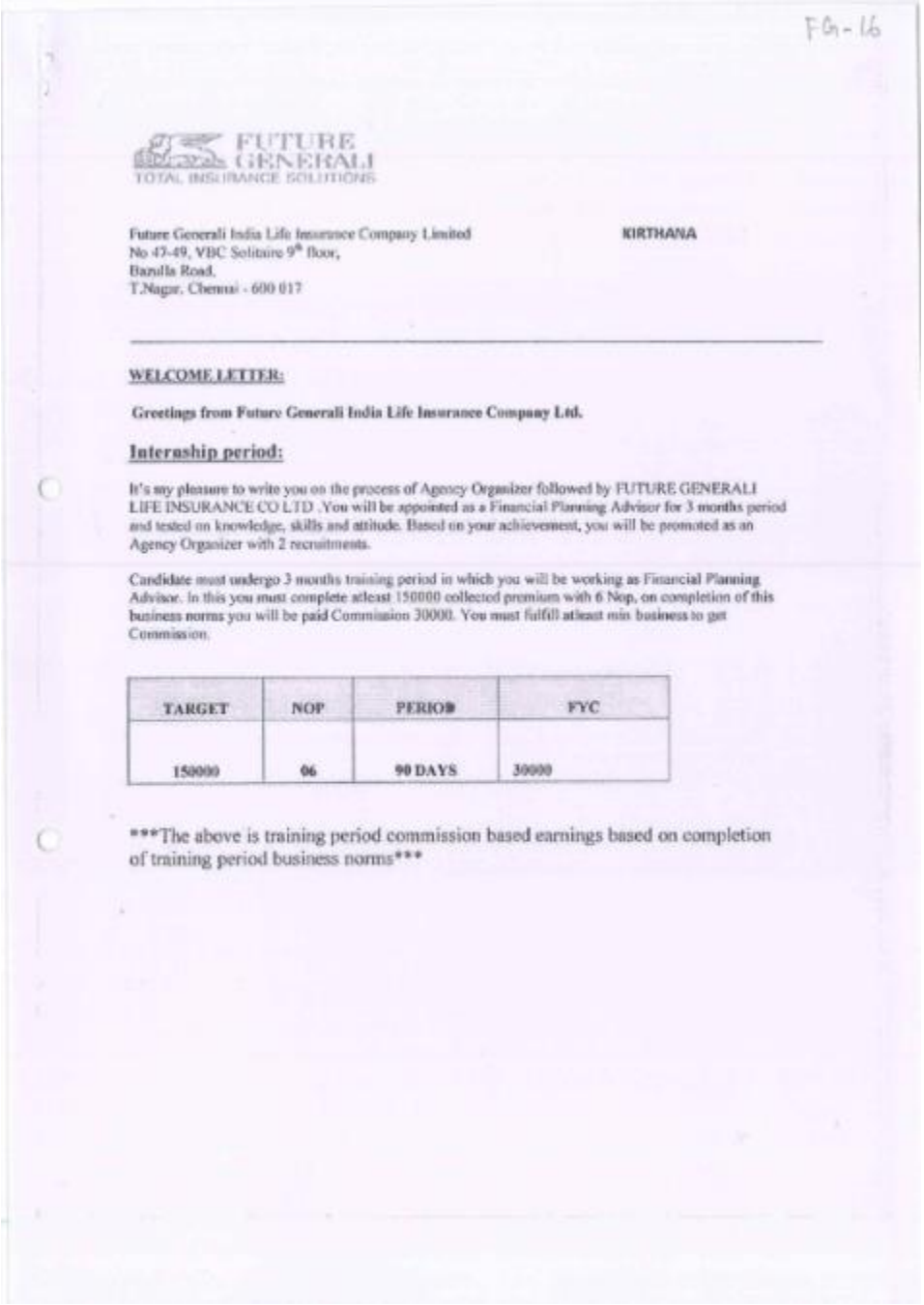
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

KIRTHANA – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

KIRTHANA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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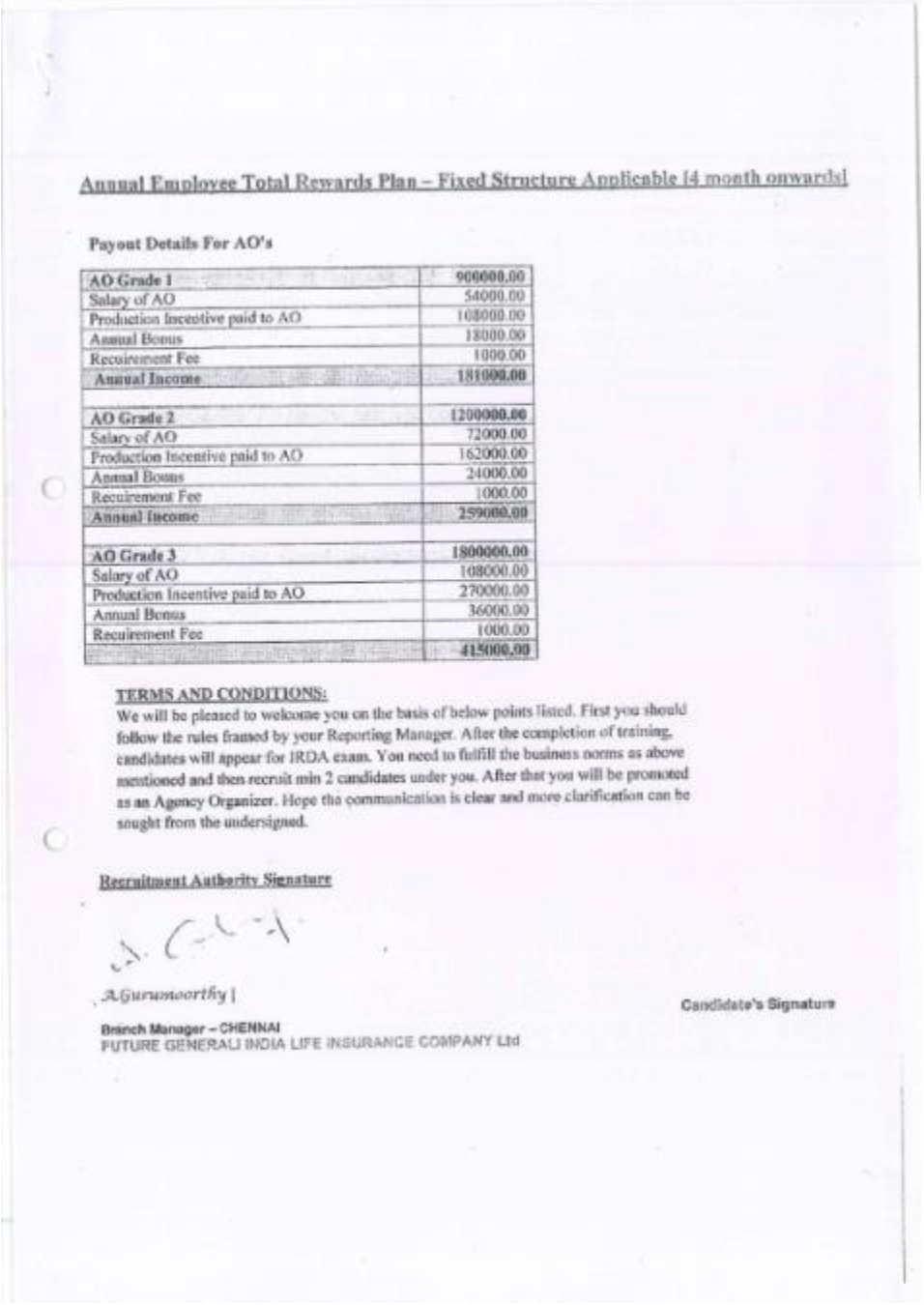
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable 14 month onwards!

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
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Recruitment Authority Signature

A.Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

JEEVITHA – FUTURE GENERAL

FG-17

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

JEEVITHA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

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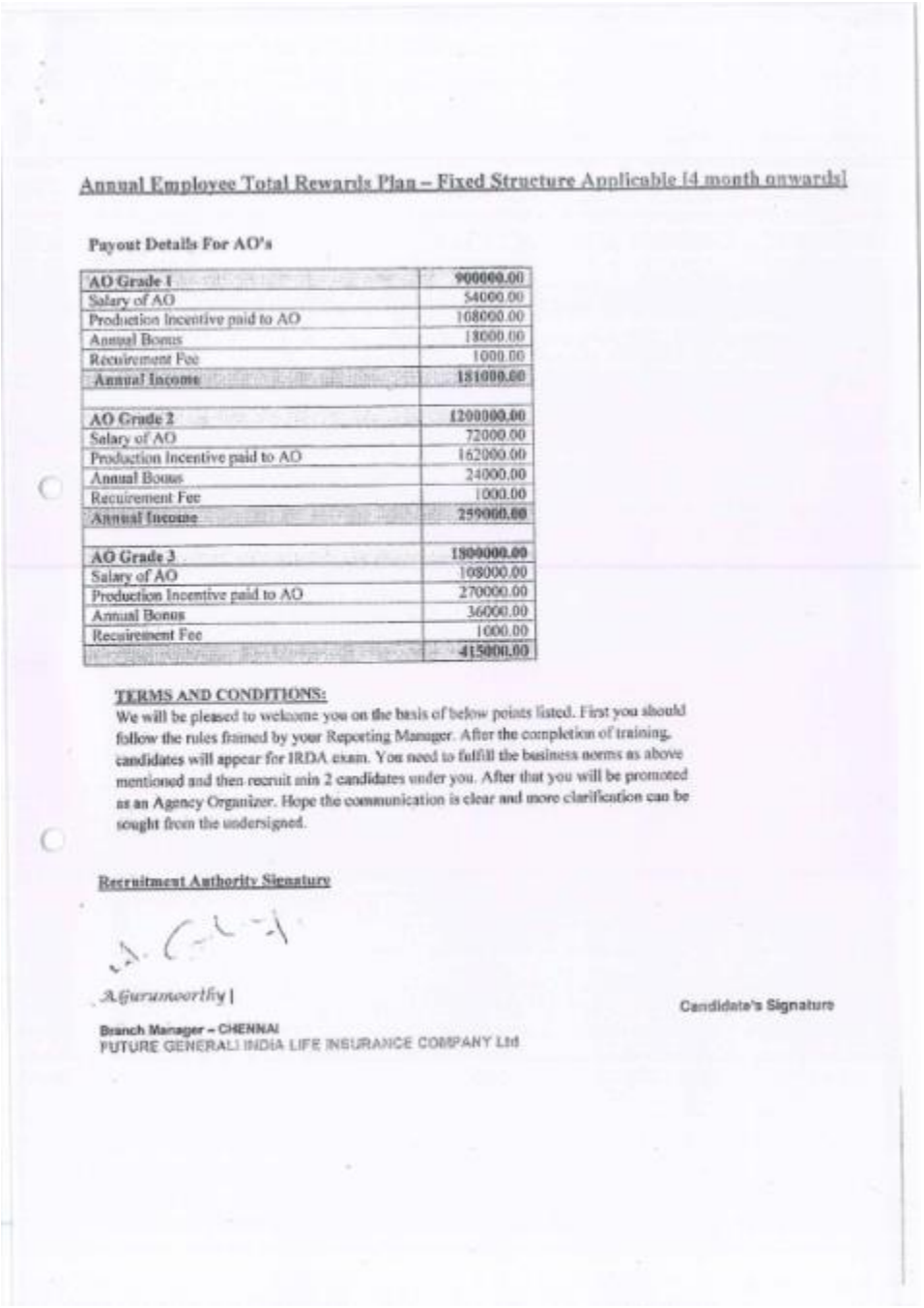
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recuirement Fee	1000.00
Annual Income	**259000.00**
AO Grade 3	**1800000.00**
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

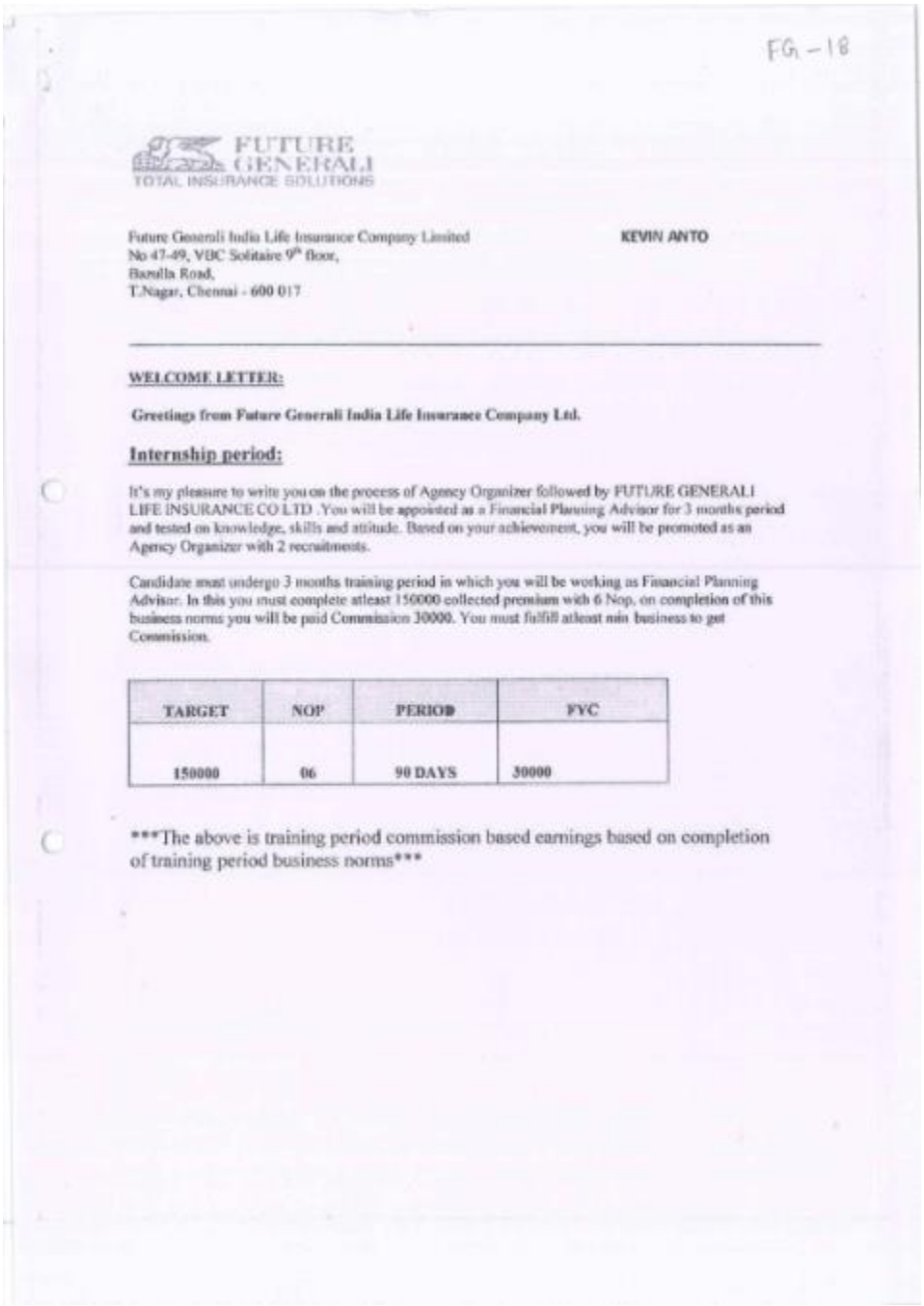
Recruitment Authority Signature

A.Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

KEVIN ANTO – FUTURE GENERAL



FG-18

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

KEVIN ANTO

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

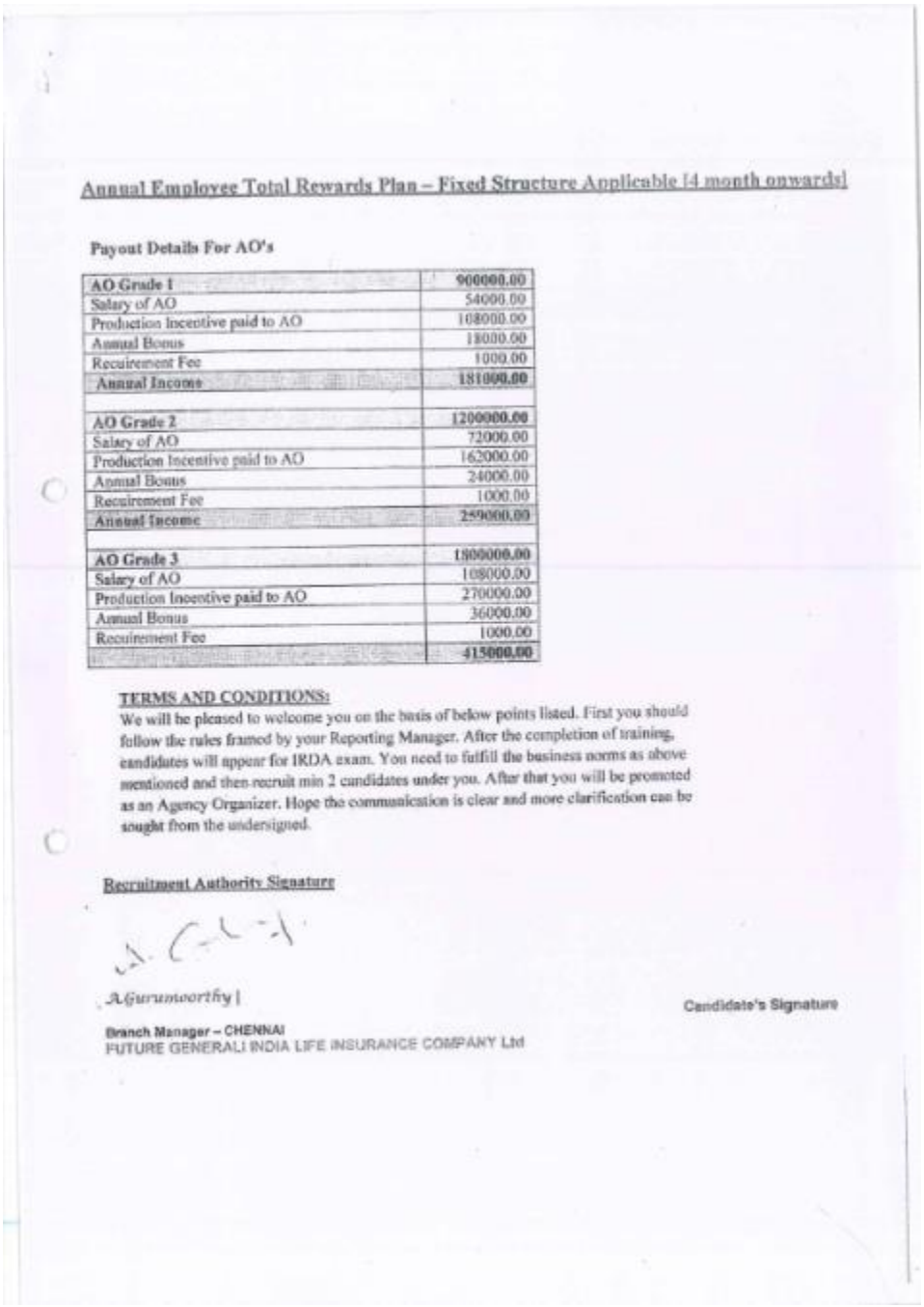
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
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Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

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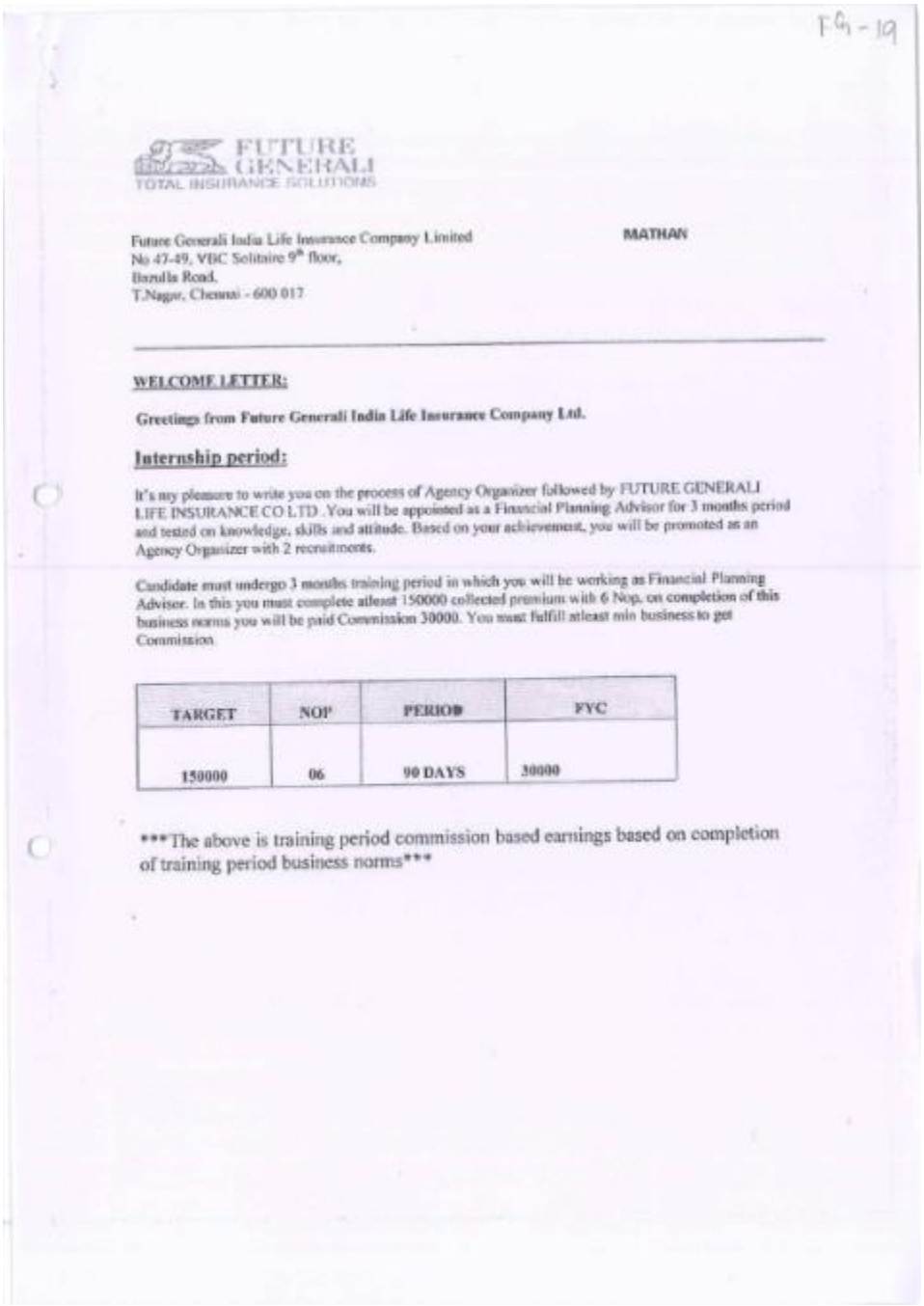
Recruitment Authority Signature

A Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

MATHAN – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

MATHAN

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

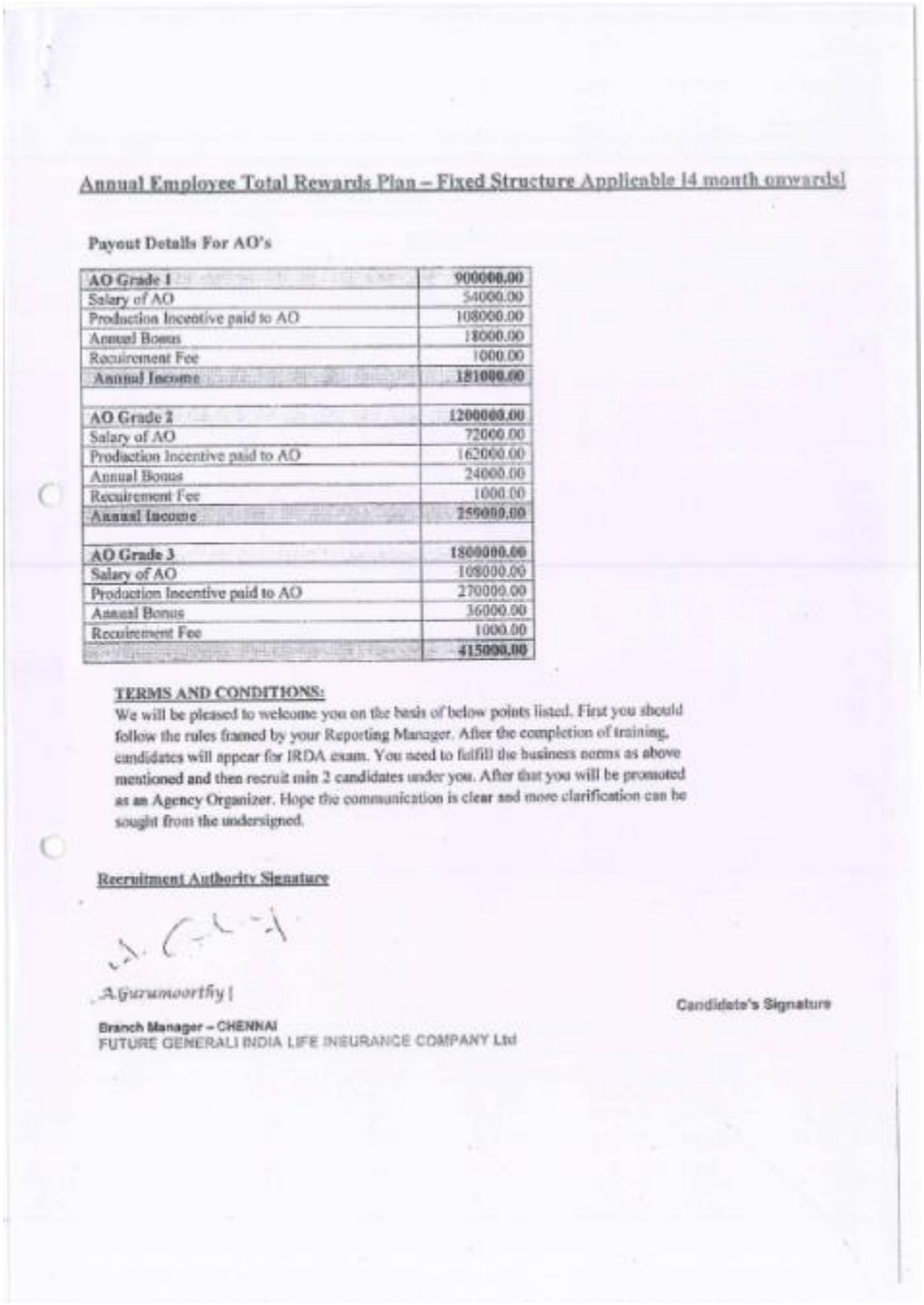
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Adviser. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
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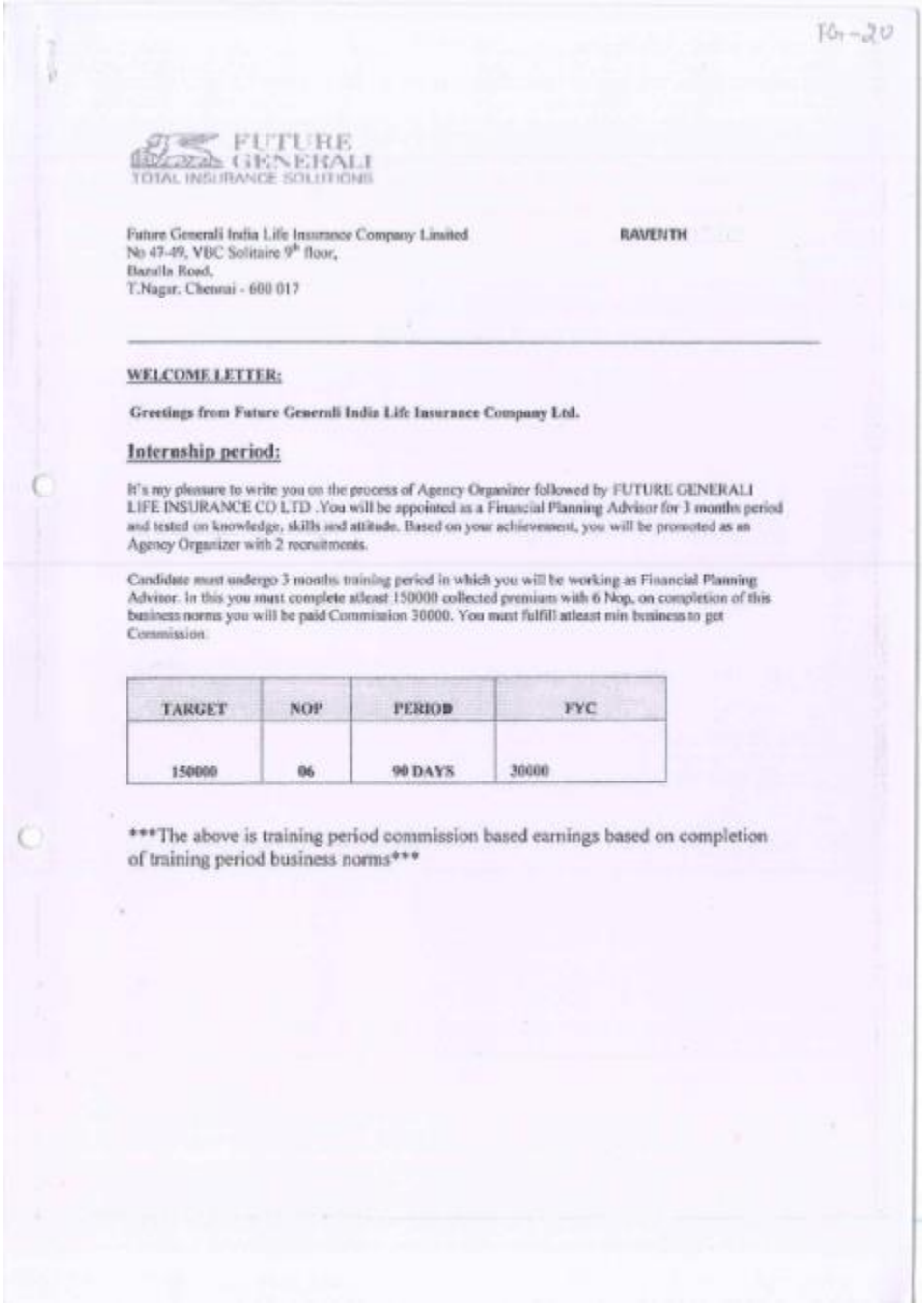
Recruitment Authority Signature

A Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

RAVENTH – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Barulla Road,
T.Nagar, Chennai - 600 017

RAVENTH

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

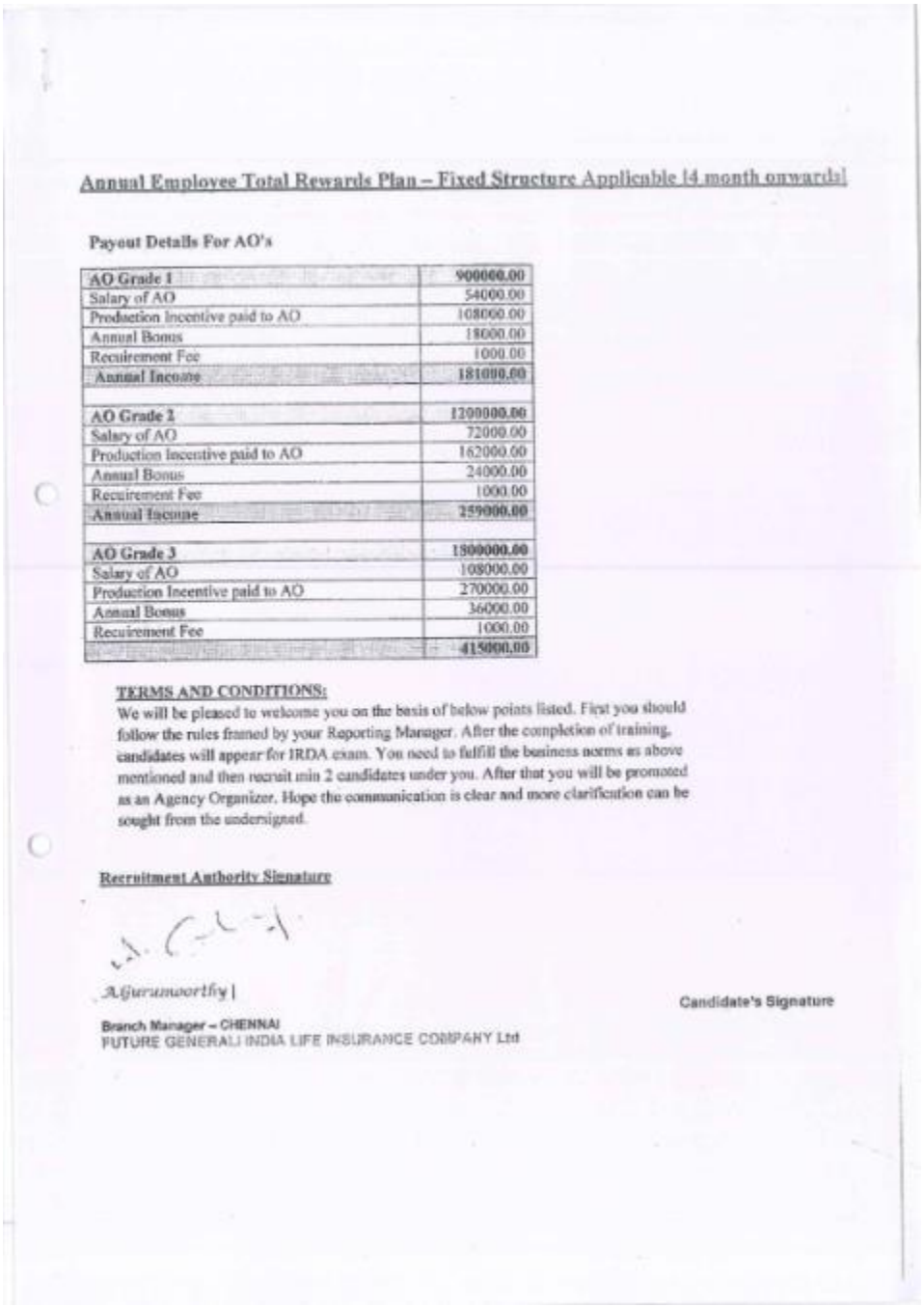
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
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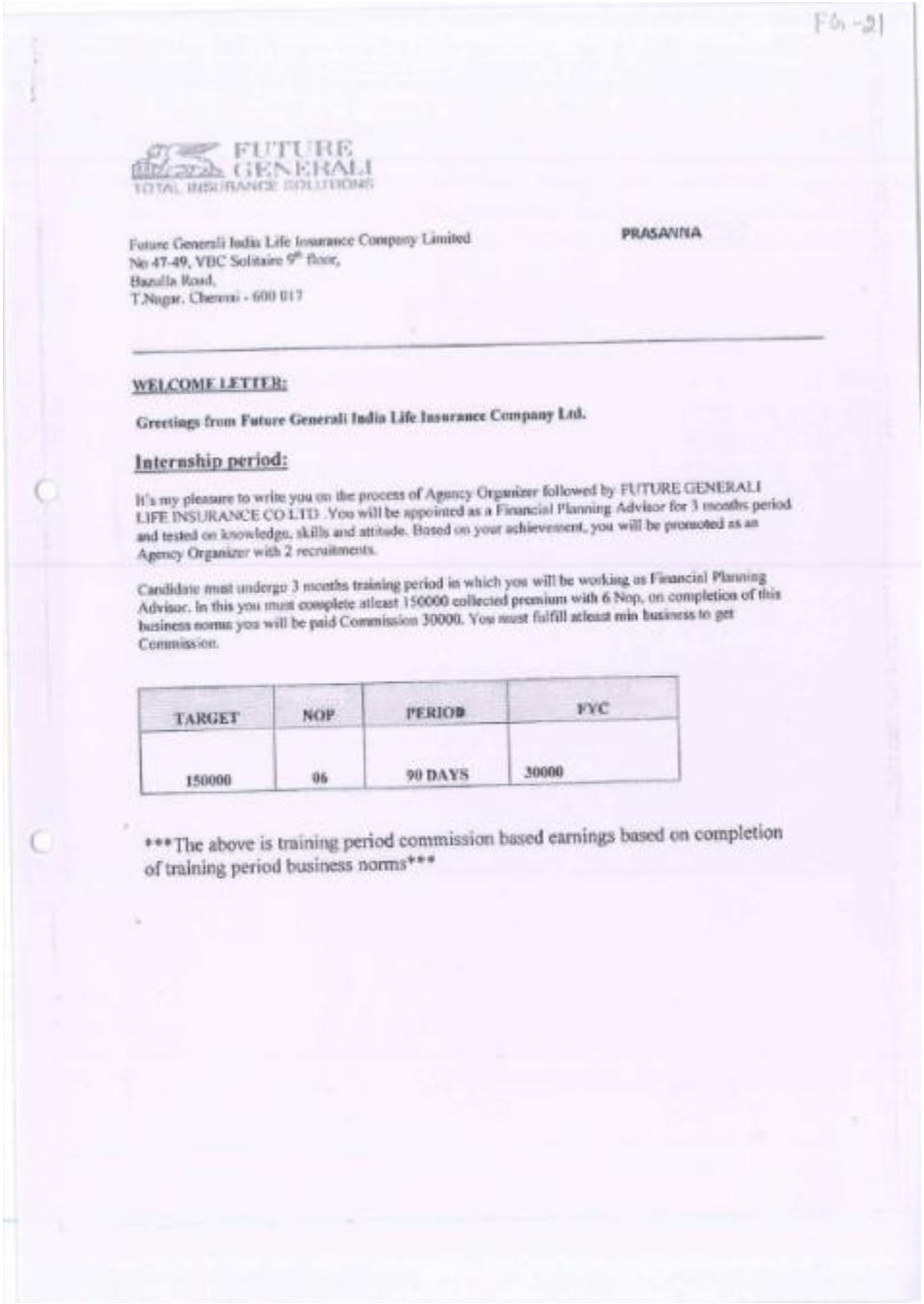
Recruitment Authority Signature

AGurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

PRASANNA – FUTURE GENERAL



FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

PRASANNA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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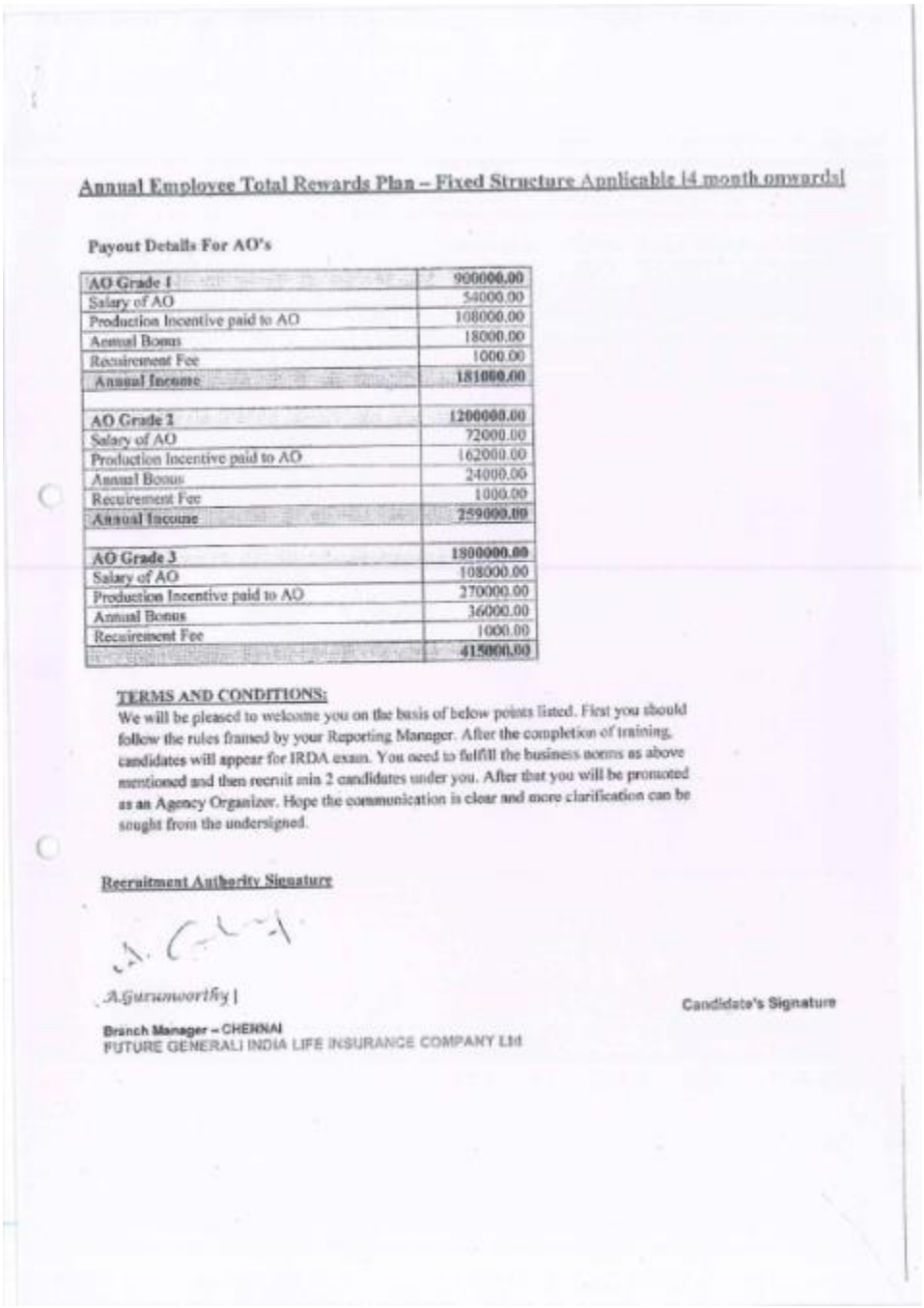
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
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Annual Income	**181000.00**
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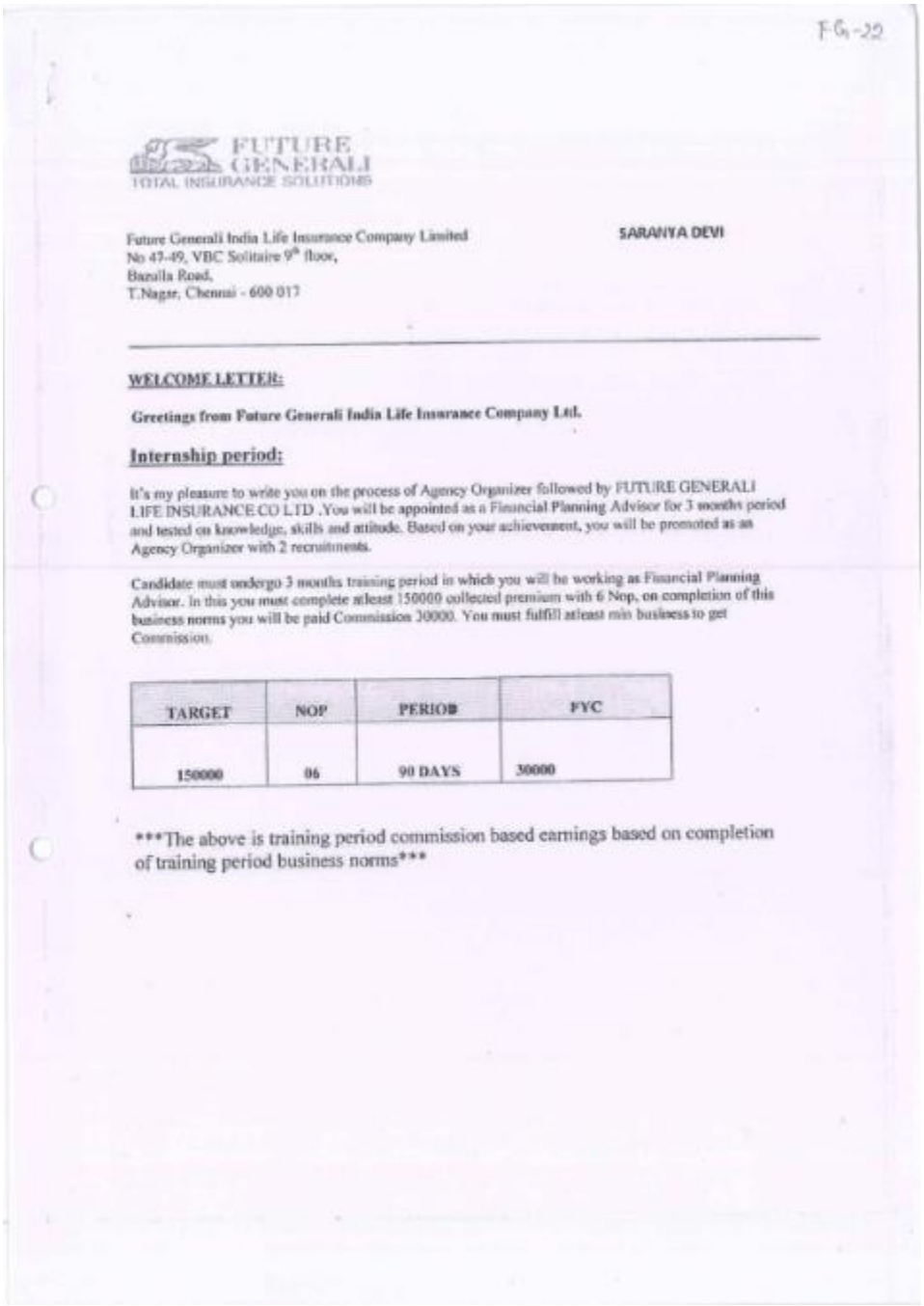
Recruitment Authority Signature

A.Gurunworthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

SARANYA DEVI – FUTURE GENERAL



F.G.-22

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Barulla Road,
T.Nagar, Chennai - 600 017

SARANYA DEVI

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

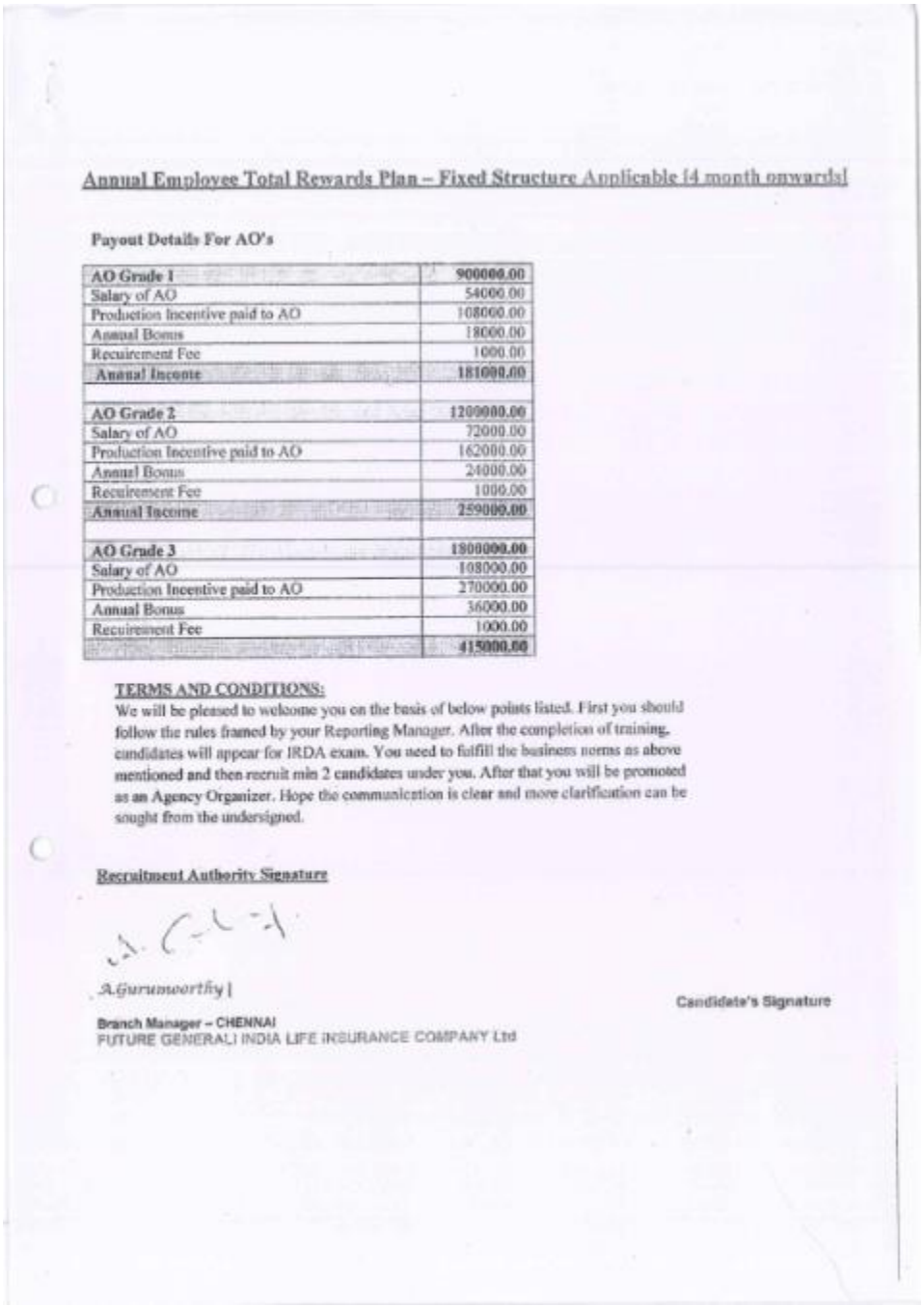
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
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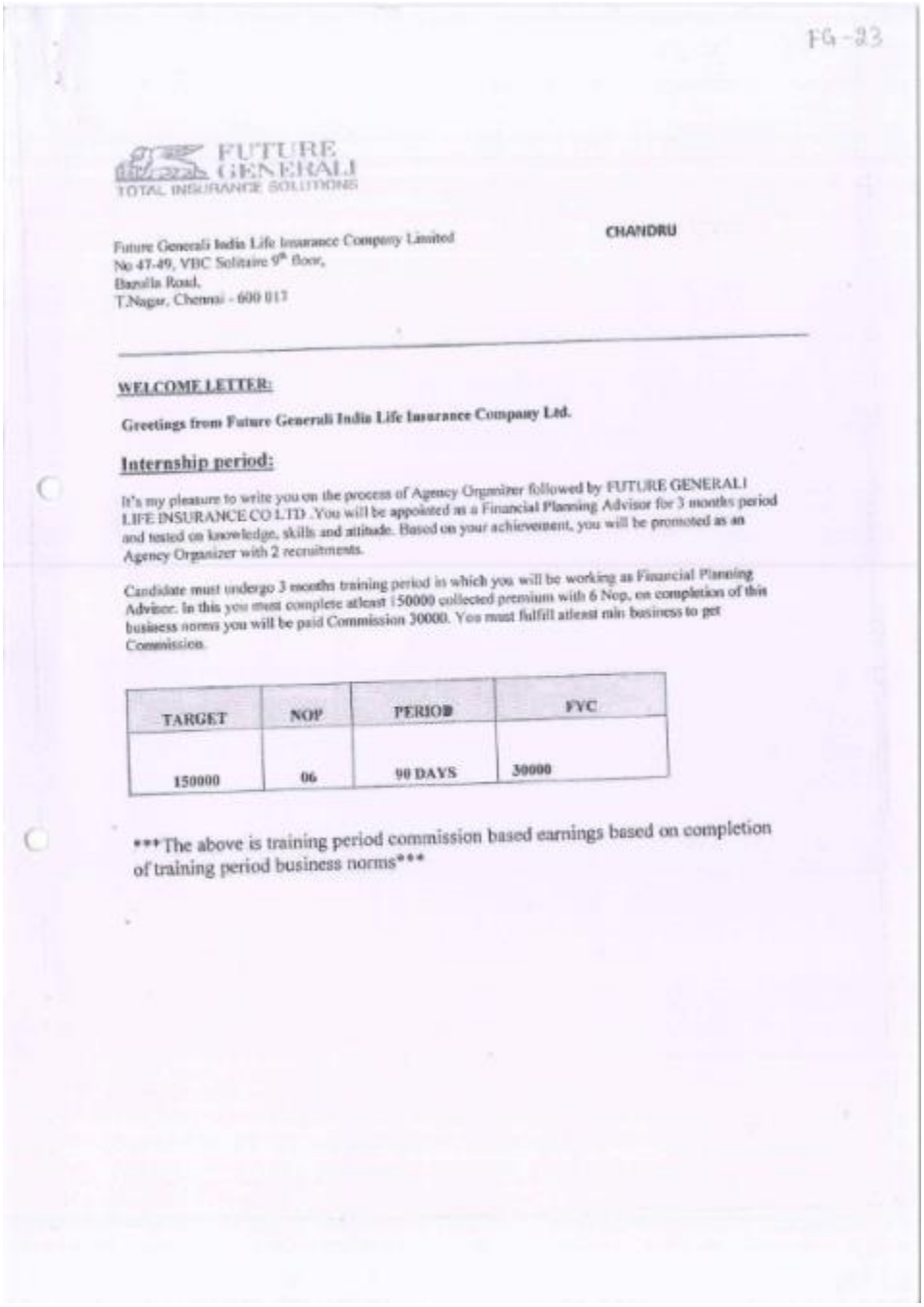
Recruitment Authority Signature

A.Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

CHANDRU – FUTURE GENERAL



FG-23

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

CHANDRU

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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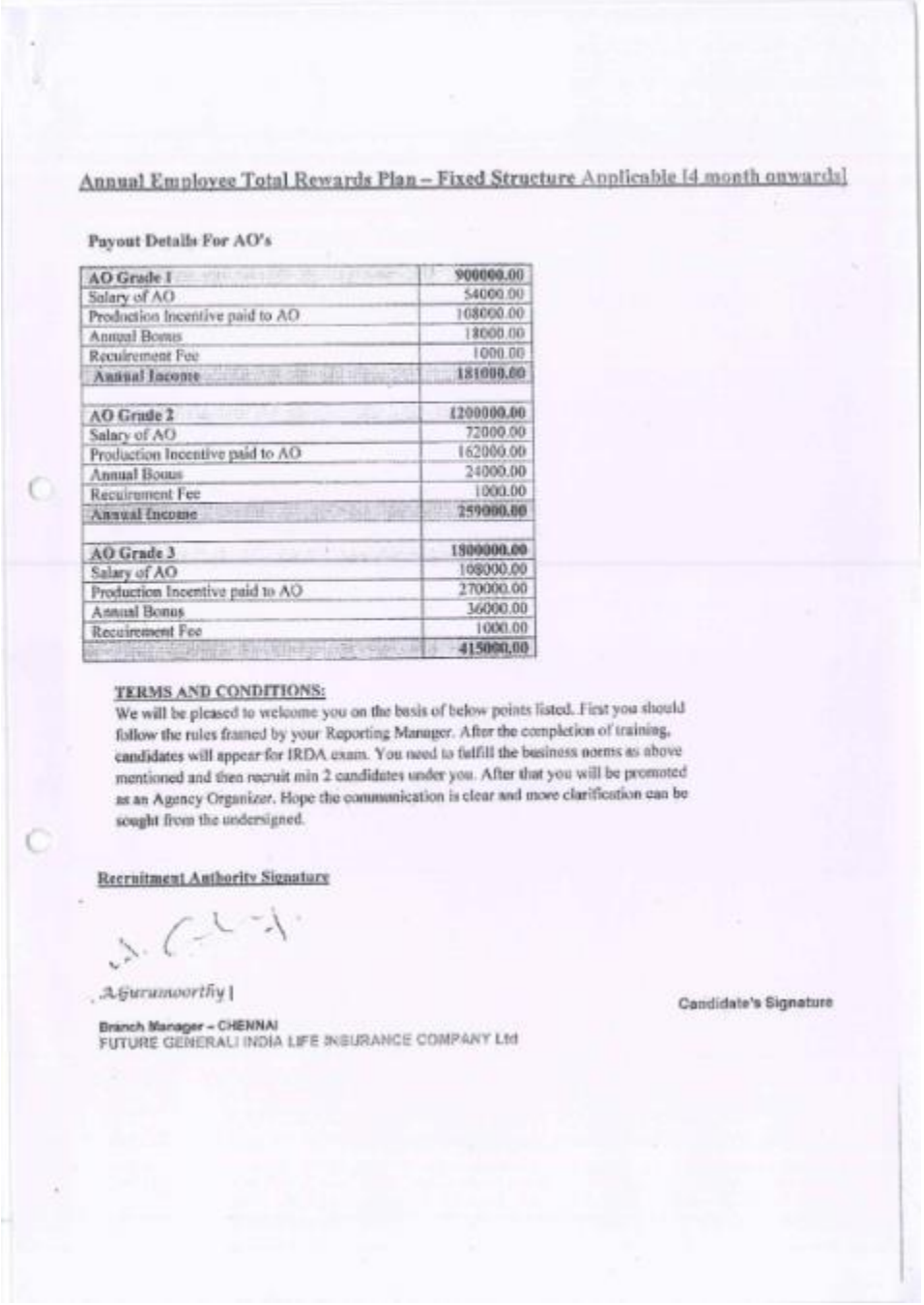
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
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	415000.00

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Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

ANASWARA – FUTURE GENERAL

FG-24

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

ANASWARA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

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TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

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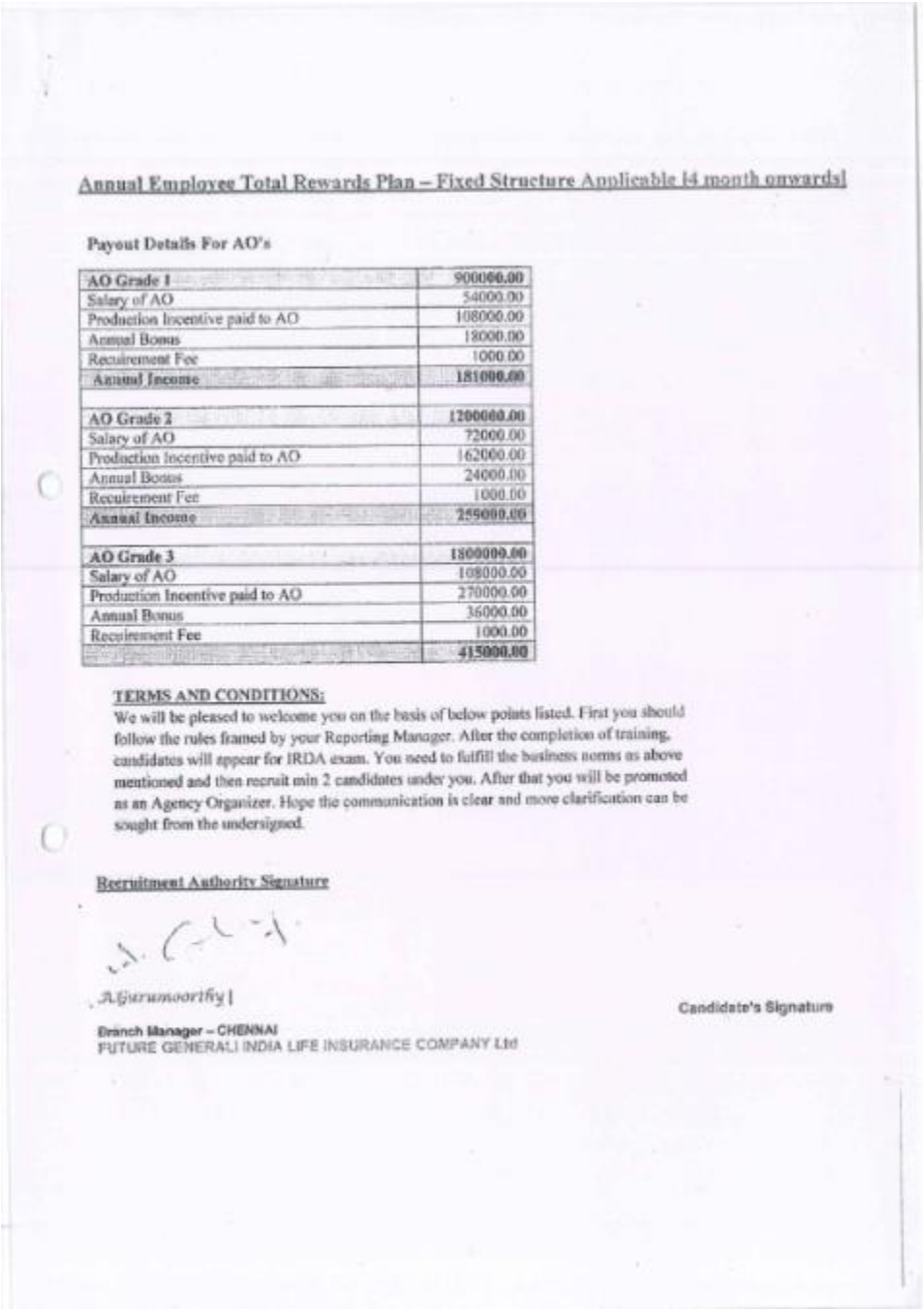

Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
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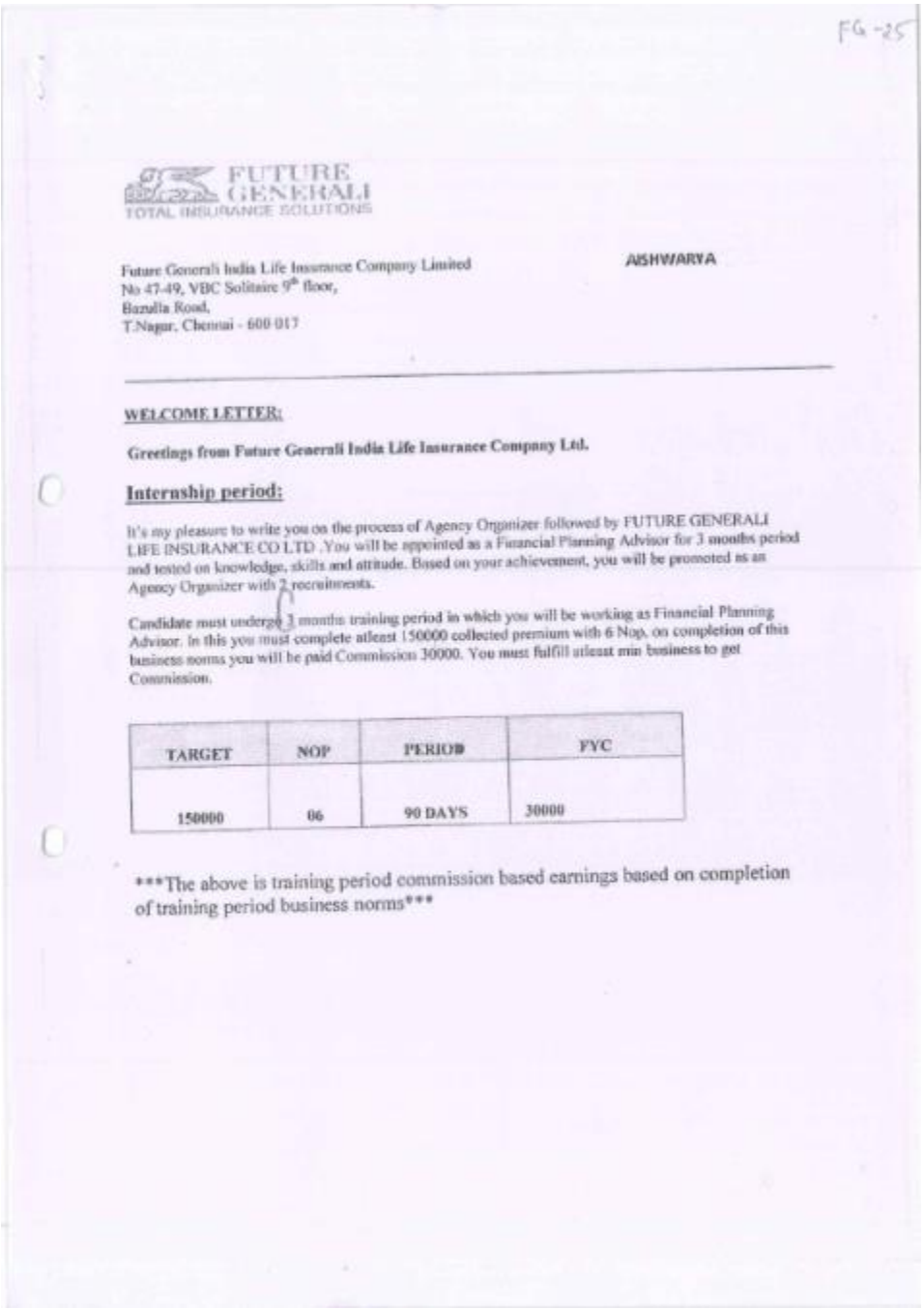
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

AISHWARYA – FUTURE GENERAL



FG -25

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

AISHWARYA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

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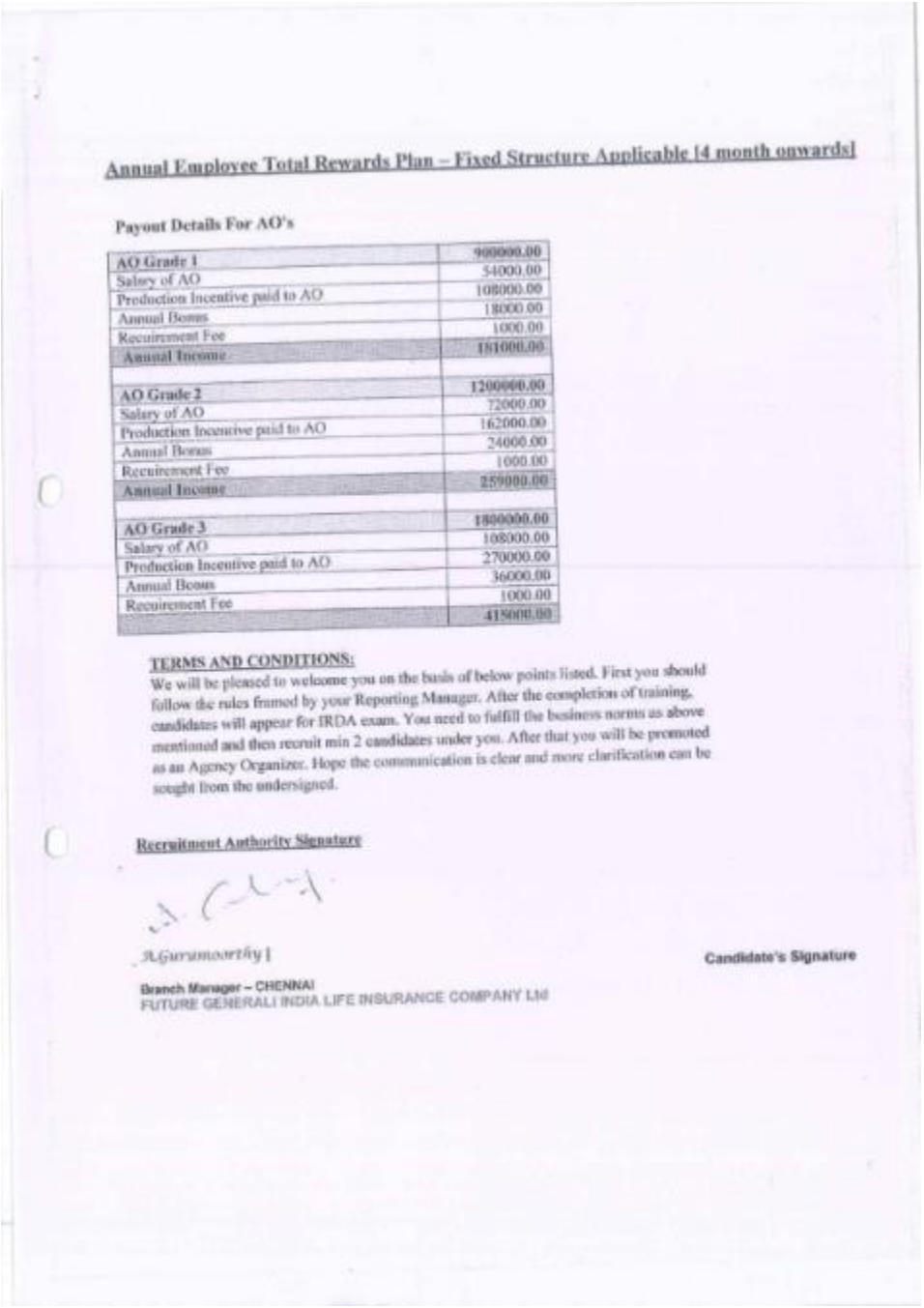
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	900000.00
Salary of AO	54000.00
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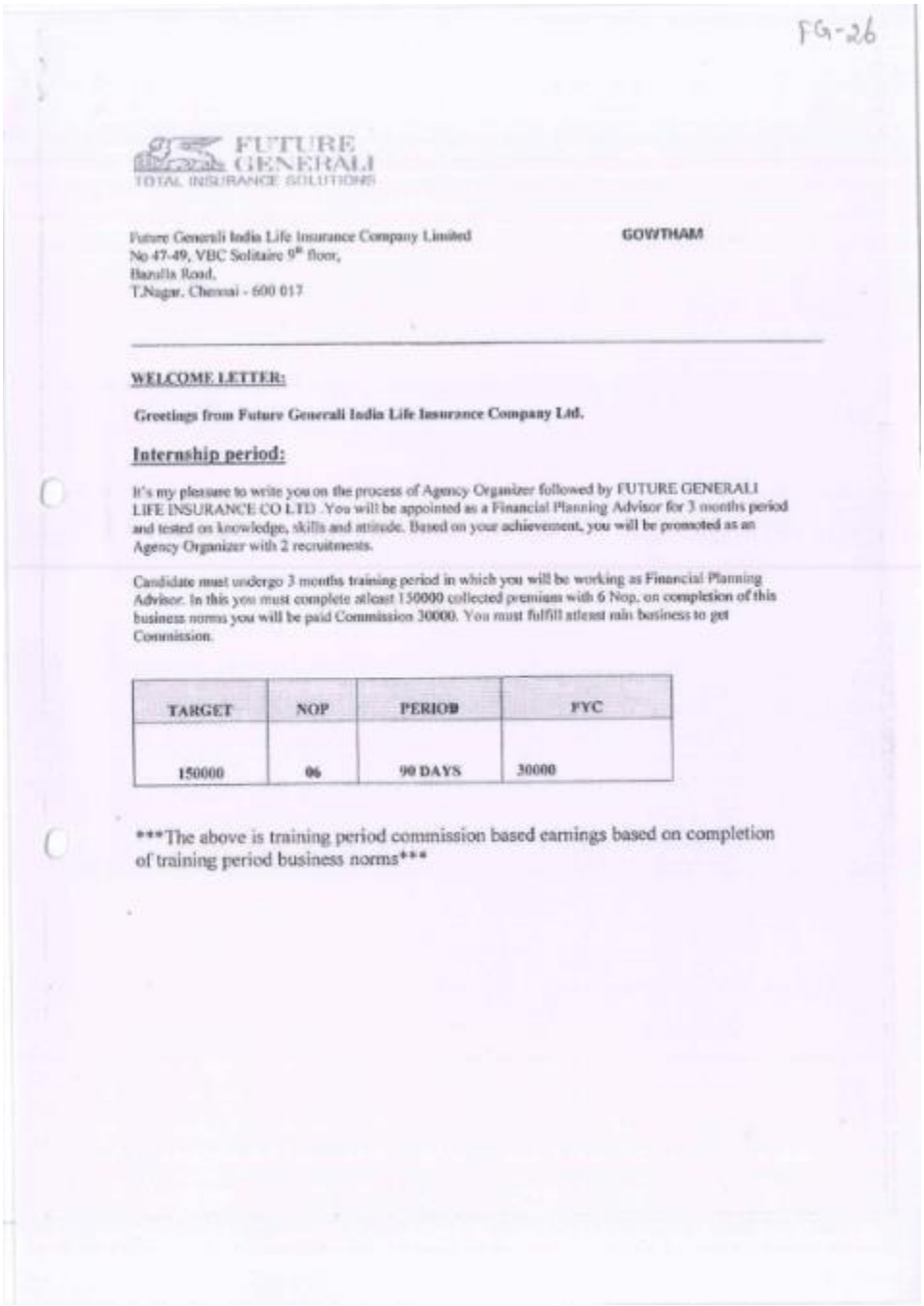
Recruitment Authority Signature

R.Gurumoorthy I

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

GOWTHAM – FUTURE GENERAL



FG-26

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

GOWTHAM

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

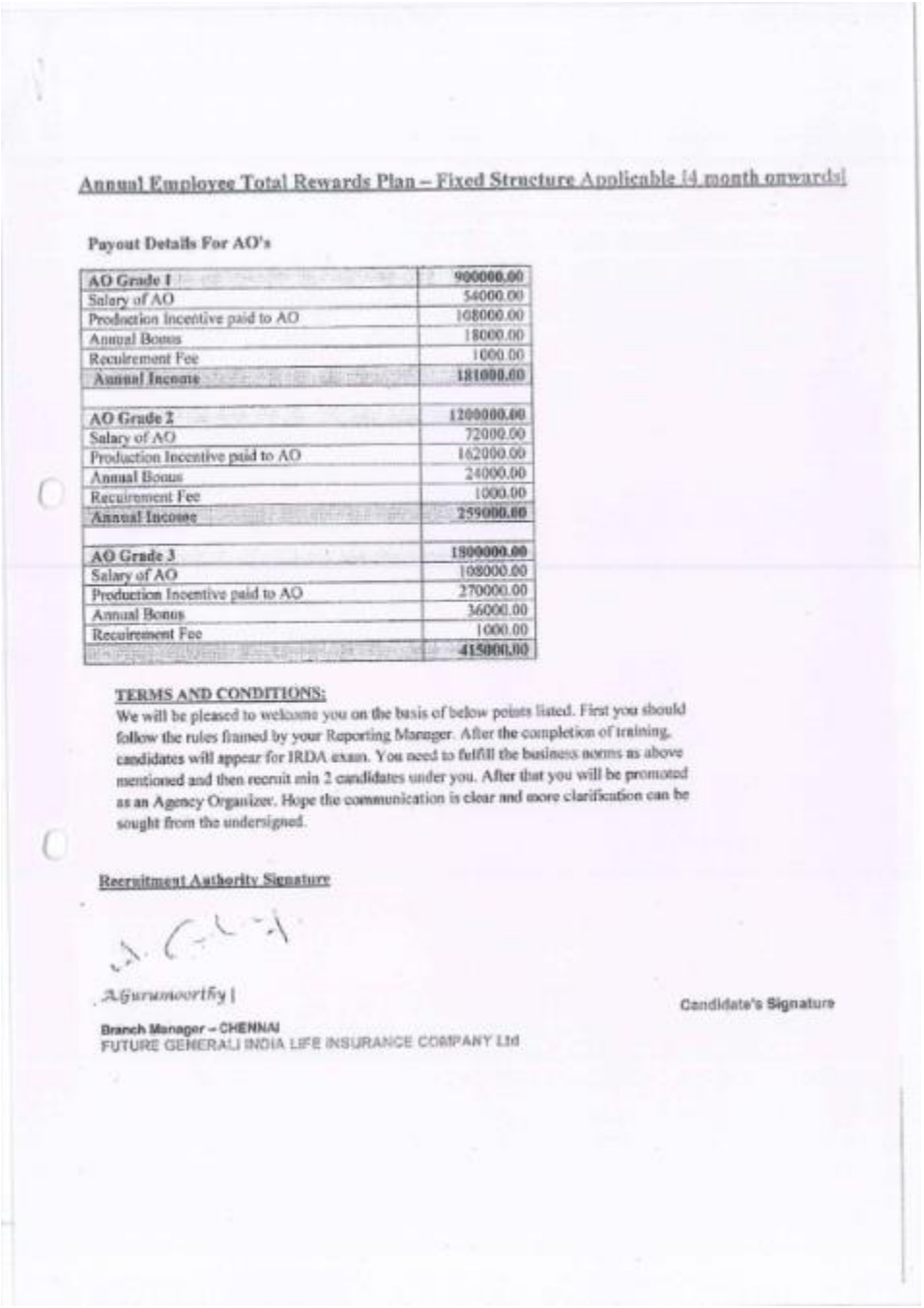
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recuirement Fee	1000.00
Annual Income	**259000.00**
AO Grade 3	**1800000.00**
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

TERMS AND CONDITIONS:
We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

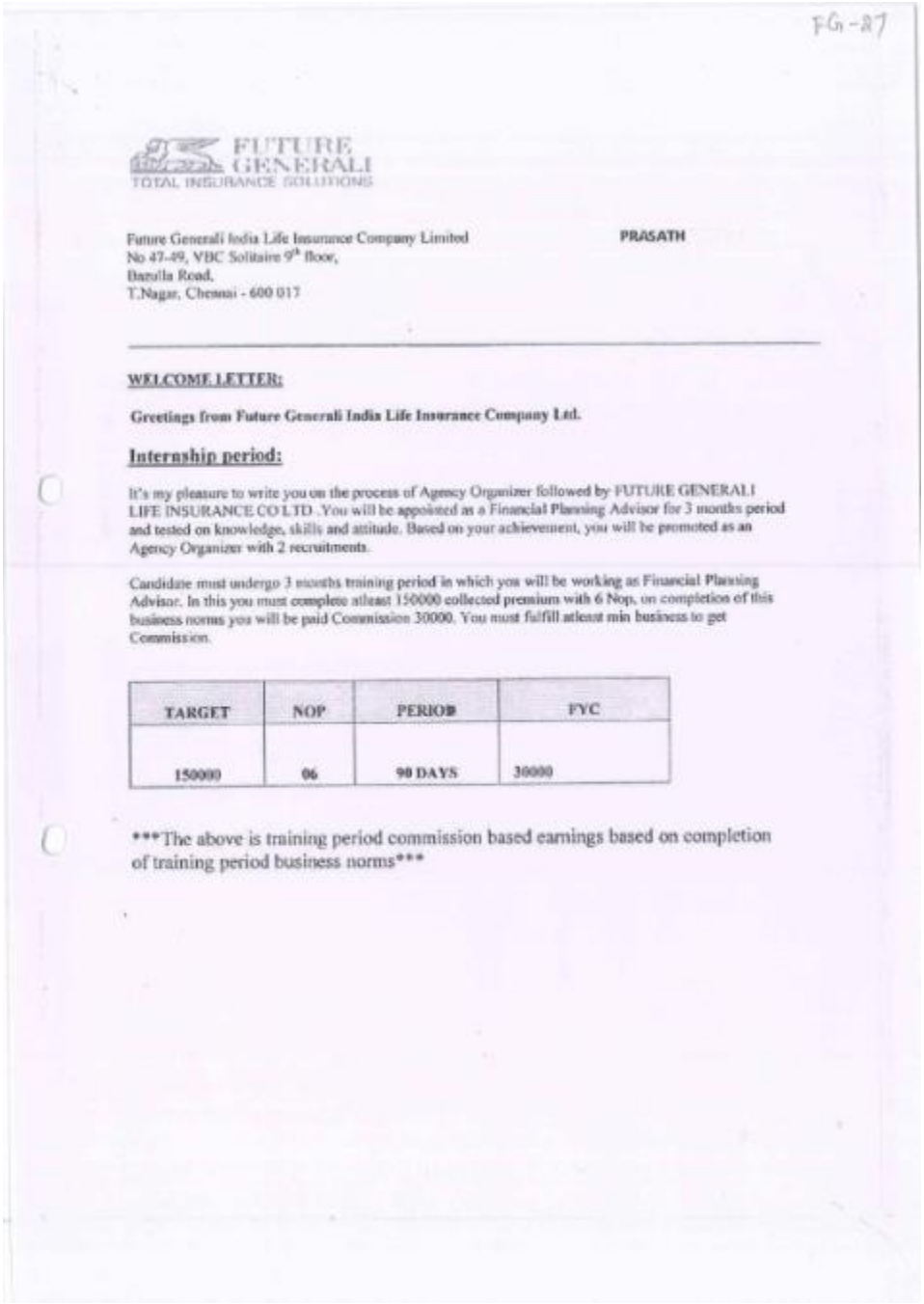
Recruitment Authority Signature

A.Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

PRASATH – FUTURE GENERAL



FG-27

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Batulla Road,
T.Nagar, Chennai - 600 017

PRASATH

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

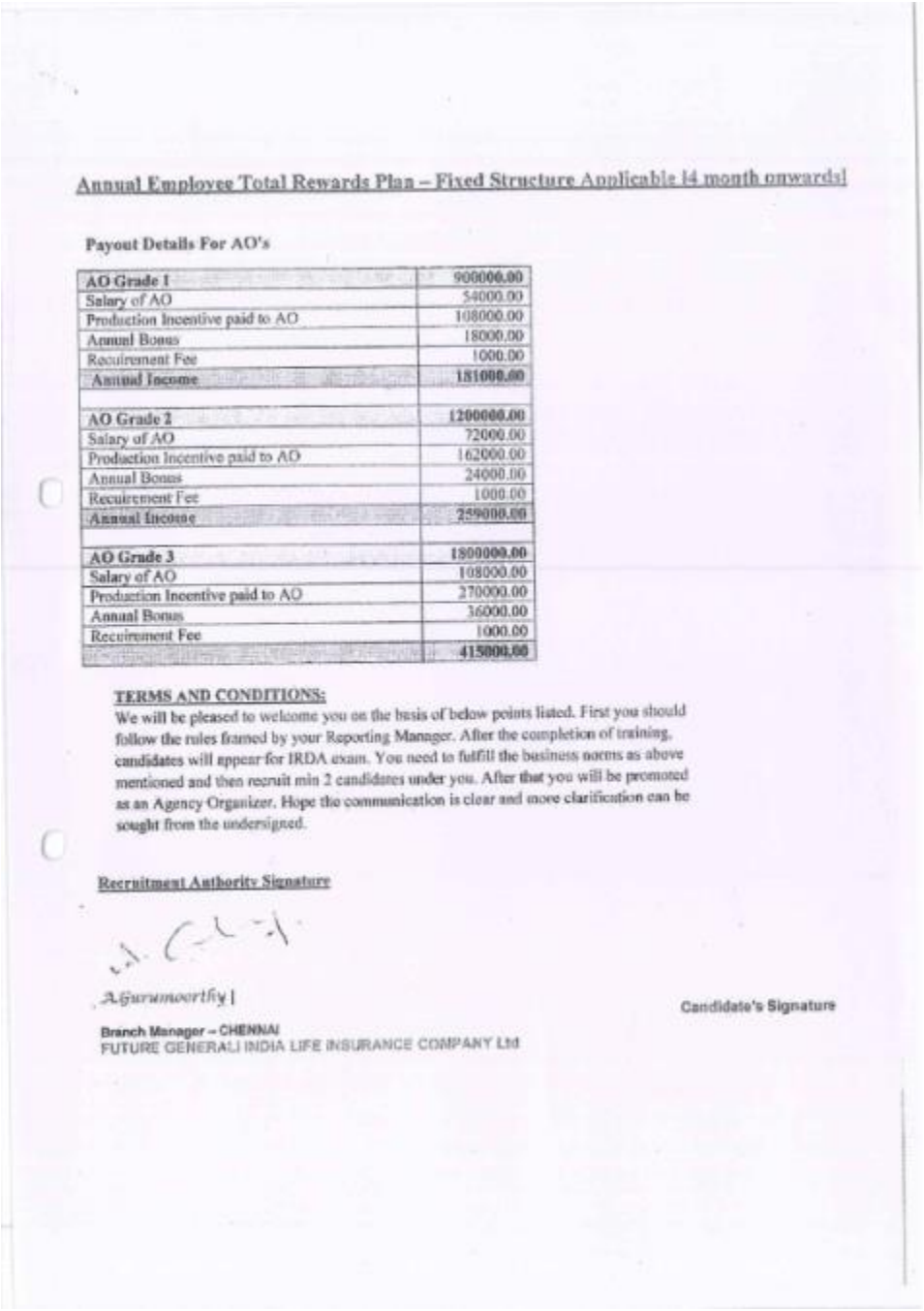
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable 14 month onwards)

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
Salary of AO	72000.00
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Annual Bonus	24000.00
Recuirement Fee	1000.00
Annual Income	**259000.00**
AO Grade 3	**1800000.00**
Salary of AO	108000.00
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Recuirement Fee	1000.00
	415000.00

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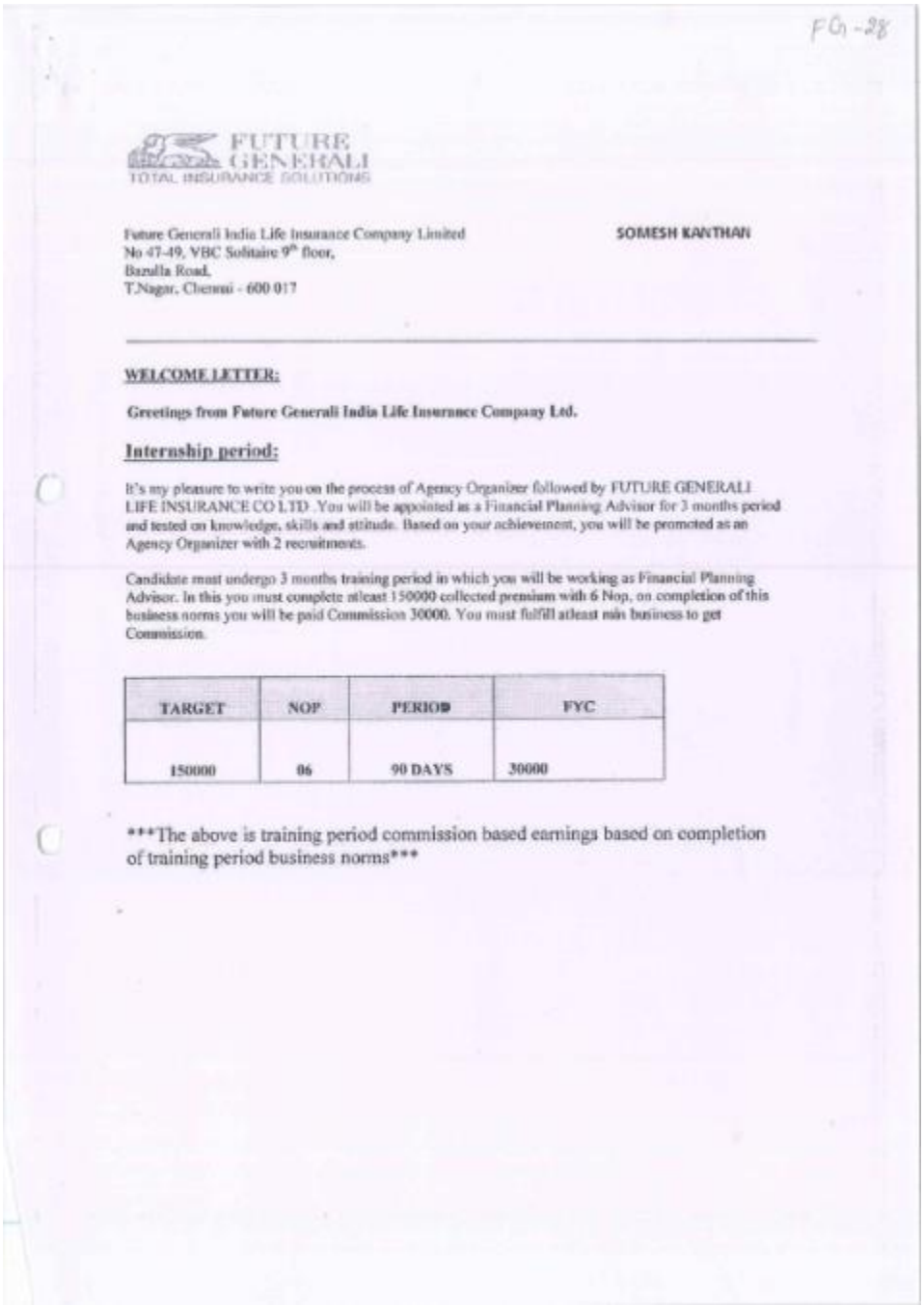
Recruitment Authority Signature

A Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

SOMESH KANTHAN – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

SOMESH KANTHAN

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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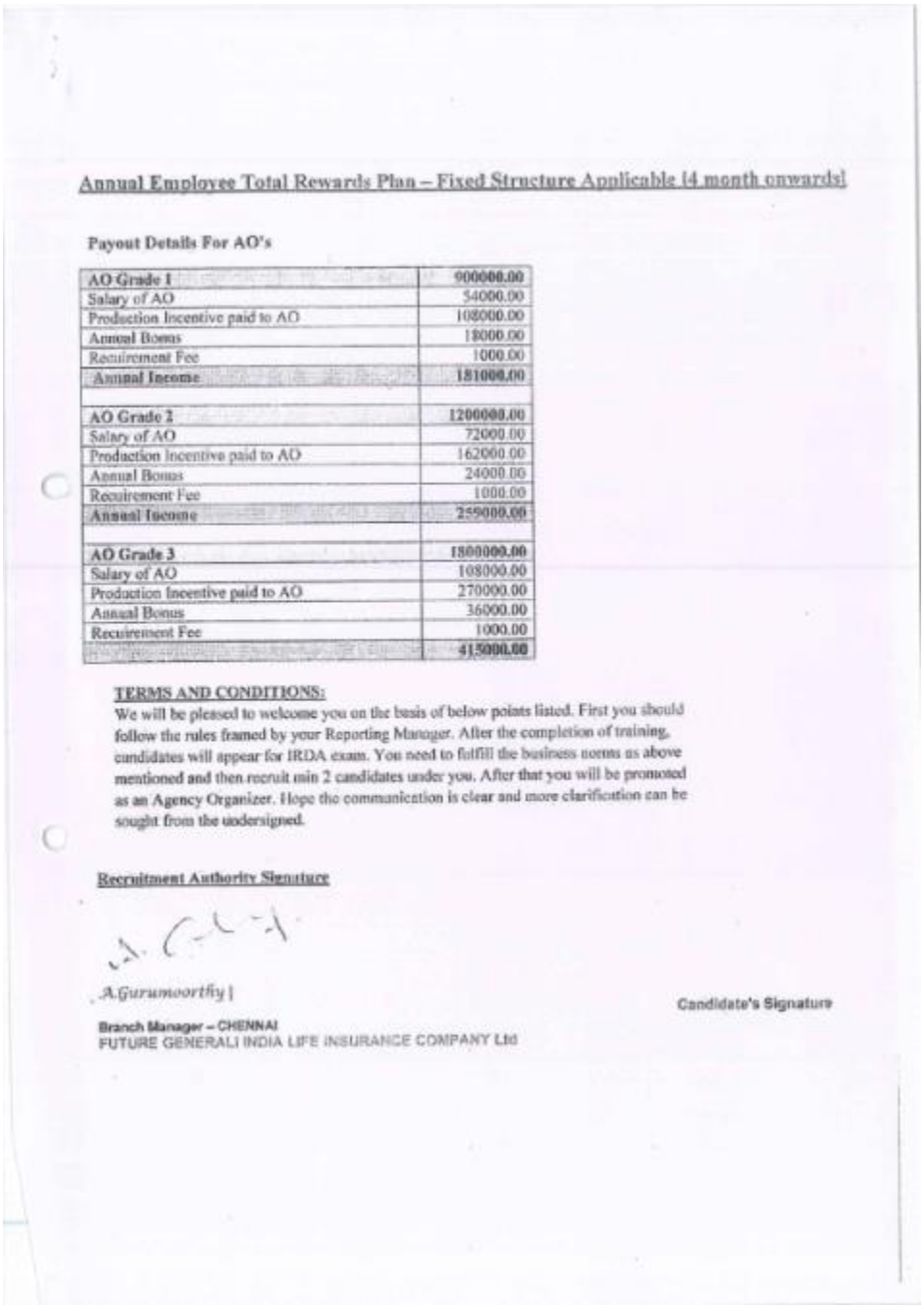
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
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	415000.00

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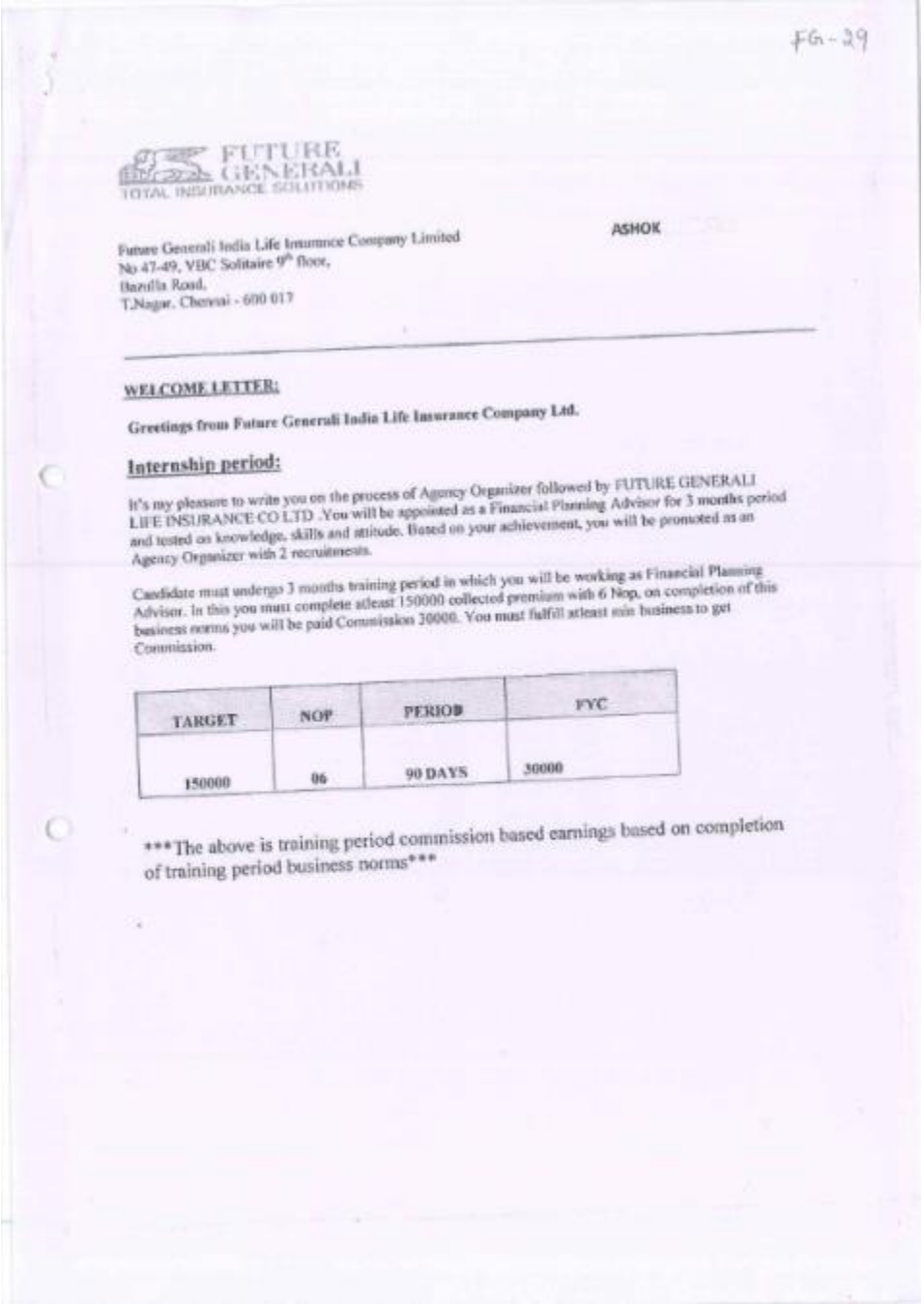
Recruitment Authority Signature

A.Gurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

ASHOK – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

ASHOK

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

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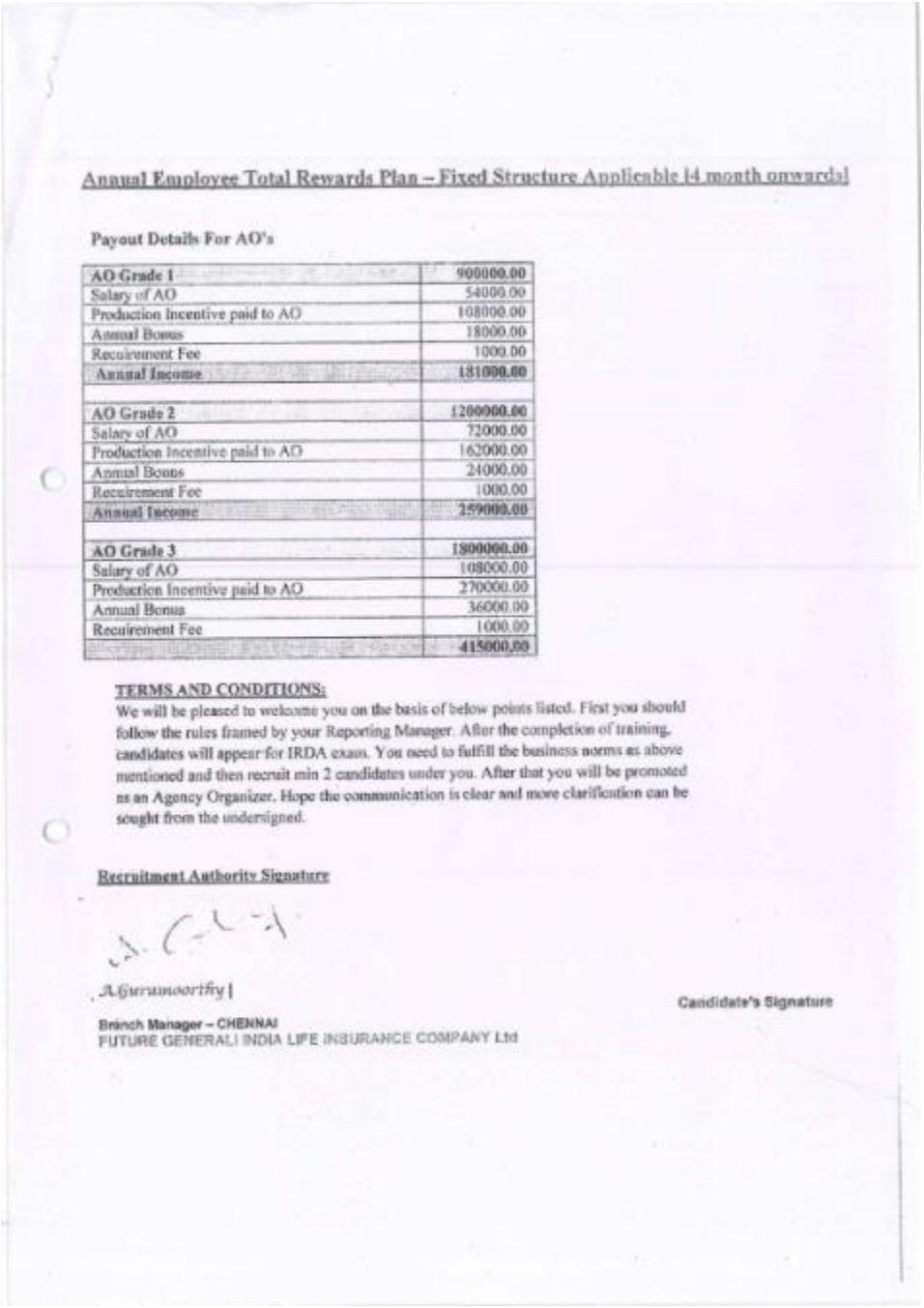
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable 14 month onwards)

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
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Salary of AO	108000.00
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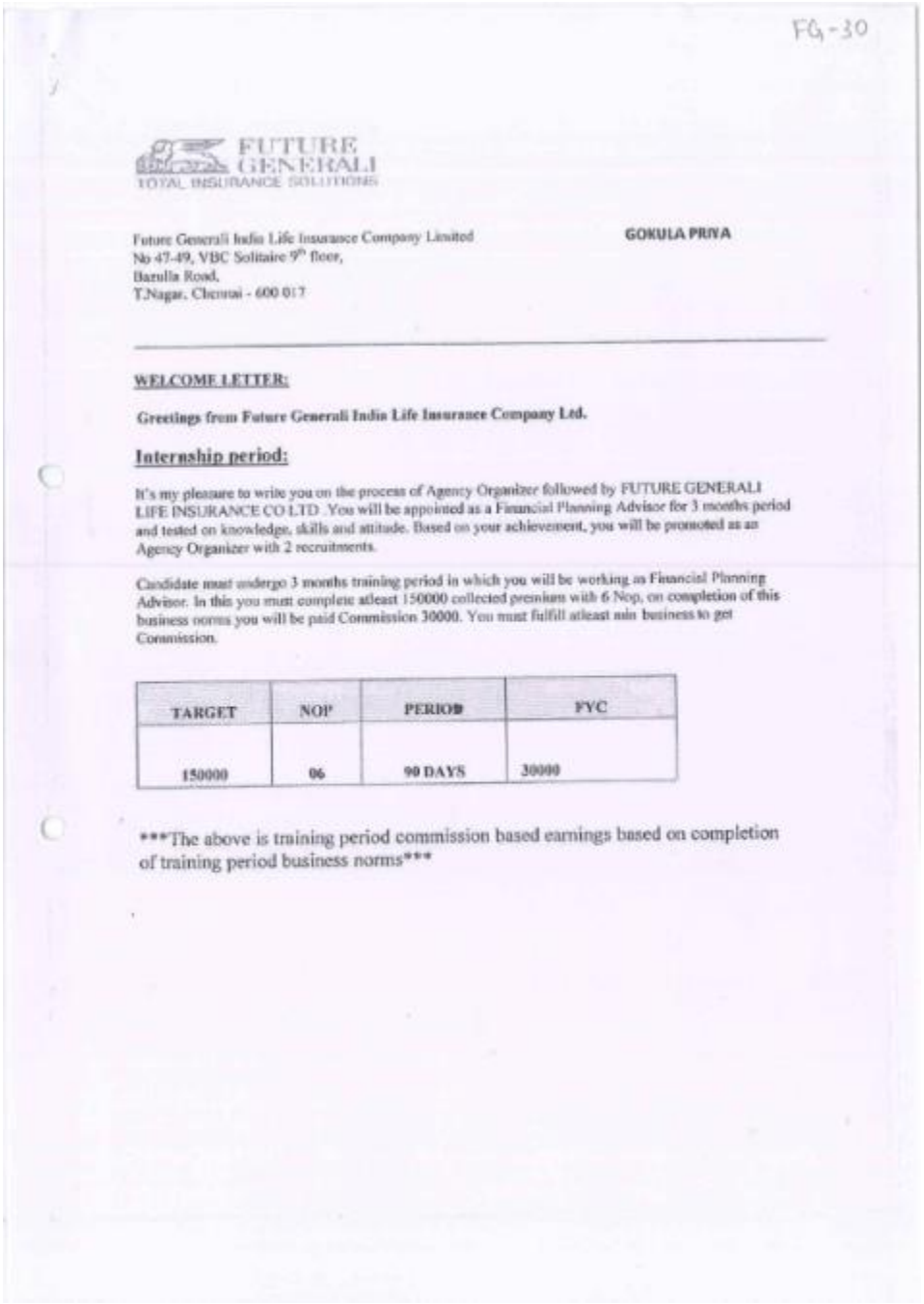
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

GOKULA PRIYA – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

GOKULA PRIYA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms

Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
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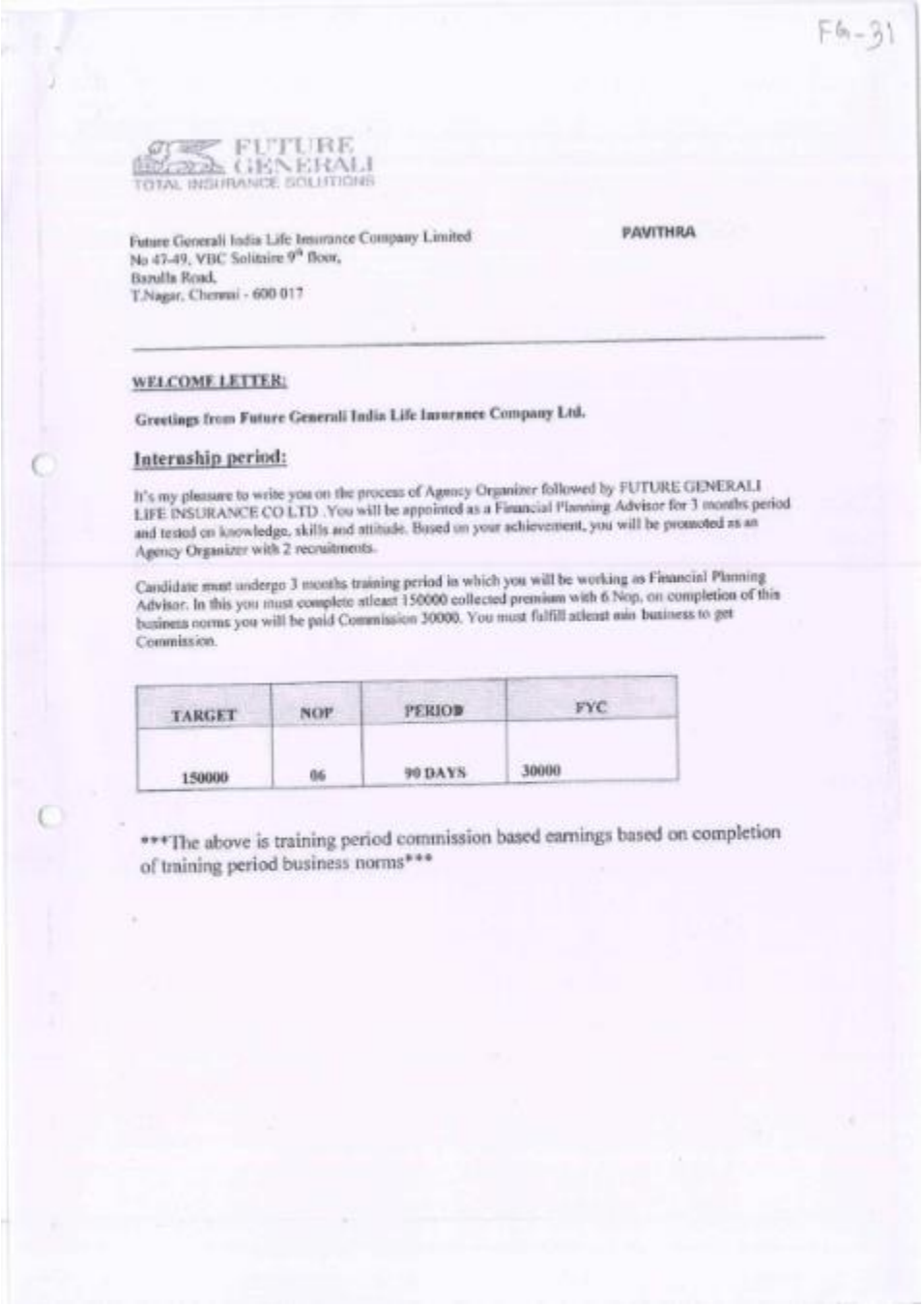
Recruitment Authority Signature

A.Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

PAVITHRA – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

PAVITHRA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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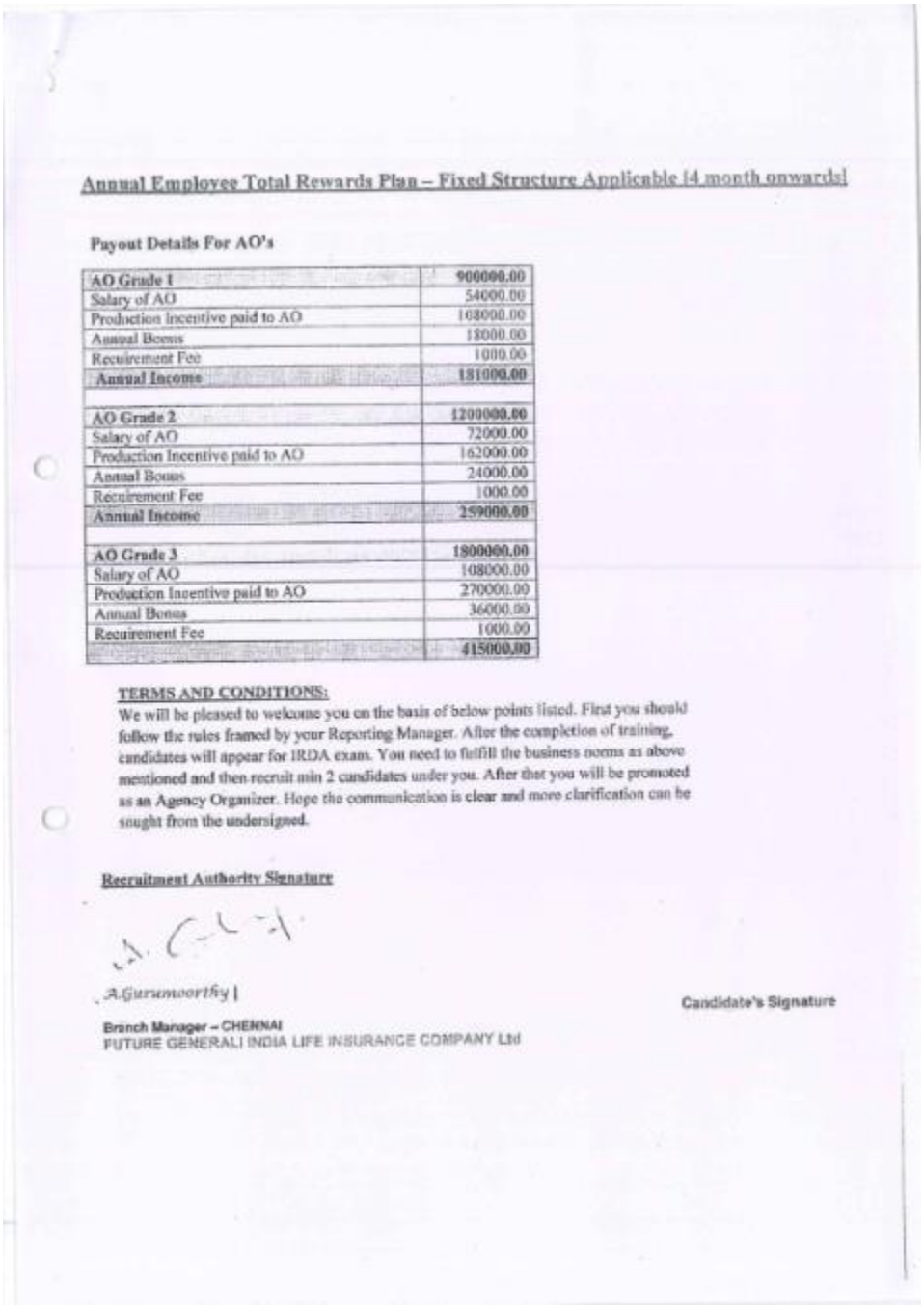
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
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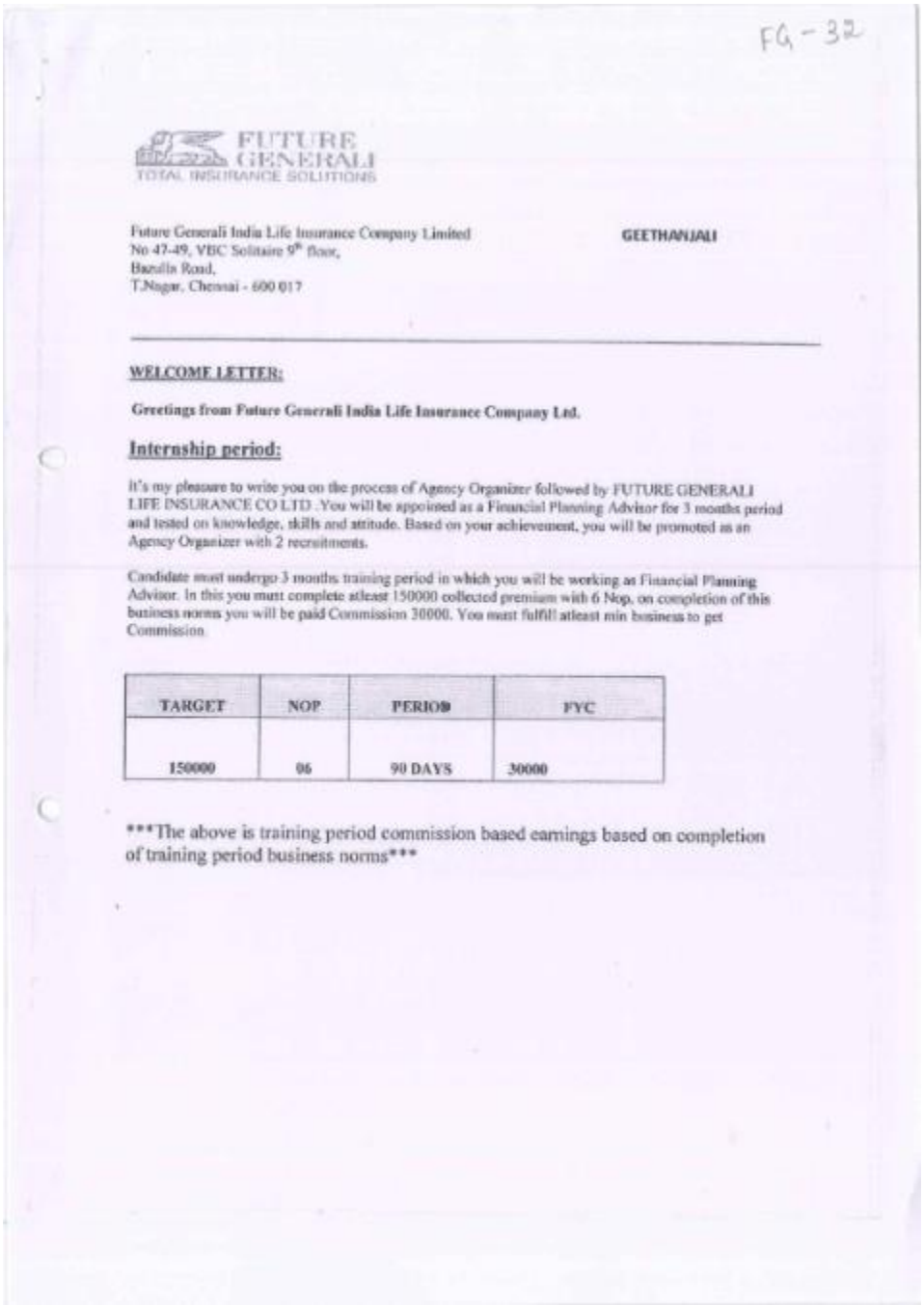
Recruitment Authority Signature

A.Gurumoorthy |
Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

GEETHANJALI – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

GEETHANJALI

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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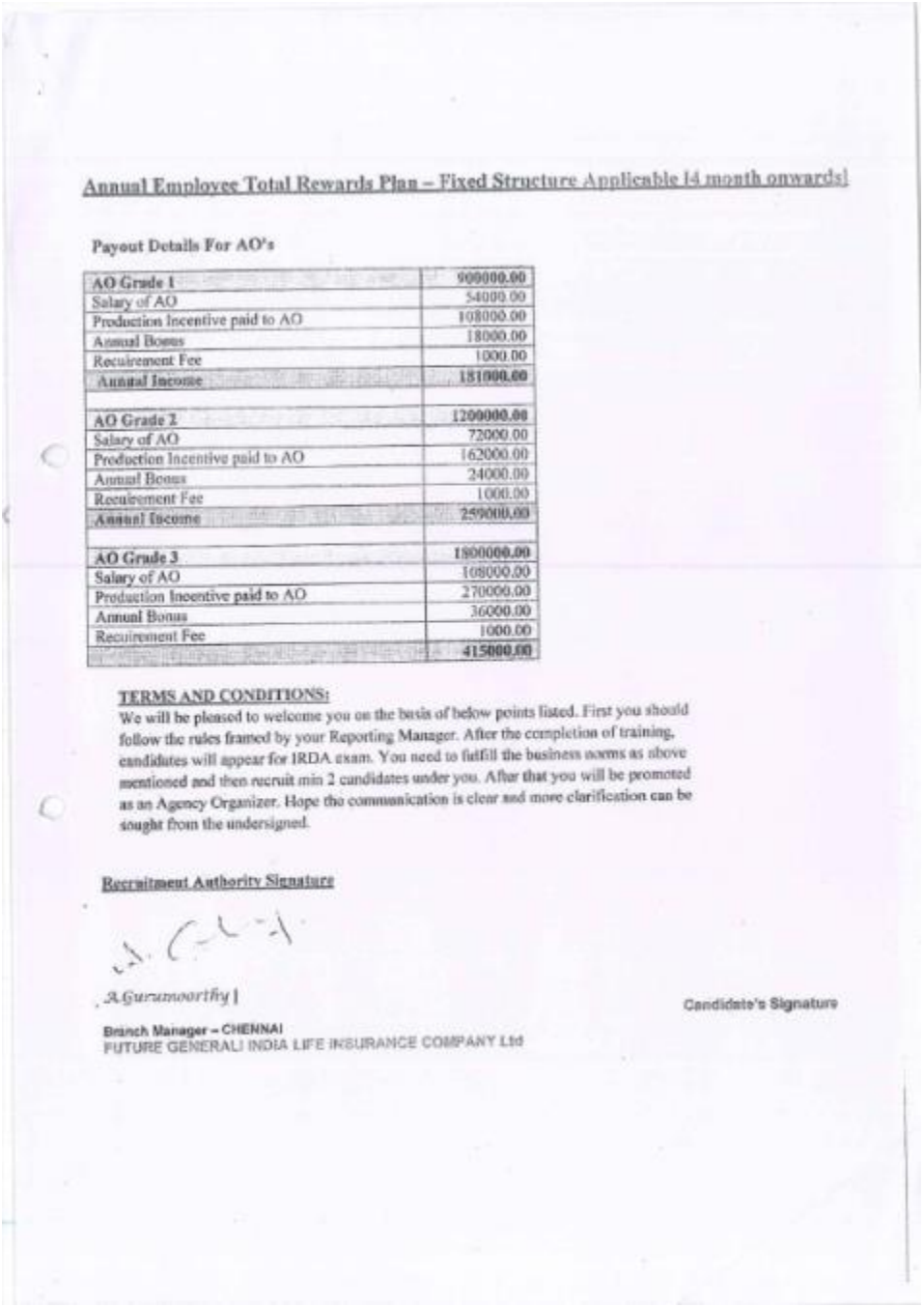
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable 14 month onwards)

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
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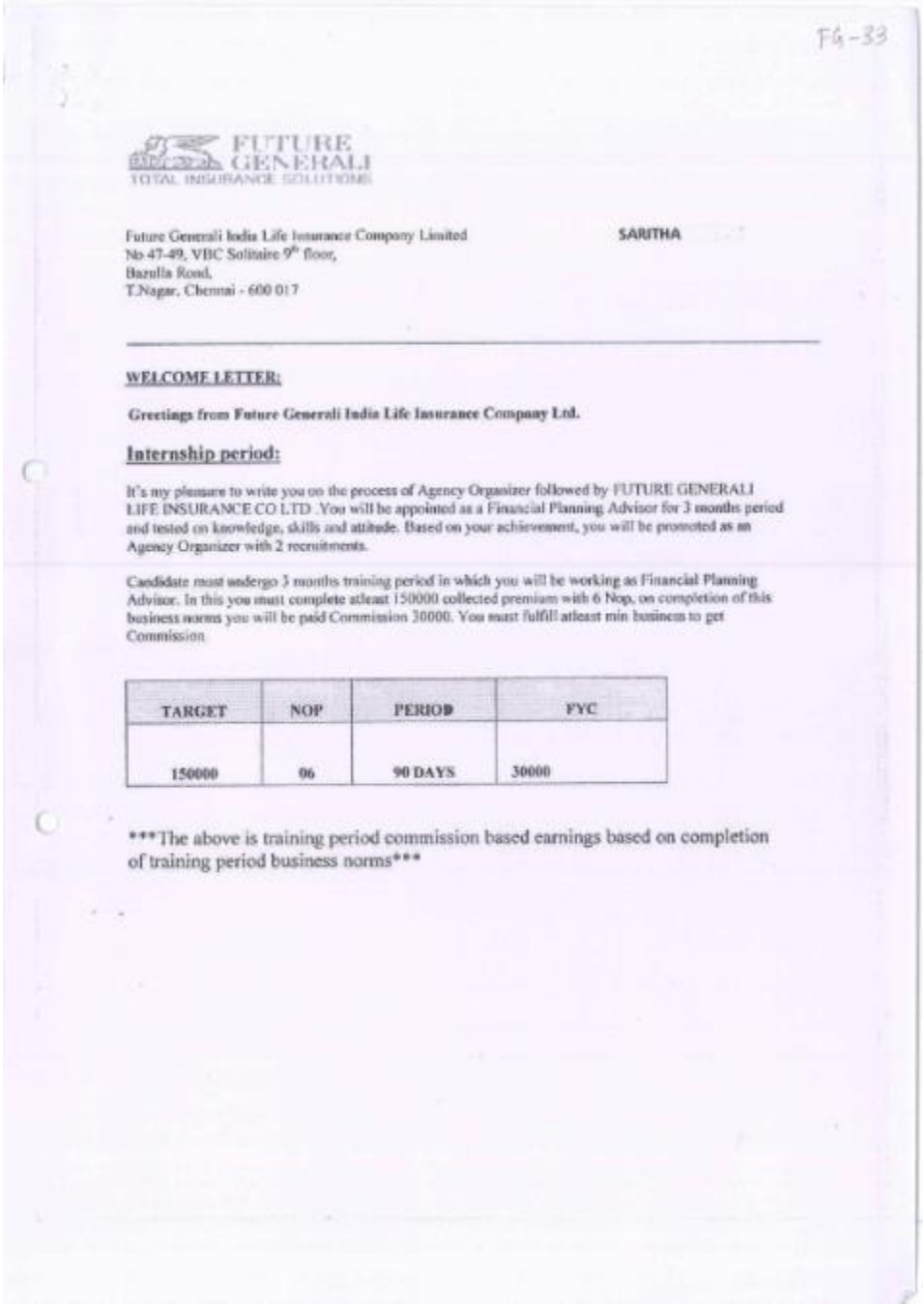
Recruitment Authority Signature

A Gurumoorthy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

SARITHA – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

SARITHA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

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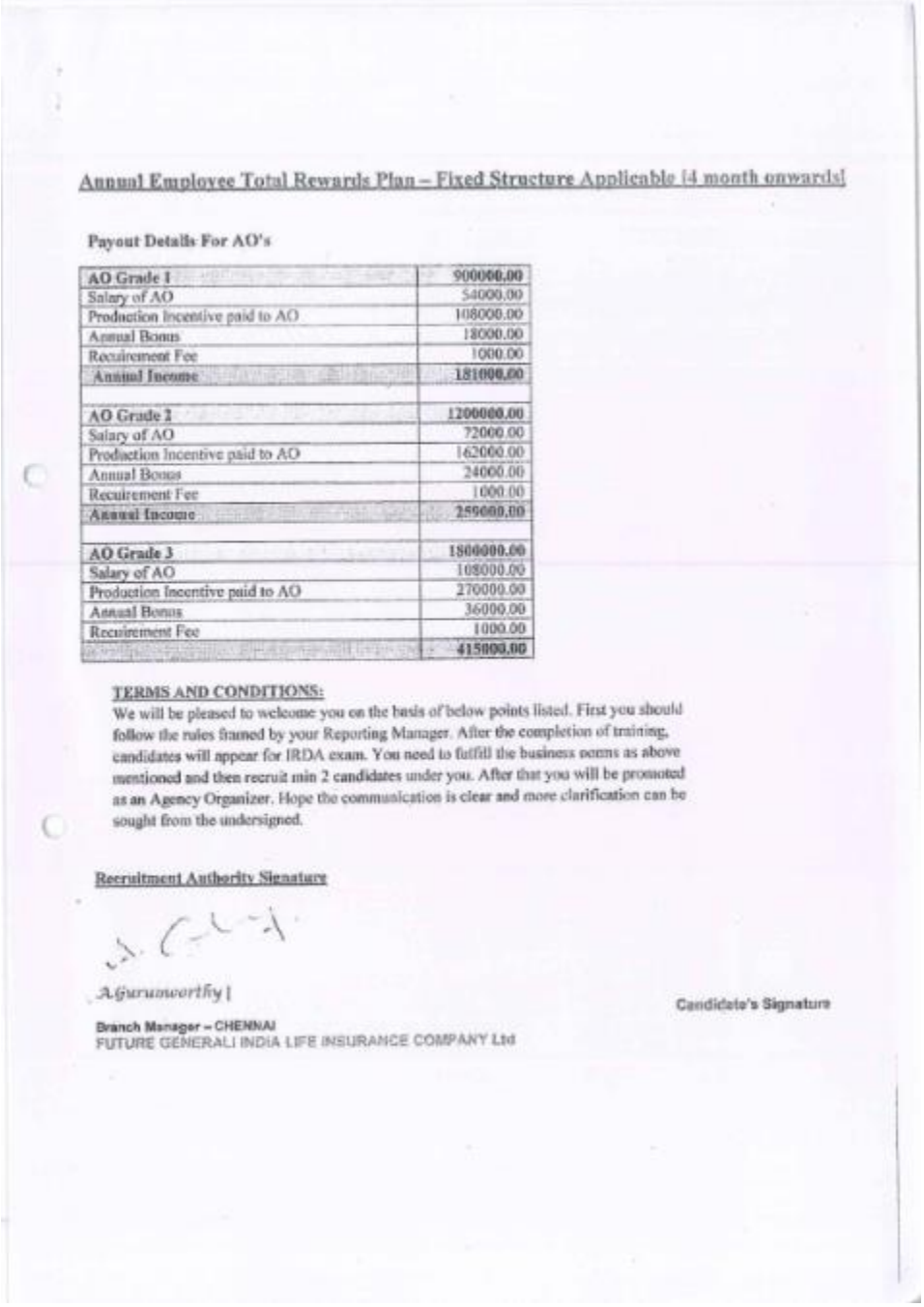
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
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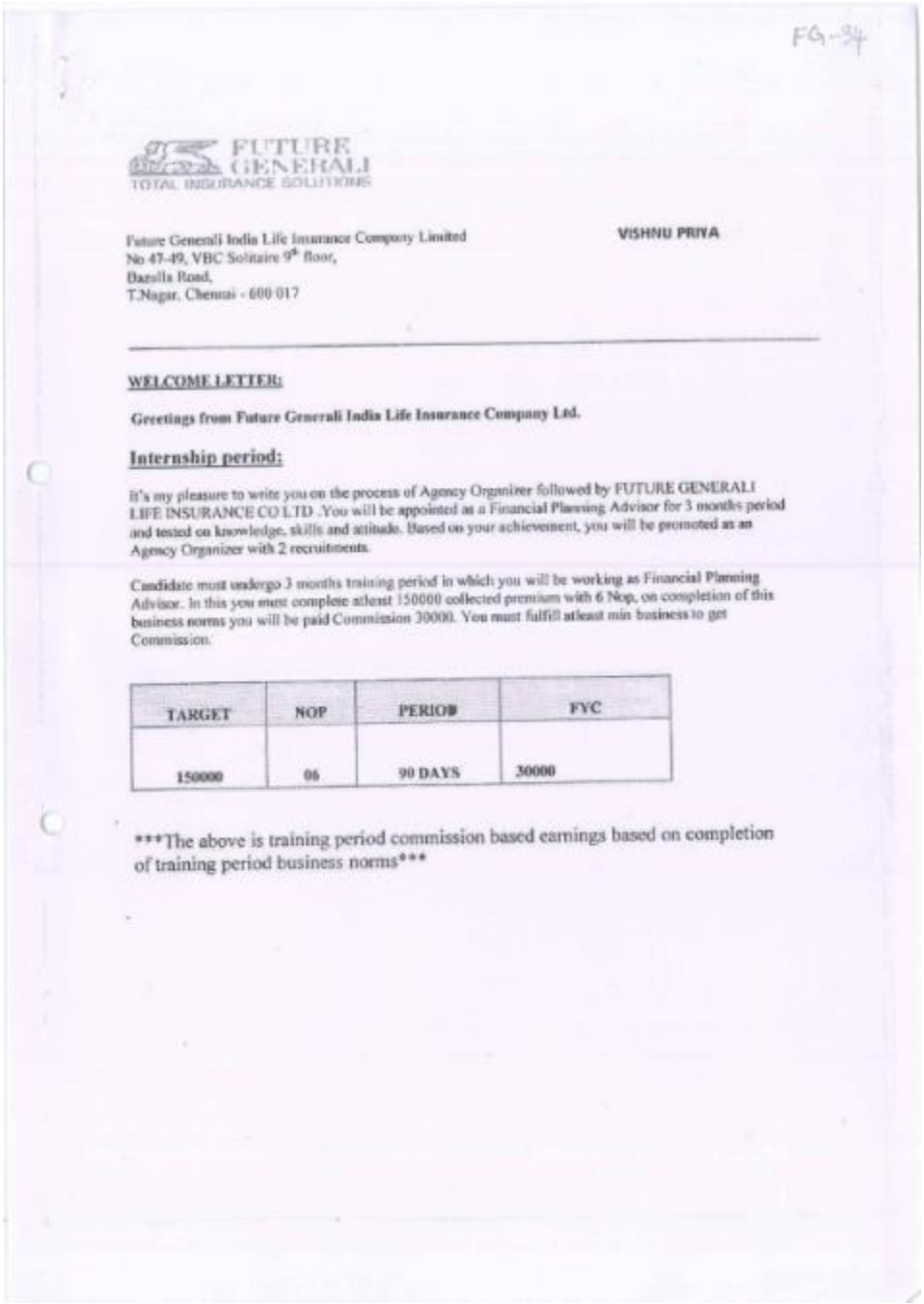
Recruitment Authority Signature

A.Guruswamy |

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

VISHNU PRIYA – FUTURE GENERAL



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FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

VISHNU PRIYA

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

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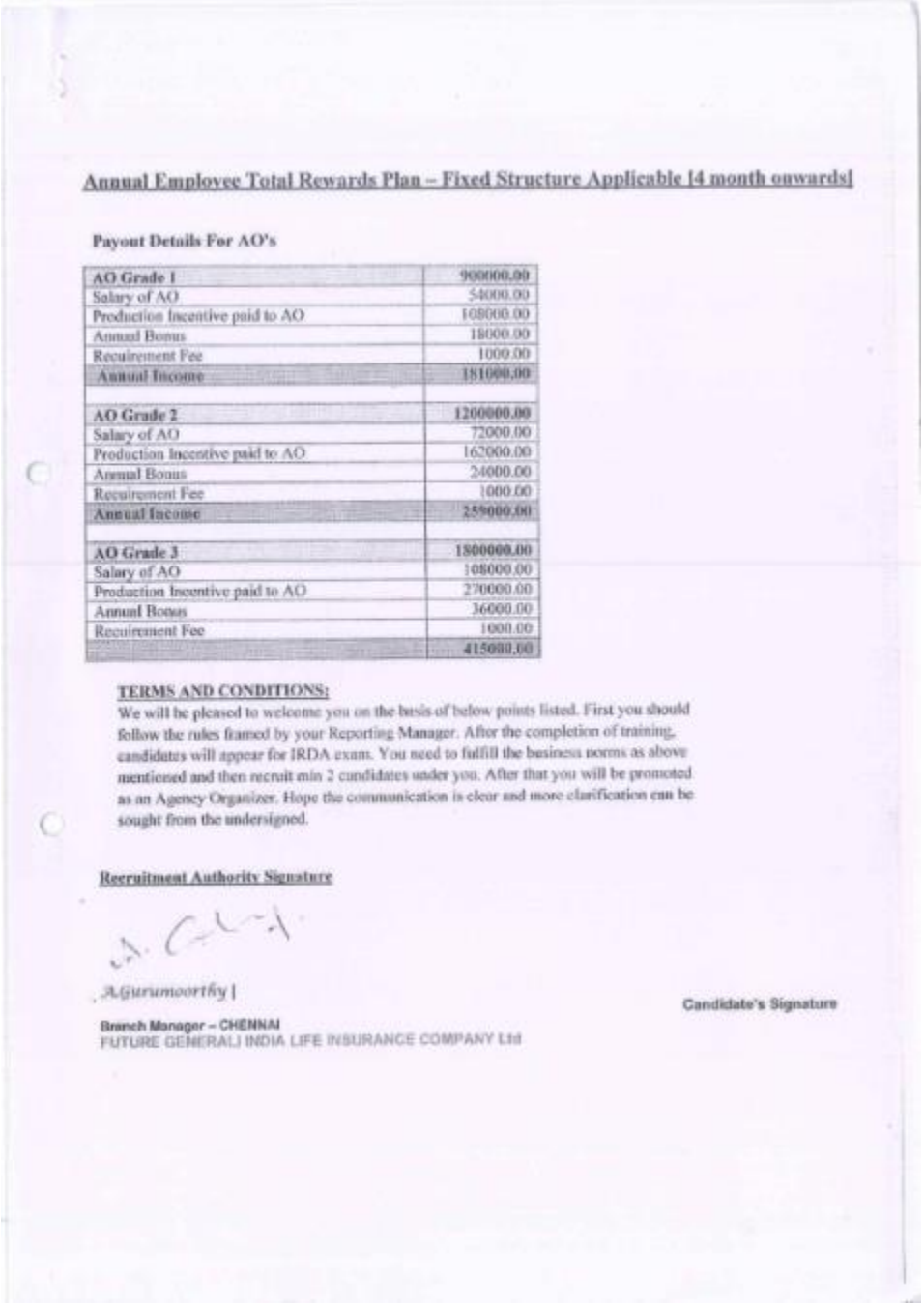
TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recuirement Fee	1000.00
Annual Income	**259000.00**
AO Grade 3	**1800000.00**
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

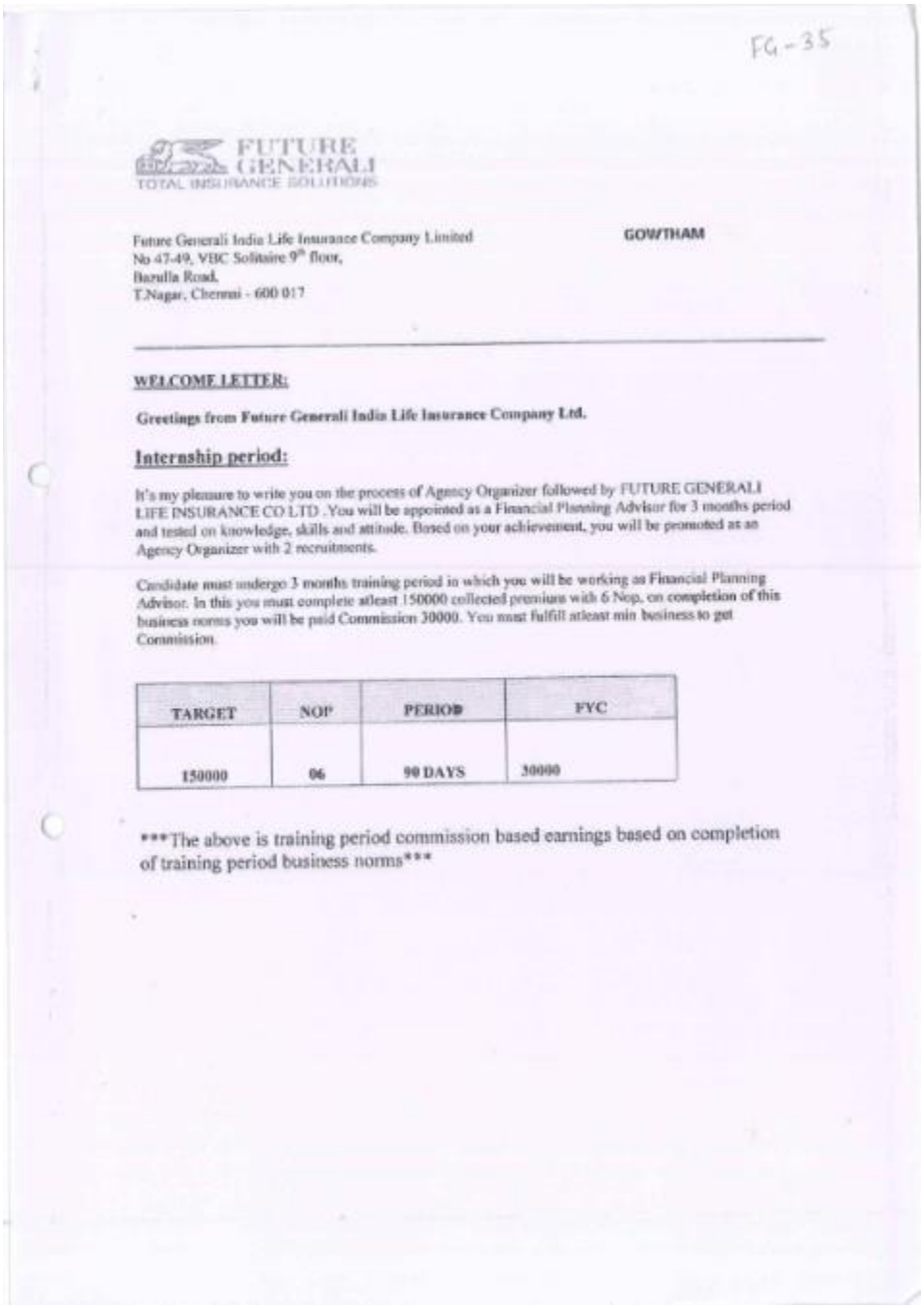
Recruitment Authority Signature

Agurumoorthy |

Candidate's Signature

Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

GOWTHAM – FUTURE GENERAL



FG-35

FUTURE GENERALI
TOTAL INSURANCE SOLUTIONS

Future Generali India Life Insurance Company Limited
No 47-49, VBC Solitaire 9th floor,
Bazulla Road,
T.Nagar, Chennai - 600 017

GOWTHAM

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

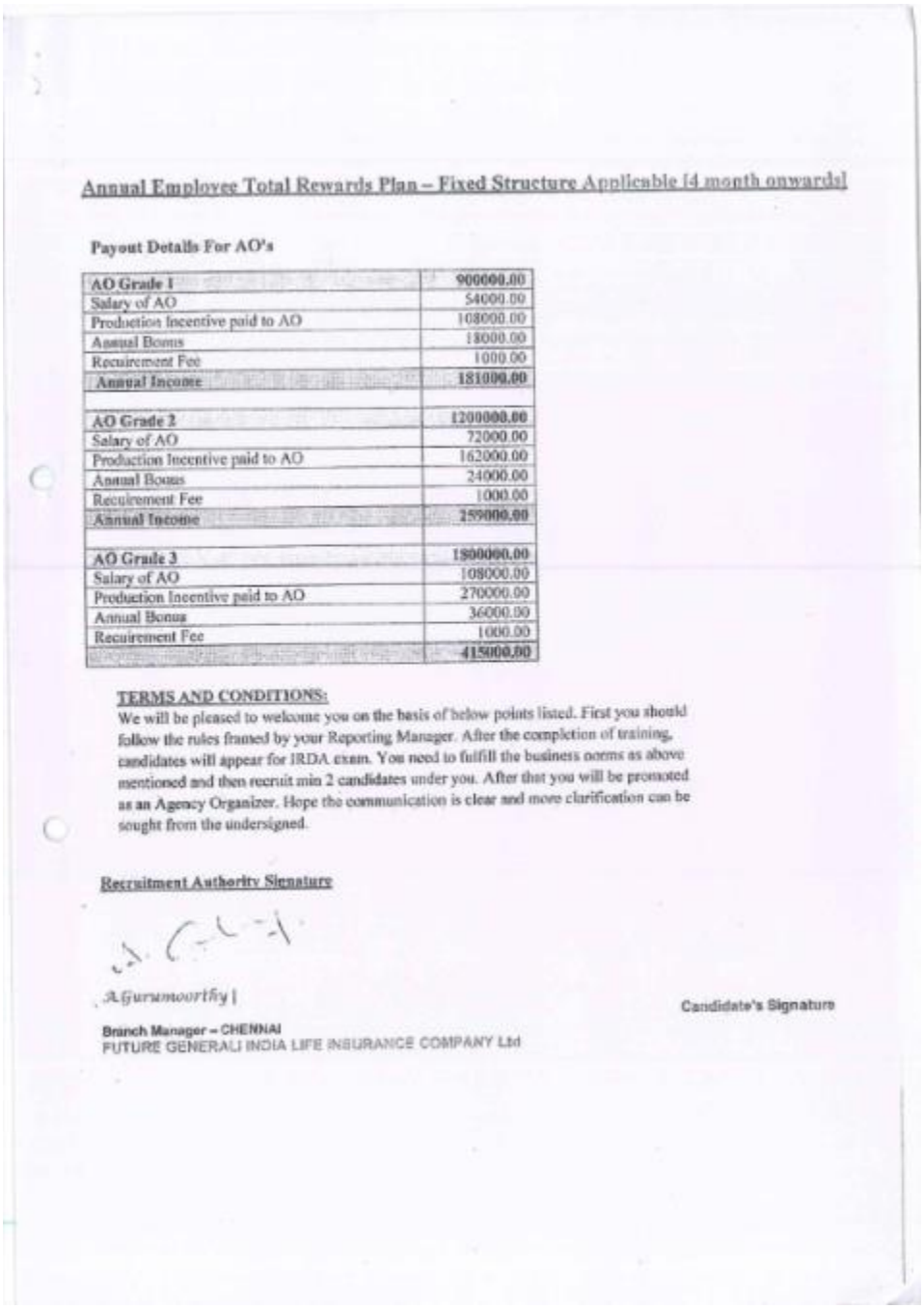
Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete atleast 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill atleast min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms



Annual Employee Total Rewards Plan – Fixed Structure Applicable [4 month onwards]

Payout Details For AO's

AO Grade 1	**900000.00**
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recuirement Fee	1000.00
Annual Income	**181000.00**
AO Grade 2	**1200000.00**
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recuirement Fee	1000.00
Annual Income	**259000.00**
AO Grade 3	**1800000.00**
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recuirement Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

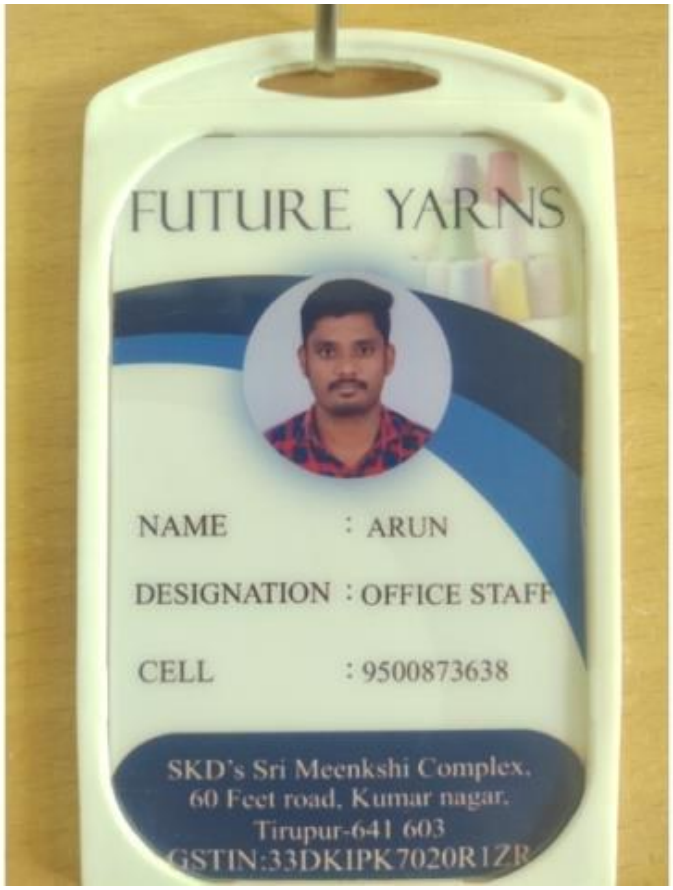
Recruitment Authority Signature

A Gurumoorthy |

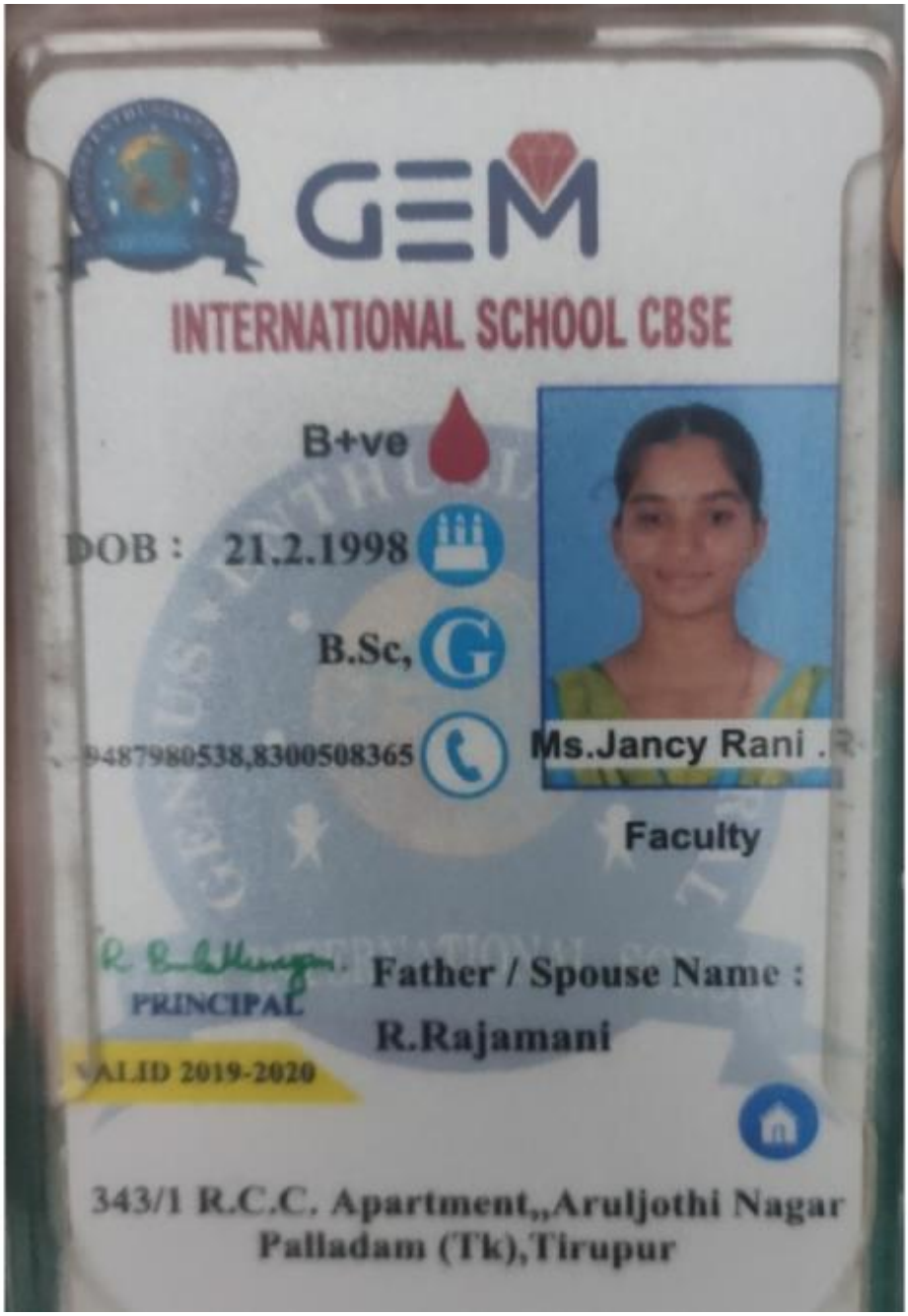
Branch Manager – CHENNAI
FUTURE GENERALI INDIA LIFE INSURANCE COMPANY Ltd

Candidate's Signature

ARUN – FUTURE YARNS



JANCY RANI – GEM



BEULAH R – GENPACT

GnP-5

Gmail

Rithika Computer <rcc.kanuvai@gmail.com>

Date: **14-Nov-2019**

Dear: **R Beulah**

Sub: Letter of Intent

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** . Subject to following terms and conditions;

1 . Your annual fixed Cost to Company (CTC) will be **INR 270000**

2. Applicability of Location specific allowances may vary according to location and/or company policy.

3. Your initial place of work will be **Hyderabad.** Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

(i) Date of Joining: To be updated Post Pre-Hire Orientation session

(ii) Reporting Time: To be updated as per process requirements

(iii) Location **Hyderabad**

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of intent.

6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor incompliance with laws in force as a fulltime employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.

7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.

8. This LOI shall be subject to;

(i) You're clearing the final year graduation exams without any papers pending at the time of joining.

(ii) Producing the original final year mark sheet.

(iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice. (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six-month probation period during which either party may terminate the Agreement by giving 30 days' notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy-Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

10. This Letter of Intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LoI any time at its sole discretion.

11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

12. You agree and understand that this LOI is provisional and conditional subject to

(i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and

(ii) Genpact issues you a formal letter of appointment.

13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & initial each page of this letter and return a copy in acceptance

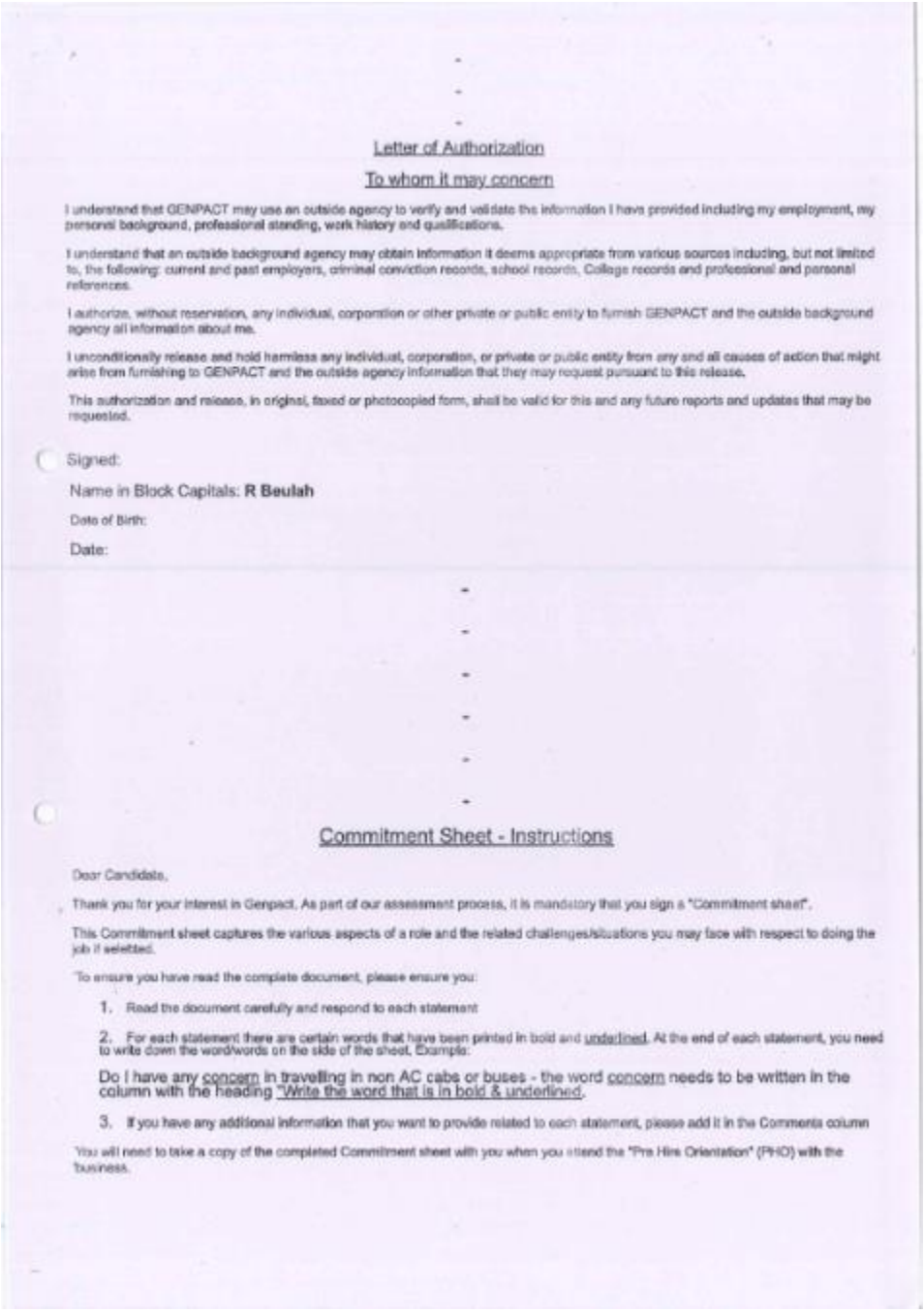
Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in (Month and Year) from (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

For Genpact	Accepted and Agreed
_____	_____
Authorized Signatory	R Beulah

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact with Sanjana @ 8074001950 / Habeeb @ 8328639062



Letter of Authorization

To whom it may concern

I understand that GENPACT may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish GENPACT and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to GENPACT and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed:

Name in Block Capitals: **R Beulah**

Date of Birth:

Date:

Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment sheet captures the various aspects of a role and the related challenges/situations you may face with respect to doing the job if selected.

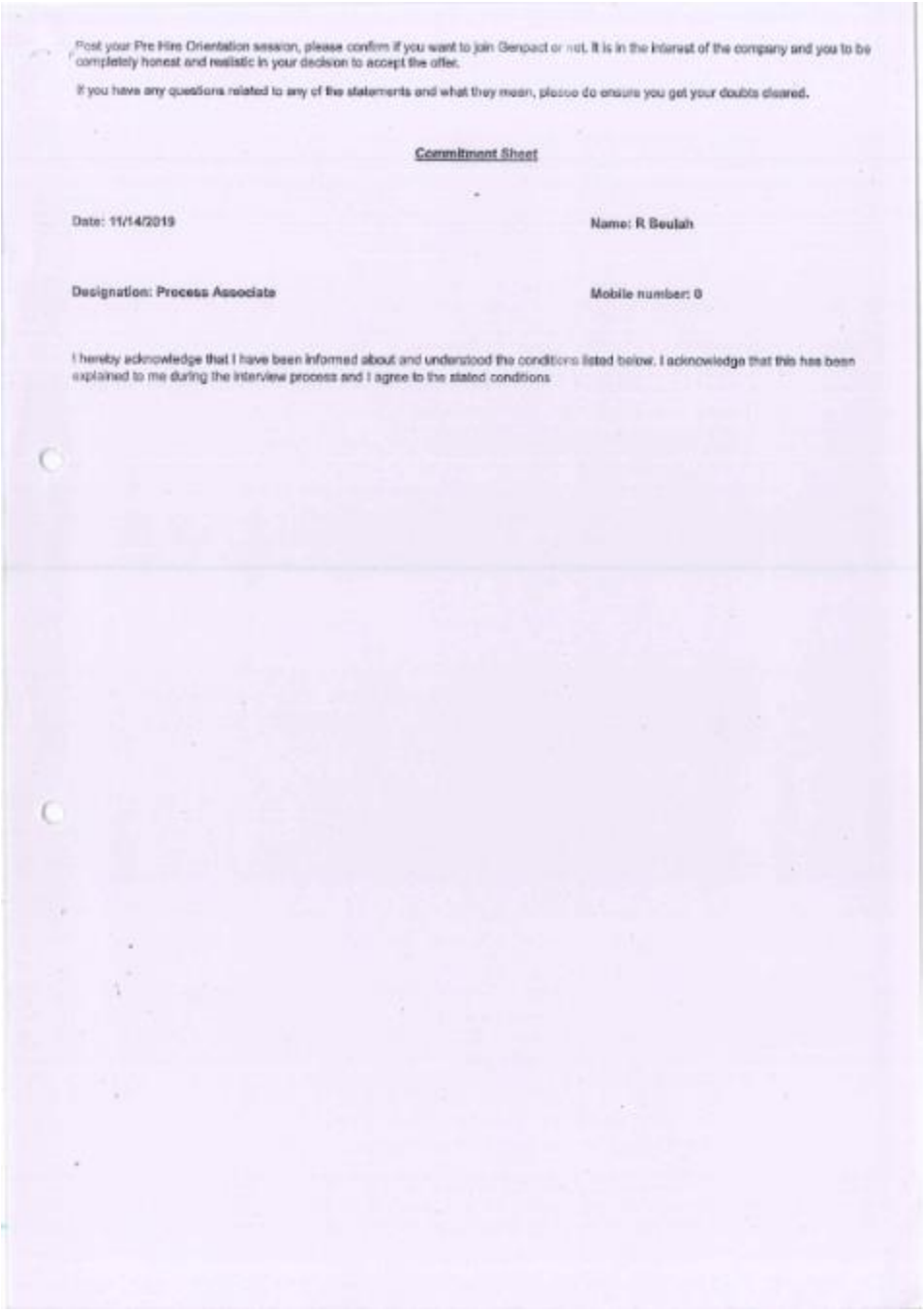
To ensure you have read the complete document, please ensure you:

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in bold and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet. Example:

   Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined.

3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column

You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.



Post your Pre Hire Orientation session, please confirm if you want to join Genpact or not. It is in the interest of the company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

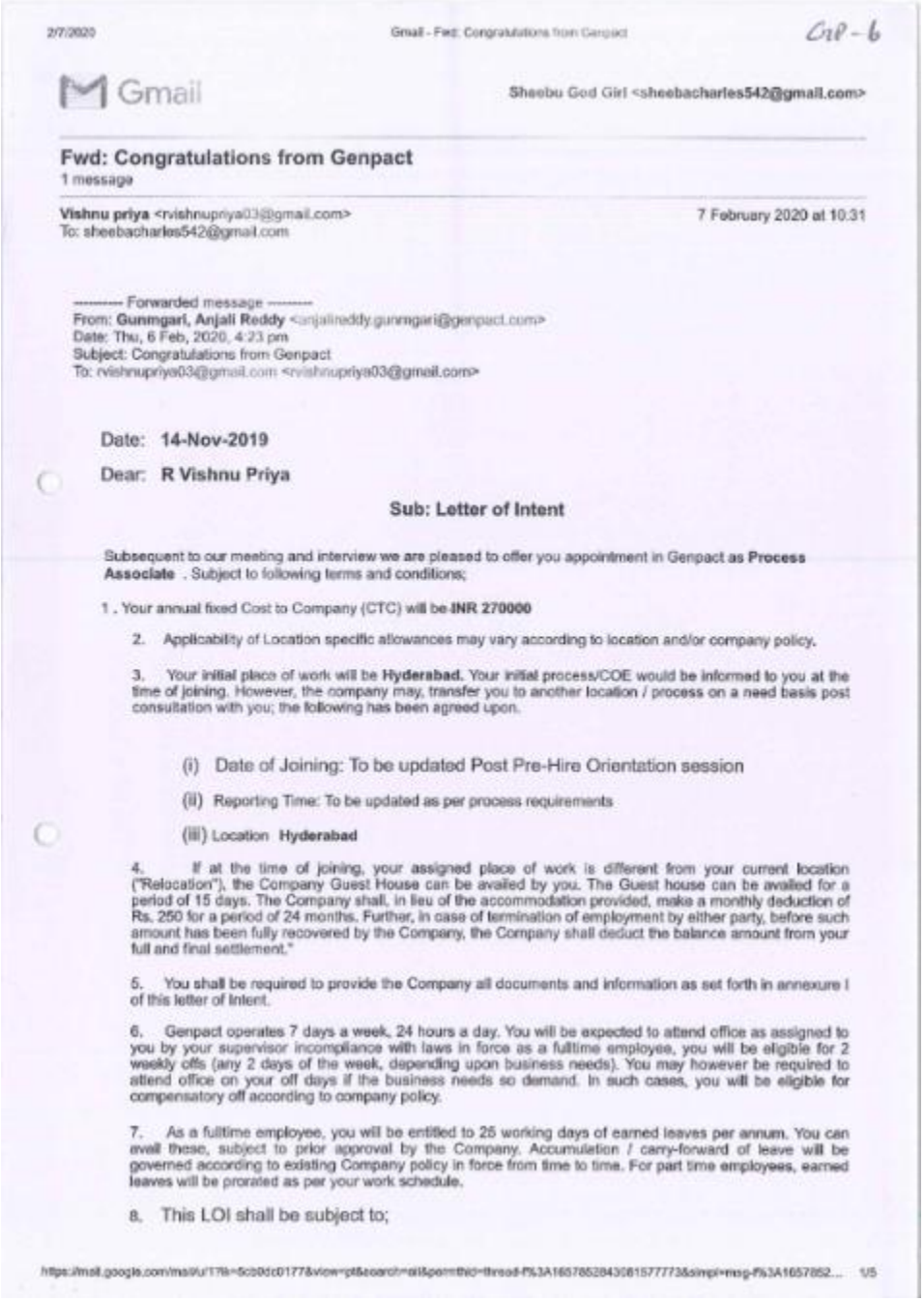
Commitment Sheet

Date: 11/14/2019 **Name: R Beulah**

Designation: Process Associate **Mobile number: 0**

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions

VISHNU PRIYA R – GENPACT



2/7/2020 Gmail - Fwd: Congratulations from Genpact CrP - 6

Gmail Sheebu God Girl <sheebacharles542@gmail.com>

Fwd: Congratulations from Genpact
1 message

Vishnu priya <rvishnupriya03@gmail.com> 7 February 2020 at 10:31
To: sheebacharles542@gmail.com

---------- Forwarded message ---------
From: **Gunmgari, Anjali Reddy** <anjalireddy.gunmgari@genpact.com>
Date: Thu, 6 Feb, 2020, 4:23 pm
Subject: Congratulations from Genpact
To: rvishnupriya03@gmail.com <rvishnupriya03@gmail.com>

Date: **14-Nov-2019**

Dear: **R Vishnu Priya**

Sub: Letter of Intent

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** . Subject to following terms and conditions;

1 . Your annual fixed Cost to Company (CTC) will be **INR 270000**

2. Applicability of Location specific allowances may vary according to location and/or company policy.

3. Your initial place of work will be **Hyderabad.** Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

(i) Date of Joining: To be updated Post Pre-Hire Orientation session

(ii) Reporting Time: To be updated as per process requirements

(iii) Location **Hyderabad**

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.

6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor incompliance with laws in force as a fulltime employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.

7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.

8. This LOI shall be subject to;

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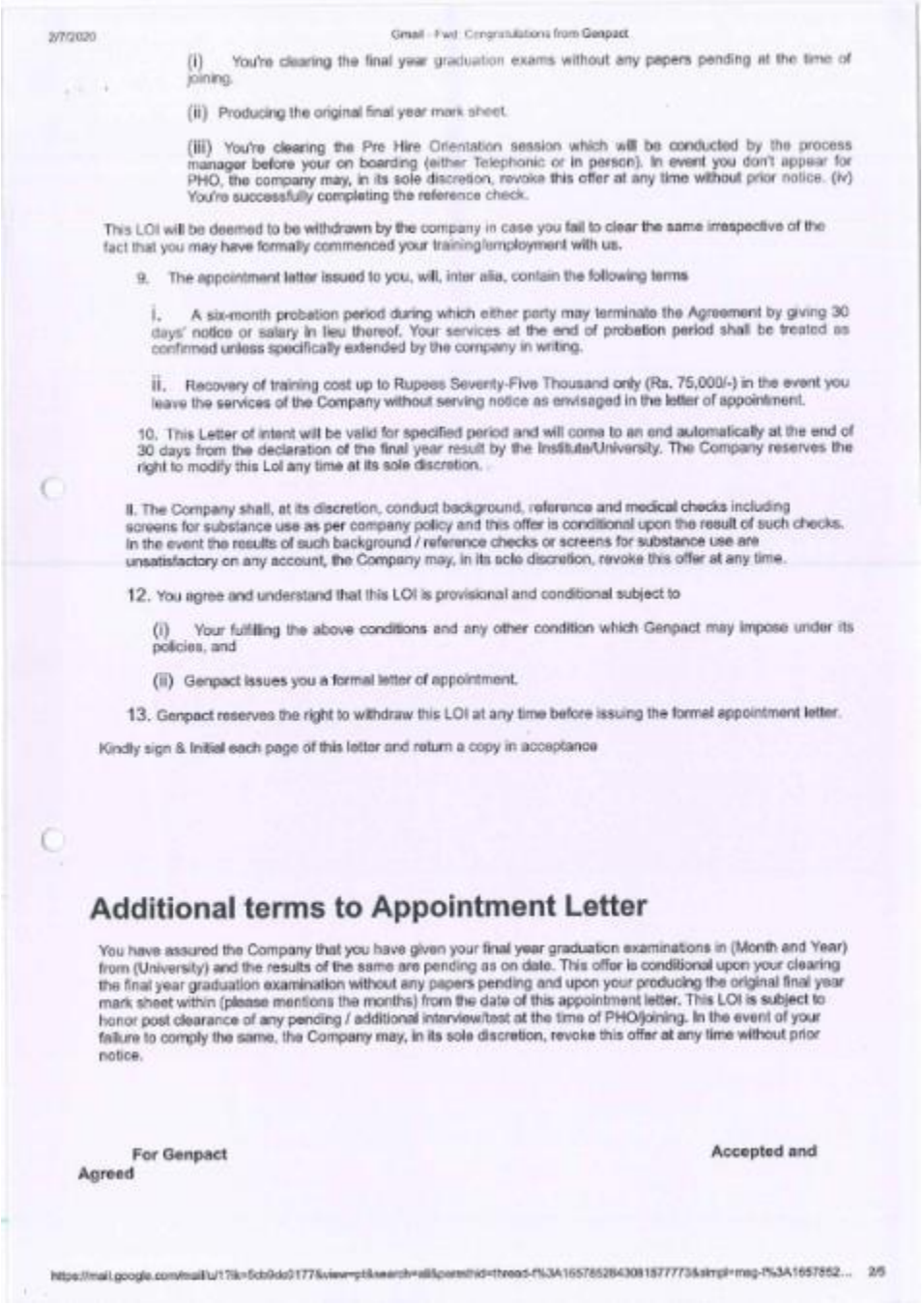

2/7/2020 Gmail - Fwd: Congratulations from Genpact

(i) You're clearing the final year graduation exams without any papers pending at the time of joining.

(ii) Producing the original final year mark sheet.

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This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

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ii. Recovery of training cost up to Rupees Seventy-Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LoI any time at its sole discretion.

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Additional terms to Appointment Letter

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For Genpact **Accepted and Agreed**

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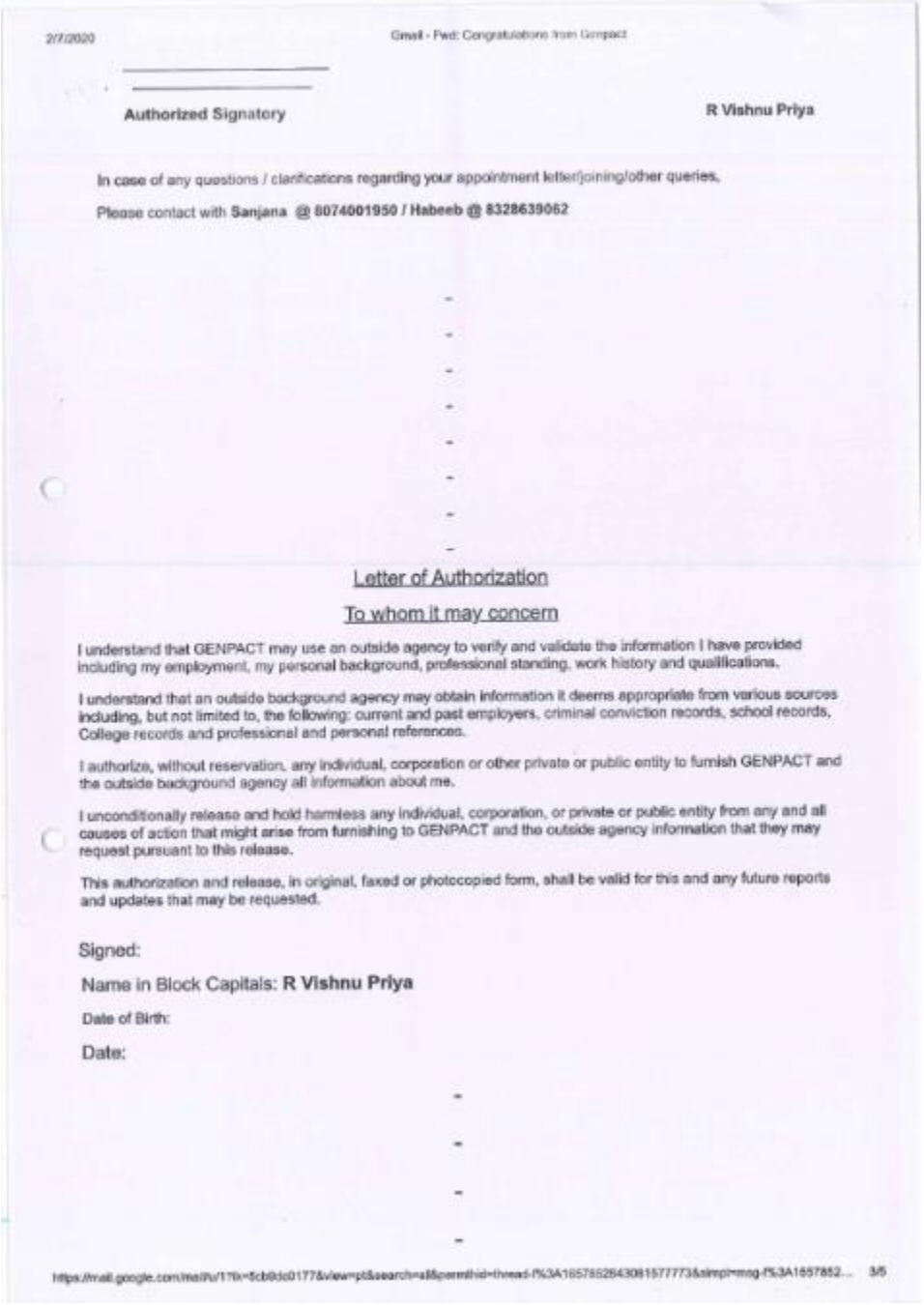

2/7/2020 Gmail - Fwd: Congratulations from Genpact

Authorized Signatory

R Vishnu Priya

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact with **Sanjana @ 8074001950 / Habeeb @ 8328639062**

Letter of Authorization

To whom it may concern

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I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish GENPACT and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to GENPACT and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed:

Name in Block Capitals: **R Vishnu Priya**

Date of Birth:

Date:

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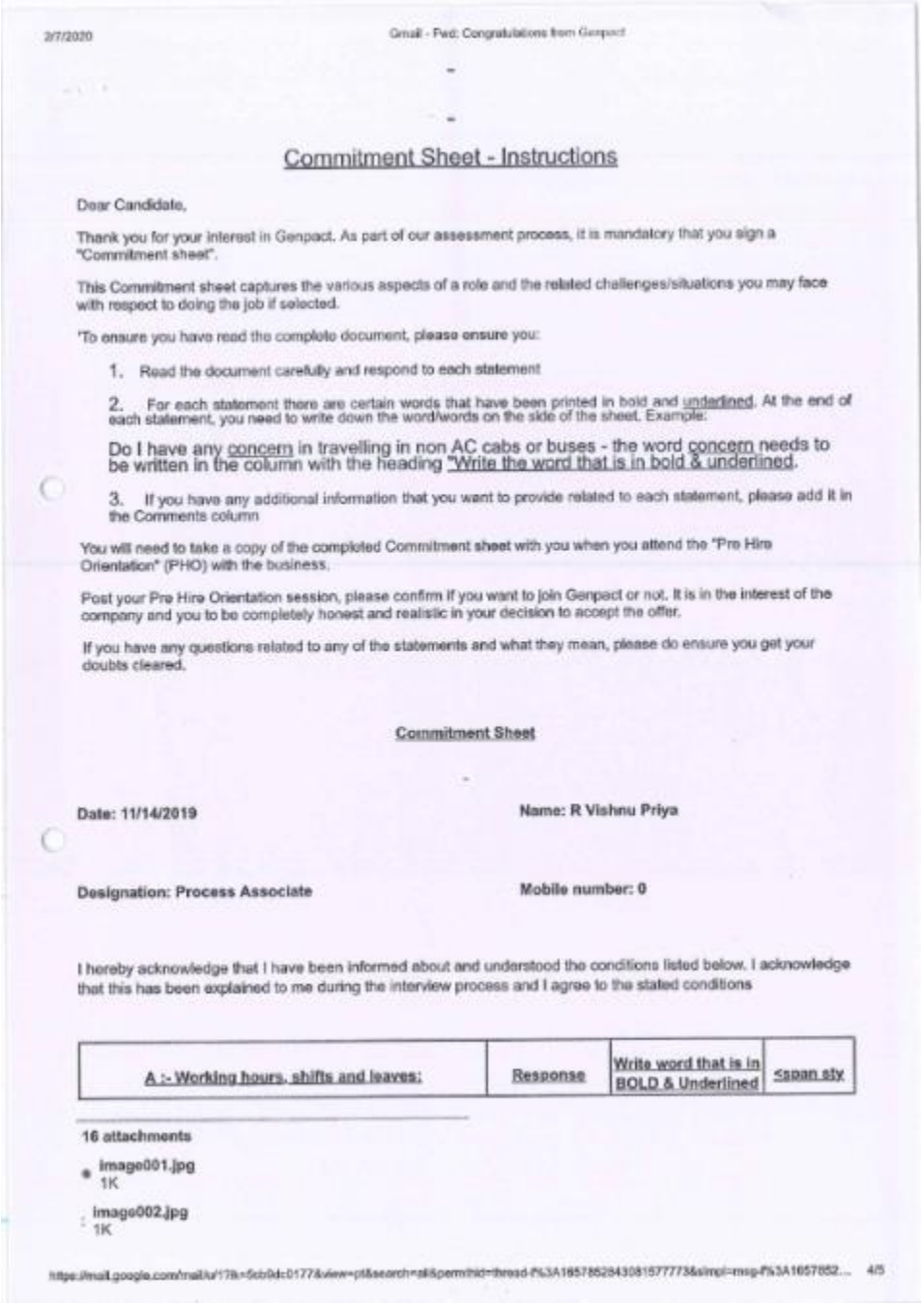

2/7/2020 Gmail - Fwd: Congratulations from Genpact

Commitment Sheet - Instructions

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3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column

You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.

Post your Pre Hire Orientation session, please confirm if you want to join Genpact or not. It is in the interest of the company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Commitment Sheet

Date: 11/14/2019 **Name: R Vishnu Priya**

Designation: Process Associate **Mobile number: 0**

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions

A :- Working hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	<span sty

16 attachments

- image001.jpg 1K
- image002.jpg 1K

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2/7/2020
Gmail - Fwd: Congratulations from Genpact
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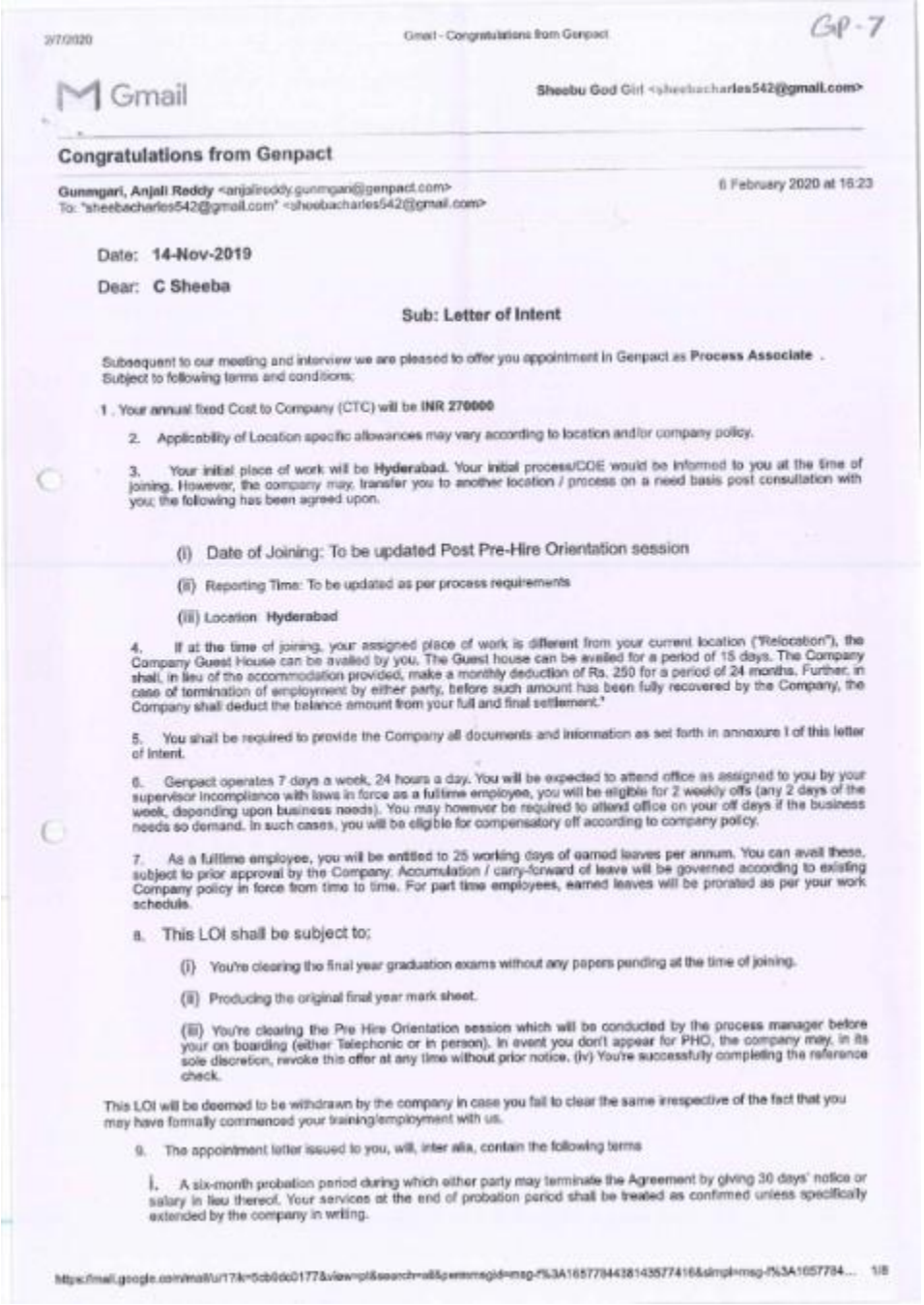
SHEEBA C – GENPACT



2/7/2020 Gmail - Congratulations from Genpact GP-7

Gmail Sheebu God Girl <sheebacharles542@gmail.com>

Congratulations from Genpact

Gunmgari, Anjali Reddy <anjalireddy.gunmgari@genpact.com> 6 February 2020 at 16:23
To: "sheebacharles542@gmail.com" <sheebacharles542@gmail.com>

Date: **14-Nov-2019**

Dear: **C Sheeba**

Sub: Letter of Intent

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** .
Subject to following terms and conditions:

1 . Your annual fixed Cost to Company (CTC) will be **INR 270000**

2. Applicability of Location specific allowances may vary according to location and/or company policy.

3. Your initial place of work will be **Hyderabad.** Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

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(ii) Reporting Time: To be updated as per process requirements

(iii) Location **Hyderabad**

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

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9. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six-month probation period during which either party may terminate the Agreement by giving 30 days' notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

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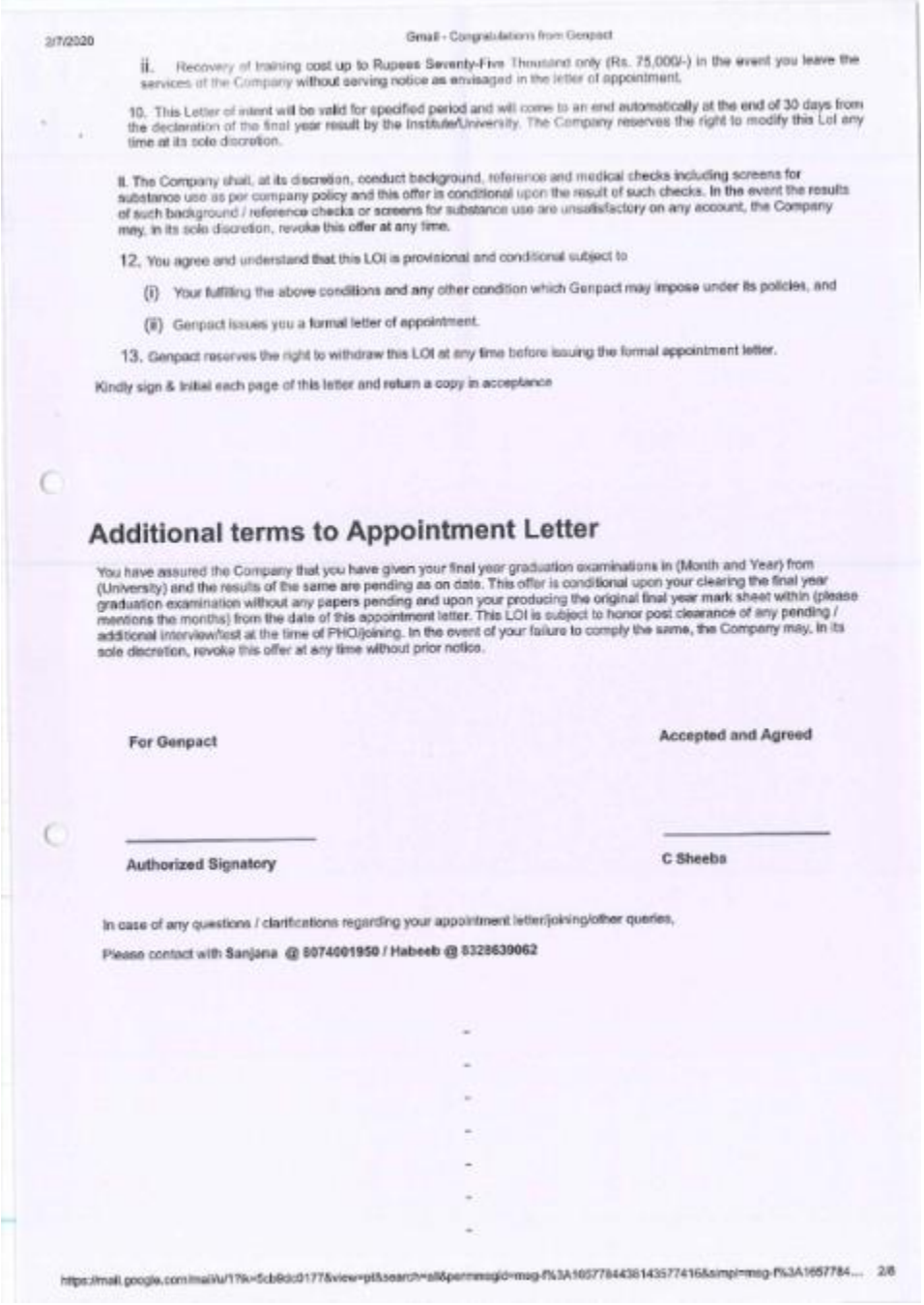

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ii. Recovery of training cost up to Rupees Seventy-Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LoI any time at its sole discretion.

11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

12. You agree and understand that this LOI is provisional and conditional subject to

(i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and

(ii) Genpact issues you a formal letter of appointment.

13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in (Month and Year) from (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

For Genpact **Accepted and Agreed**

Authorized Signatory **C Sheeba**

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact with **Sanjana @ 8074001950 / Habeeb @ 8328639062**

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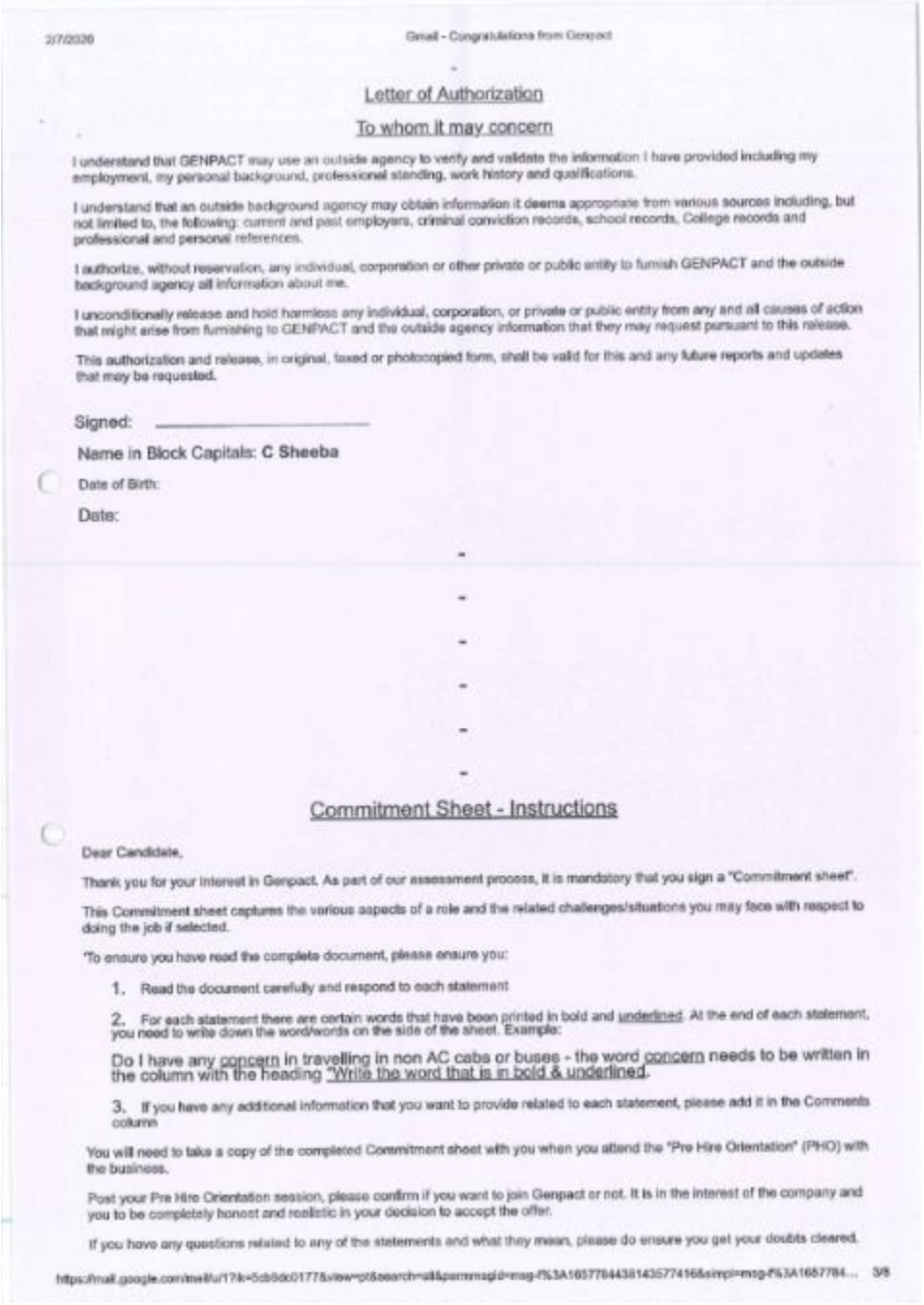

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Letter of Authorization

To whom it may concern

I understand that GENPACT may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish GENPACT and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to GENPACT and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: _____

Name in Block Capitals: **C Sheeba**

Date of Birth:

Date:

Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment sheet captures the various aspects of a role and the related challenges/situations you may face with respect to doing the job if selected.

"To ensure you have read the complete document, please ensure you:

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in bold and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet. Example:

   Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined.

3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column

You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.

Post your Pre Hire Orientation session, please confirm if you want to join Genpact or not. It is in the interest of the company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

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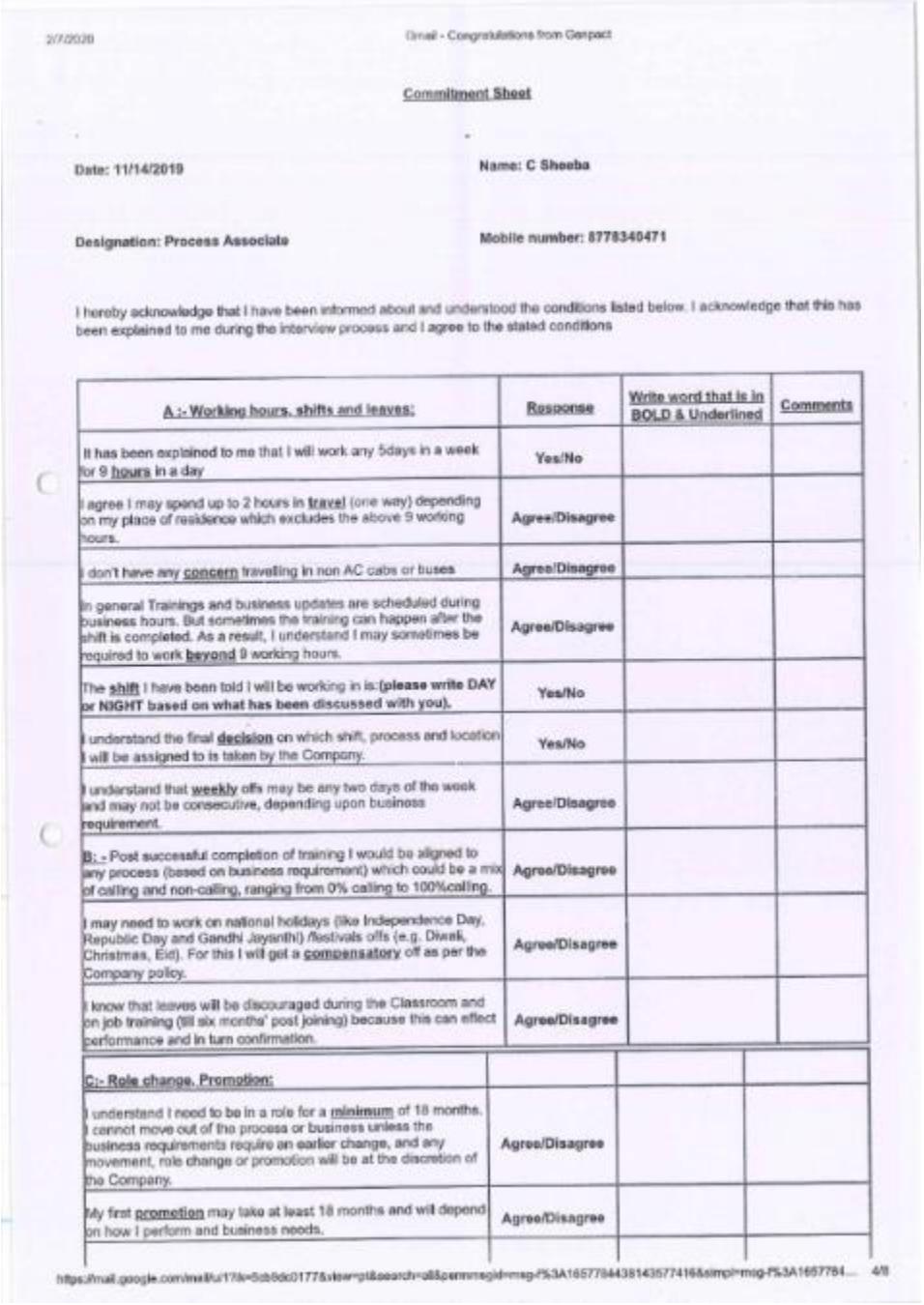

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Commitment Sheet

Date: 11/14/2019 **Name: C Sheeba**

Designation: Process Associate **Mobile number: 8778340471**

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions

A :- Working hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5days in a week for 9 hours in a day	Yes/No		
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours.	Agree/Disagree		
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree		
In general Trainings and business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work beyond 9 working hours.	Agree/Disagree		
The shift I have been told I will be working in is:(please write DAY or NIGHT based on what has been discussed with you).	Yes/No		
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company.	Yes/No		
I understand that weekly offs may be any two days of the week and may not be consecutive, depending upon business requirement.	Agree/Disagree		
B: - Post successful completion of training I would be aligned to any process (based on business requirement) which could be a mix of calling and non-calling, ranging from 0% calling to 100%calling.	Agree/Disagree		
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a compensatory off as per the Company policy.	Agree/Disagree		
I know that leaves will be discouraged during the Classroom and on job training (till six months' post joining) because this can effect performance and in turn confirmation.	Agree/Disagree		
C:- Role change, Promotion:			
I understand I need to be in a role for a minimum of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change, and any movement, role change or promotion will be at the discretion of the Company.	Agree/Disagree		
My first promotion may take at least 18 months and will depend on how I perform and business needs.	Agree/Disagree		

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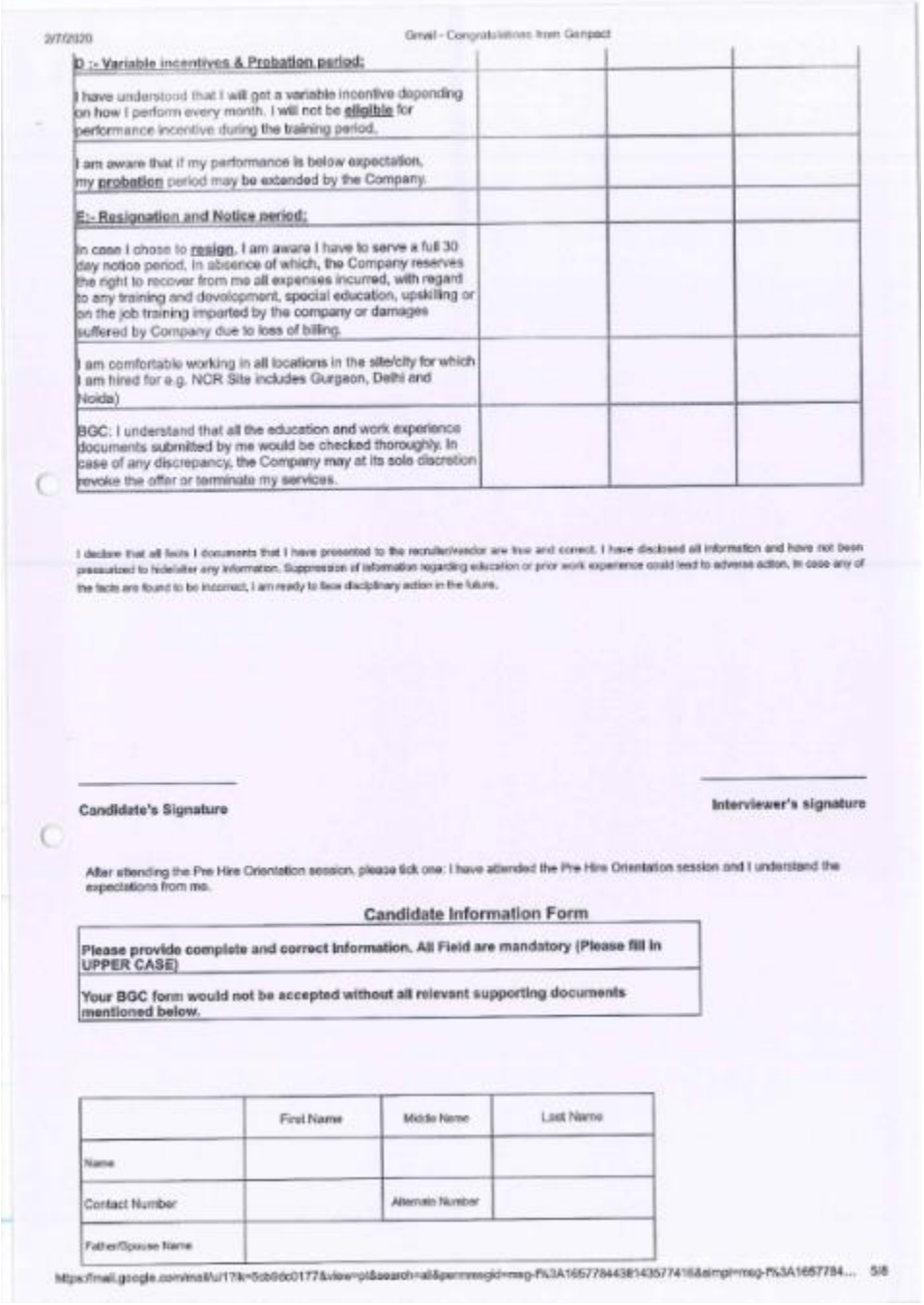

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D :- Variable incentives & Probation period:			
I have understood that I will get a variable incentive depending on how I perform every month. I will not be eligible for performance incentive during the training period.			
I am aware that if my performance is below expectation, my probation period may be extended by the Company.			
E:- Resignation and Notice period:			
In case I chose to resign, I am aware I have to serve a full 30 day notice period. In absence of which, the Company reserves the right to recover from me all expenses incurred, with regard to any training and development, special education, upskilling or on the job training imparted by the company or damages suffered by Company due to loss of billing.			
I am comfortable working in all locations in the site/city for which I am hired for e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the offer or terminate my services.			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Candidate's Signature

Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

Candidate Information Form

Please provide complete and correct information. All Field are mandatory (Please fill in UPPER CASE)
Your BGC form would not be accepted without all relevant supporting documents mentioned below.

	First Name	Middle Name	Last Name
Name			
Contact Number		Alternate Number	
Father/Spouse Name			

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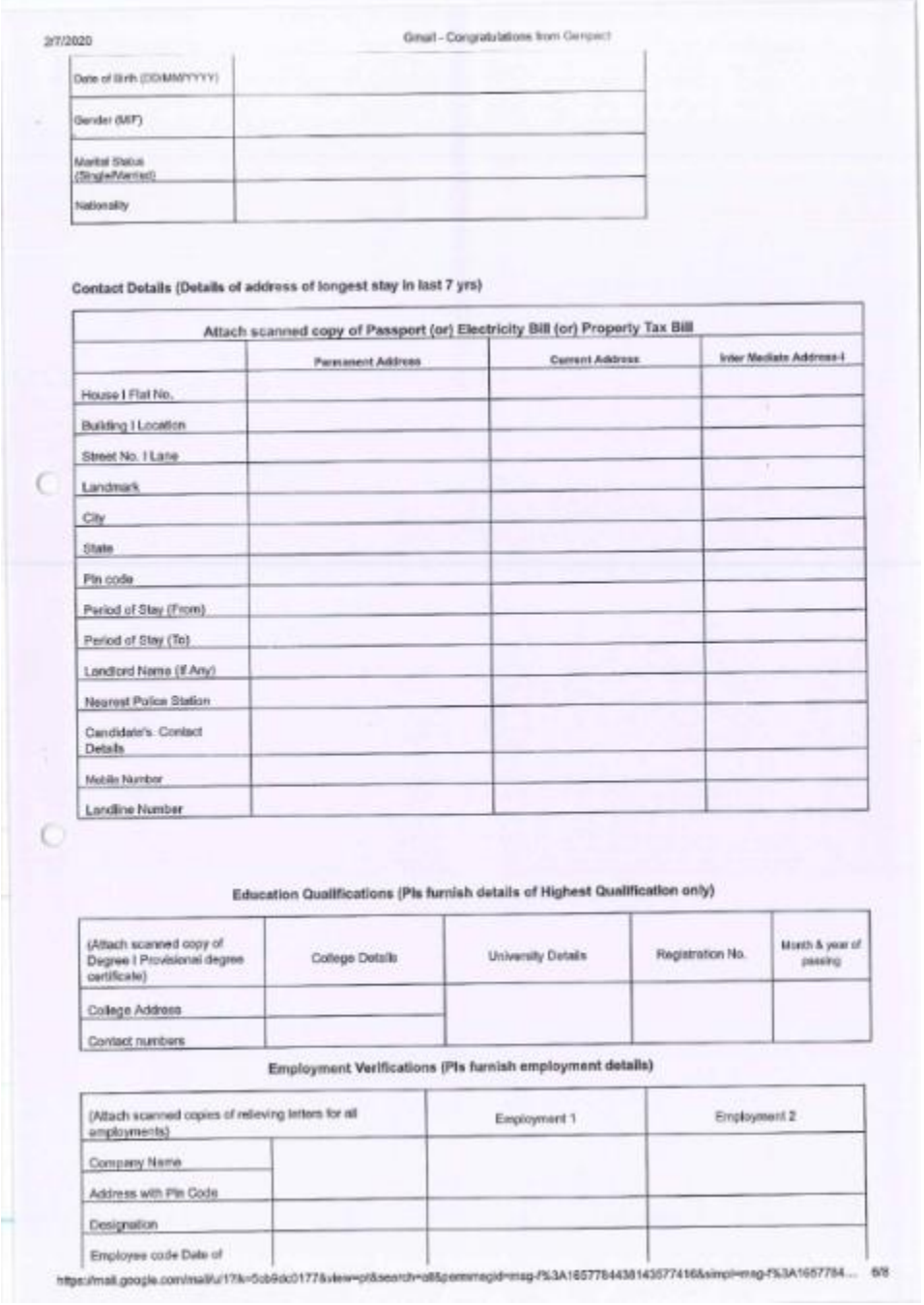

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Date of Birth (DD/MM/YYYY)	
Gender (M/F)	
Marital Status (Single/Married)	
Nationality	

Contact Details (Details of address of longest stay in last 7 yrs)

Attach scanned copy of Passport (or) Electricity Bill (or) Property Tax Bill			
	Permanent Address	Current Address	Inter Mediate Address-I
House I Flat No.			
Building I Location			
Street No. I Lane			
Landmark			
City			
State			
Pin code			
Period of Stay (From)			
Period of Stay (To)			
Landlord Name (If Any)			
Nearest Police Station			
Candidate's Contact Details			
Mobile Number			
Landline Number			

Education Qualifications (Pls furnish details of Highest Qualification only)

(Attach scanned copy of Degree I Provisional degree certificate)	College Details	University Details	Registration No.	Month & year of passing
College Address				
Contact numbers				

Employment Verifications (Pls furnish employment details)

(Attach scanned copies of relieving letters for all employments)	Employment 1	Employment 2
Company Name		
Address with Pin Code		
Designation		
Employee code Date of		

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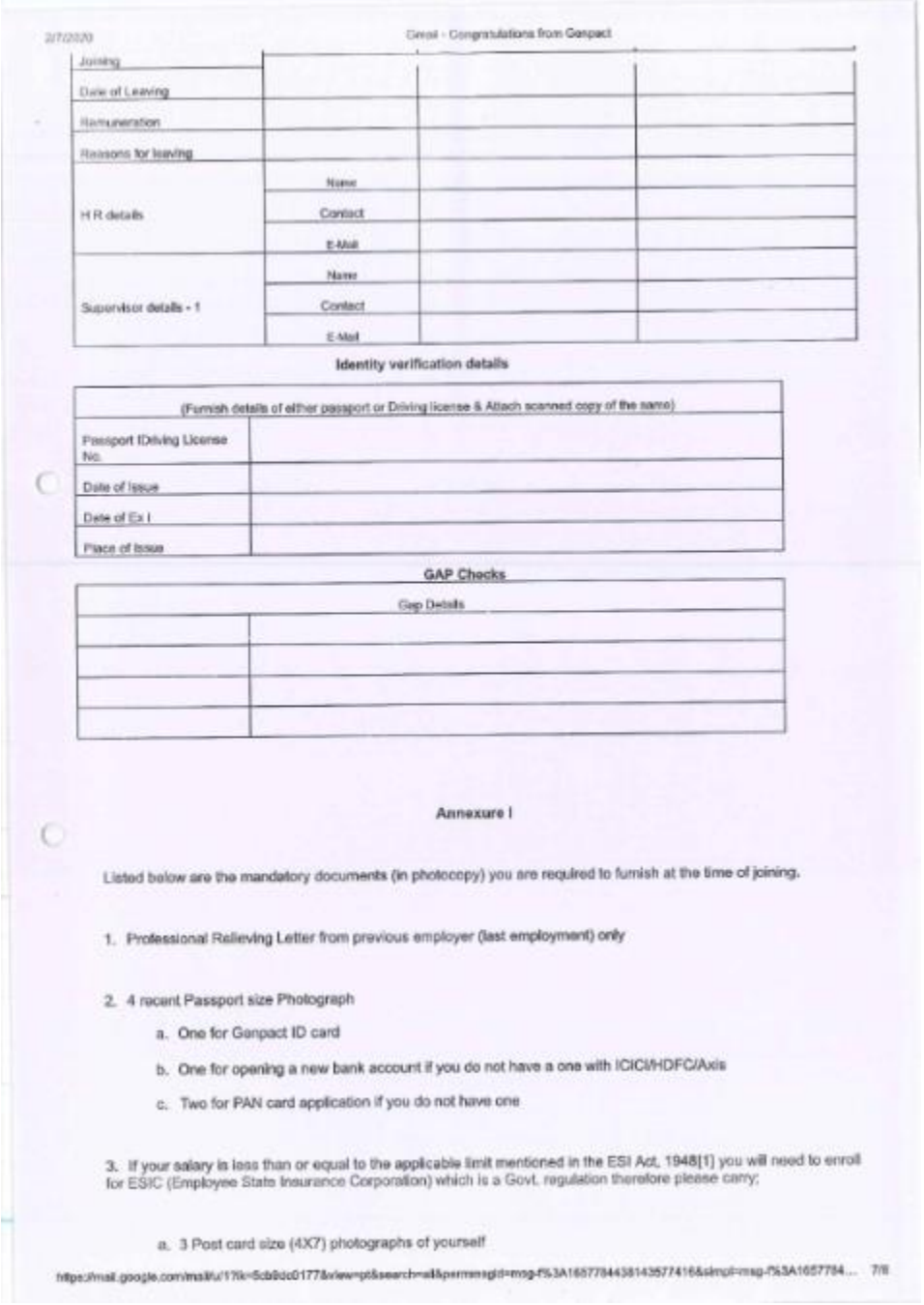

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Joining			
Date of Leaving			
Remuneration			
Reasons for leaving			
H R details	Name		
	Contact		
	E-Mail		
Supervisor details - 1	Name		
	Contact		
	E-Mail		

Identity verification details

(Furnish details of either passport or Driving license & Attach scanned copy of the same)	
Passport /Driving License No:	
Date of Issue	
Date of Ex I	
Place of Issue	

GAP Checks

Gap Details	

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new bank account if you do not have a one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one
3. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry:
   a. 3 Post card size (4X7) photographs of yourself

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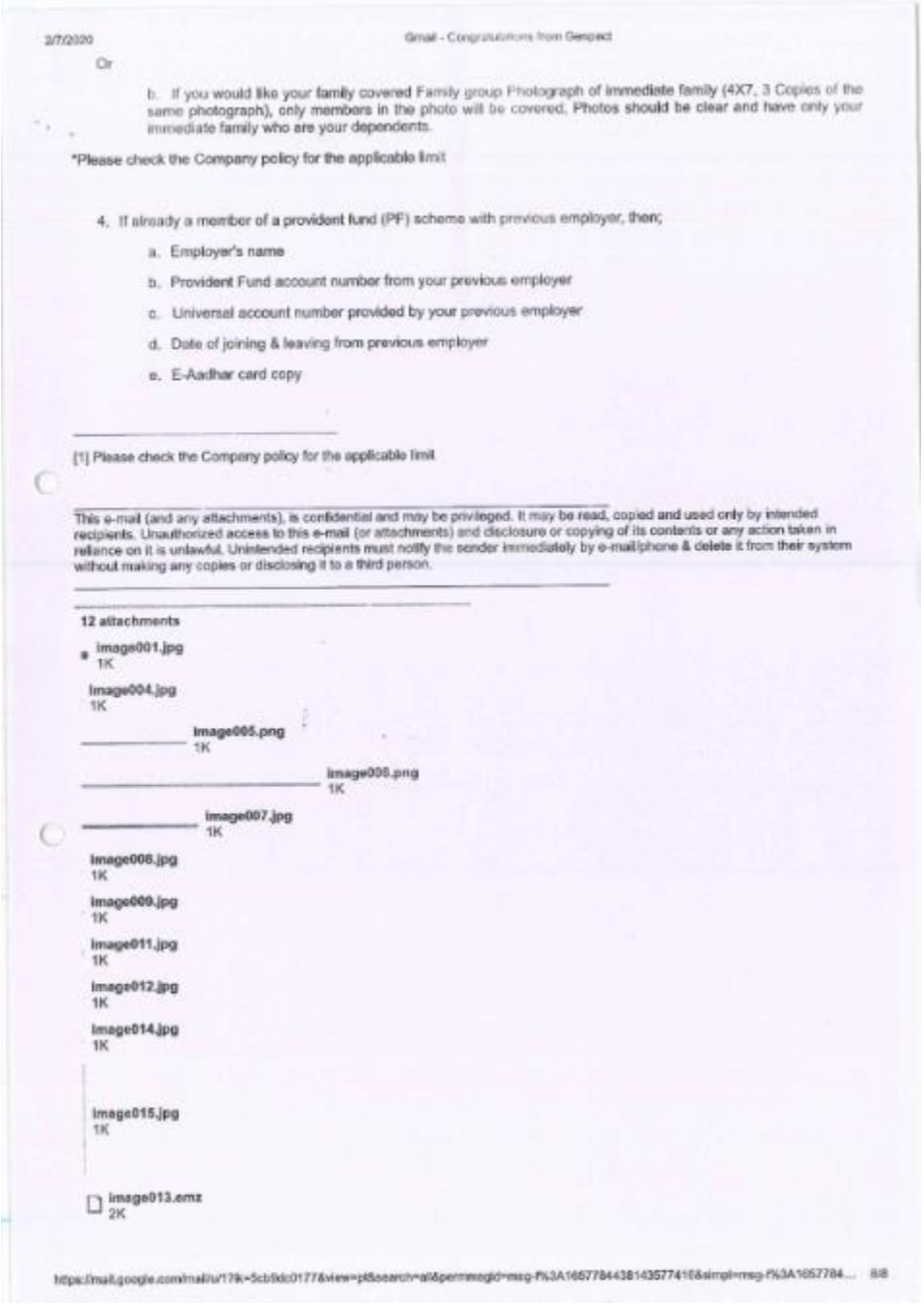

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Or

b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate family who are your dependents.

*Please check the Company policy for the applicable limit

4. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Date of joining & leaving from previous employer
   e. E-Aadhar card copy

[1] Please check the Company policy for the applicable limit

This e-mail (and any attachments), is confidential and may be privileged. It may be read, copied and used only by intended recipients. Unauthorized access to this e-mail (or attachments) and disclosure or copying of its contents or any action taken in reliance on it is unlawful. Unintended recipients must notify the sender immediately by e-mail/phone & delete it from their system without making any copies or disclosing it to a third person.

12 attachments

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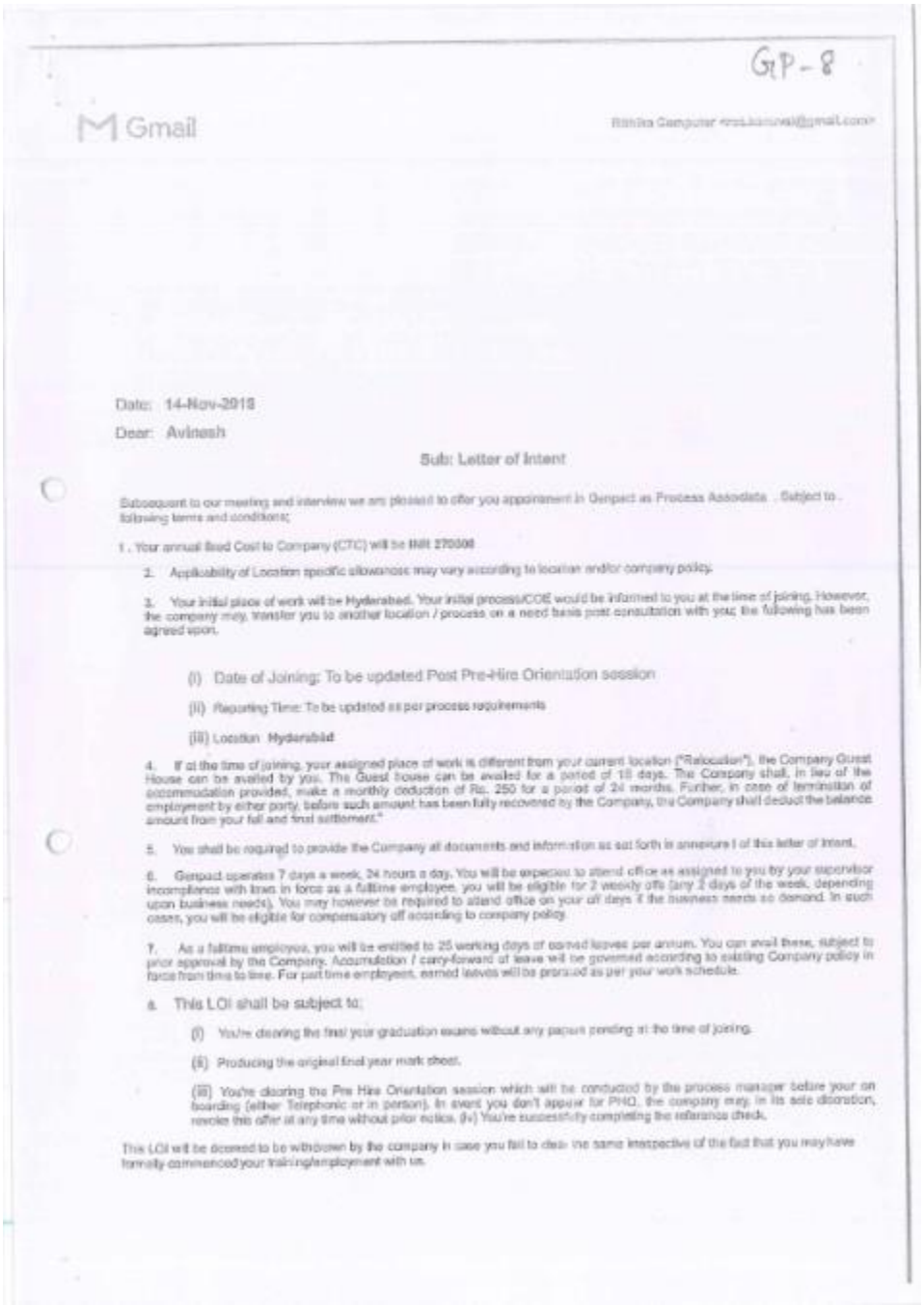
AVINASH – GENPACT



GP-8

Gmail

Date: 14-Nov-2013

Dear: Avinash

Sub: Letter of Intent

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate . Subject to the following terms and conditions:

1. Your annual Fixed Cost to Company (CTC) will be INR 270000

2. Applicability of Location specific allowances may vary according to location and/or company policy.

3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

(i) Date of Joining: To be updated Post Pre-Hire Orientation session

(ii) Reporting Time: To be updated as per process requirements

(iii) Location: Hyderabad

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest House can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of intent.

6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a fulltime employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.

7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.

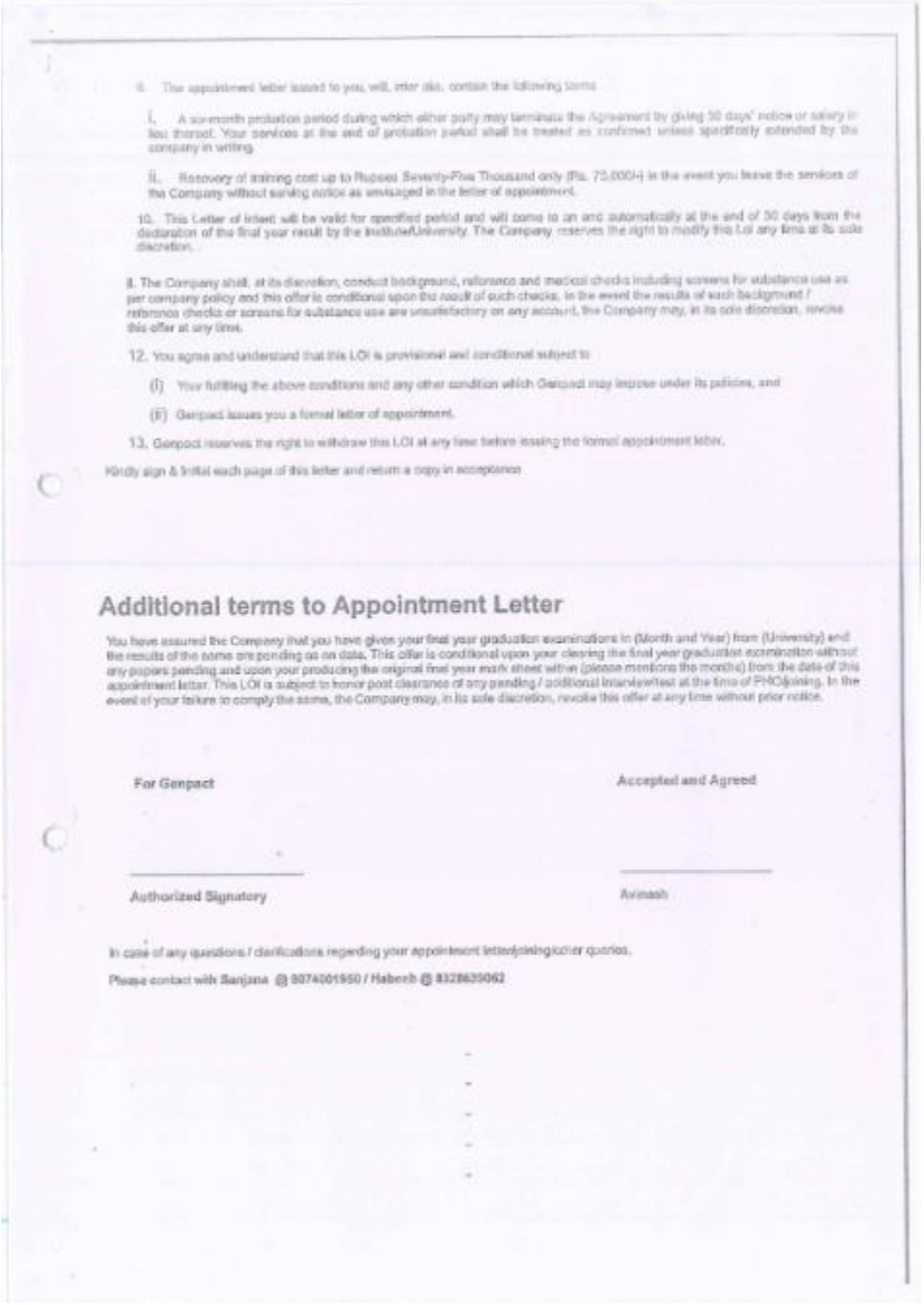
8. This LOI shall be subject to:

(i) You're clearing the final year graduation exams without any papers pending at the time of joining.

(ii) Producing the original final year mark sheet.

(iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice. (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.



9. The appointment letter issued to you, will, inter alia, contain the following terms:

i. A six-month probation period during which either party may terminate the Agreement by giving 30 days' notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy-Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

10. This Letter of Intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LoI any time at its sole discretion.

11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

12. You agree and understand that this LOI is provisional and conditional subject to

(i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and

(ii) Genpact issues you a formal letter of appointment.

13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & initial each page of this letter and return a copy in acceptance.

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in (Month and Year) from (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within (please mention the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PNO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

For Genpact

Authorized Signatory

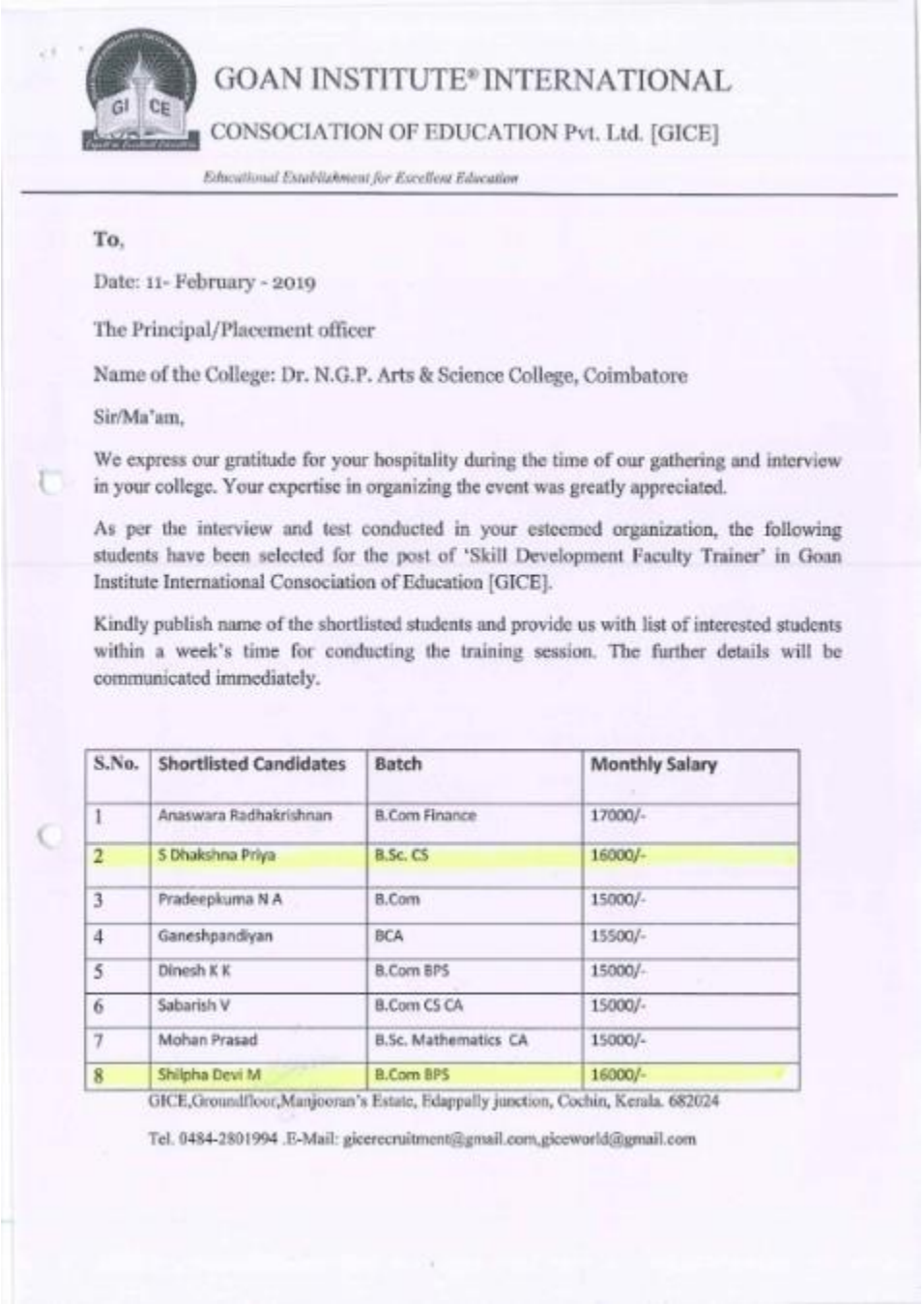
Accepted and Agreed

Avinash

In case of any questions / clarifications regarding your appointment letter/joining/other queries.

Please contact with Sanjana @ 8074001950 / Habeeb @ 8328639062

GOAN INSTITUTE INTERNATIONAL



GOAN INSTITUTE® INTERNATIONAL

CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

Educational Establishment for Excellent Education

To,

Date: 11- February - 2019

The Principal/Placement officer

Name of the College: Dr. N.G.P. Arts & Science College, Coimbatore

Sir/Ma'am,

We express our gratitude for your hospitality during the time of our gathering and interview in your college. Your expertise in organizing the event was greatly appreciated.

As per the interview and test conducted in your esteemed organization, the following students have been selected for the post of 'Skill Development Faculty Trainer' in Goan Institute International Consociation of Education [GICE].

Kindly publish name of the shortlisted students and provide us with list of interested students within a week's time for conducting the training session. The further details will be communicated immediately.

S.No.	Shortlisted Candidates	Batch	Monthly Salary
1	Anaswara Radhakrishnan	B.Com Finance	17000/-
2	S Dhakshna Priya	B.Sc. CS	16000/-
3	Pradeepkuma N A	B.Com	15000/-
4	Ganeshpandiyan	BCA	15500/-
5	Dinesh K K	B.Com BPS	15000/-
6	Sabarish V	B.Com CS CA	15000/-
7	Mohan Prasad	B.Sc. Mathematics CA	15000/-
8	Shilpha Devi M	B.Com BPS	16000/-

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: gicerecruitment@gmail.com,giceworld@gmail.com

GOAN INSTITUTE® INTERNATIONAL

CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

Educational Establishment for Excellent Education

9	Ragavi J	B.Com BPS	15000/-
10	Menaka S	B.Com PA	15000/-
11	Sowmiya M	B.Com PA	16000/-
12	Pradeep T	B.Sc. CHE	15500/-
13	Prasanth A	B.Sc. CHE	16000/-
14	Gokul Krishnan D	B.Com PA	16000/-
15	Vishnupriya A	B.Com CS CA	16500/-
16	Kirubha P	B.Com	15000/-
17	Deepika S	B.Com B&I	16000/-
18	Saron Lency S	B.Com B&I	16000/-
19	Nagdalene Nisha	B.Com PA	17000/-
20	Ragul S	B.Com PA	16000/-
21	Aakash R G	B.Sc. CS	15000/-
22	Jayakrishnan	B.Sc. CS	16500/-
23	Josephine J	B.Sc. Mathematics	16000/-
24	Avinash P	B.Com CA	17000/-
25	Vigneshan A	B.Com CA	15000/-
26	Abhishek E	B.Sc. IT	15000/-
27	Sandhini T	B.Com CS CA	15000/-
28	Niveda P	B.Com CS CA	15500/-
29	Darshini M	B.Com CS CA	15000/-
30	Sarath Kumar S	B.Com CS CA	17000/-
31	Dharineesh R S	B.Com CS CA	15000/-
32	Abirami K	B.Sc. IT	15000/-

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Educational Establishment for Excellent Education

33	Santhiya Devi N	M.Sc. Mathematics	15000/-
34	Sri Tarany G	B.Sc. Mathematics	15000/-
35	Thamilselvi R	B.Sc. Mathematics	18000/-
36	Prasanth	B.Com CS CA	15000/-
37	Malathi		15000/-
38	Pooja		15000/-
39	G Vishnu Priya	B.Com CS CA	15000/-
40	V Abhinethra	B.Com PA	15000/-
41	M Pyintamil	B.Com PA	15000/-
42	M Gowtham	BBA CA	15000/-
43	R R Jhanavi	B.Com IT	15500/-

REGARDS

For GOANINSTITUTE®INTERNATIONAL CONSOCIATION OF EDUCATION Pvt.Ltd[GICE]

HR.Department. 0484-2801994, +919207700930

Email: gicerecruitment@gmail.com

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GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: gicerecruitment@gmail.com,giceworld@gmail.com

SHILPA DEVI - GOAN

GOAN INSTITUTE® INTERNATIONAL
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]
Educational Establishment for Excellent Education

To,

Date: 11- February - 2019

The Principal/Placement officer

Name of the College: Dr. N.G.P. Arts & Science College, Coimbatore

Sir/Ma'am,

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RAGAVI J - GOAN

GOAN INSTITUTE® INTERNATIONAL
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Educational Establishment for Excellent Education

To,

Date: 11- February - 2019

The Principal/Placement officer

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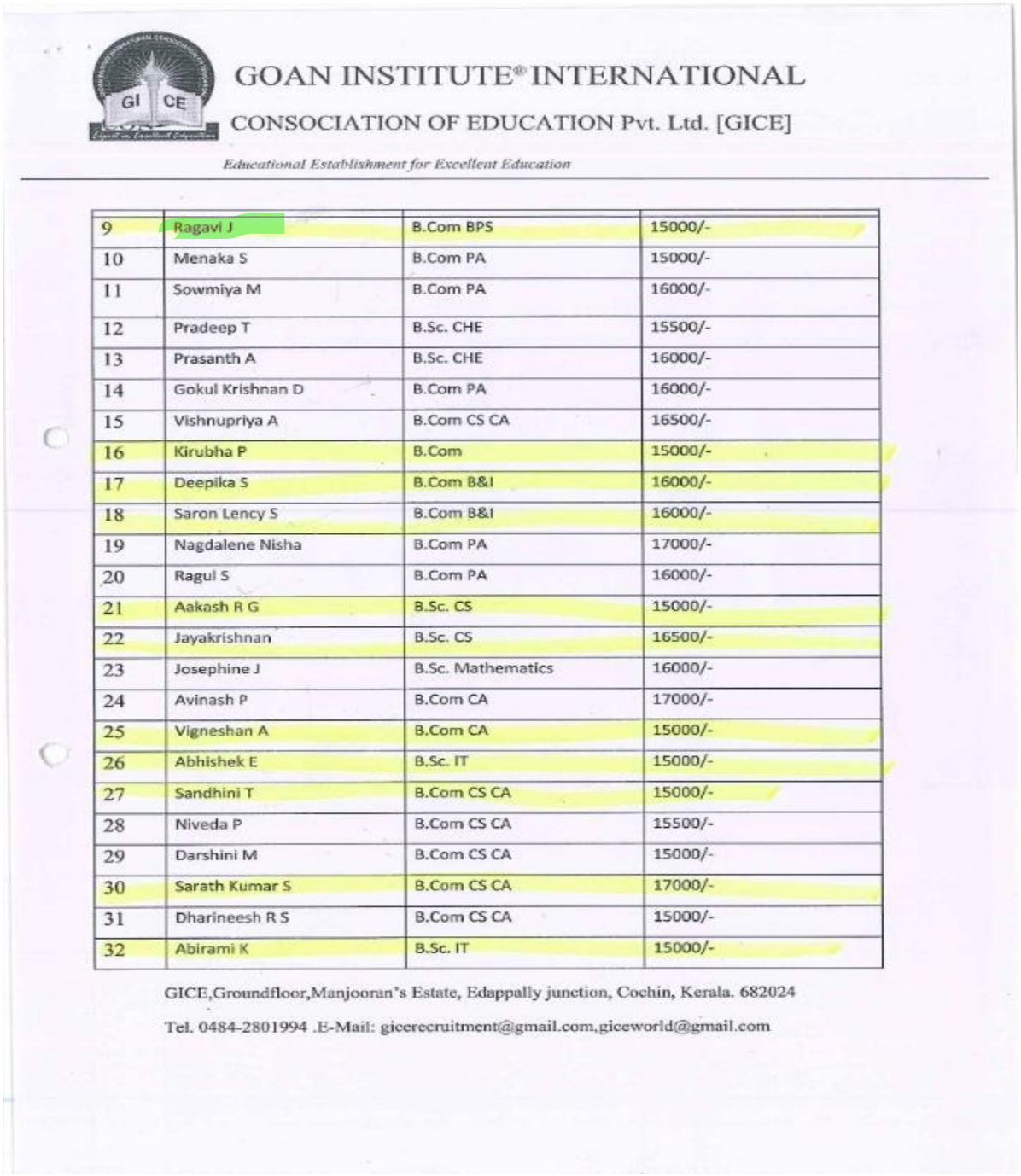

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DEEPIKA S – GOAN

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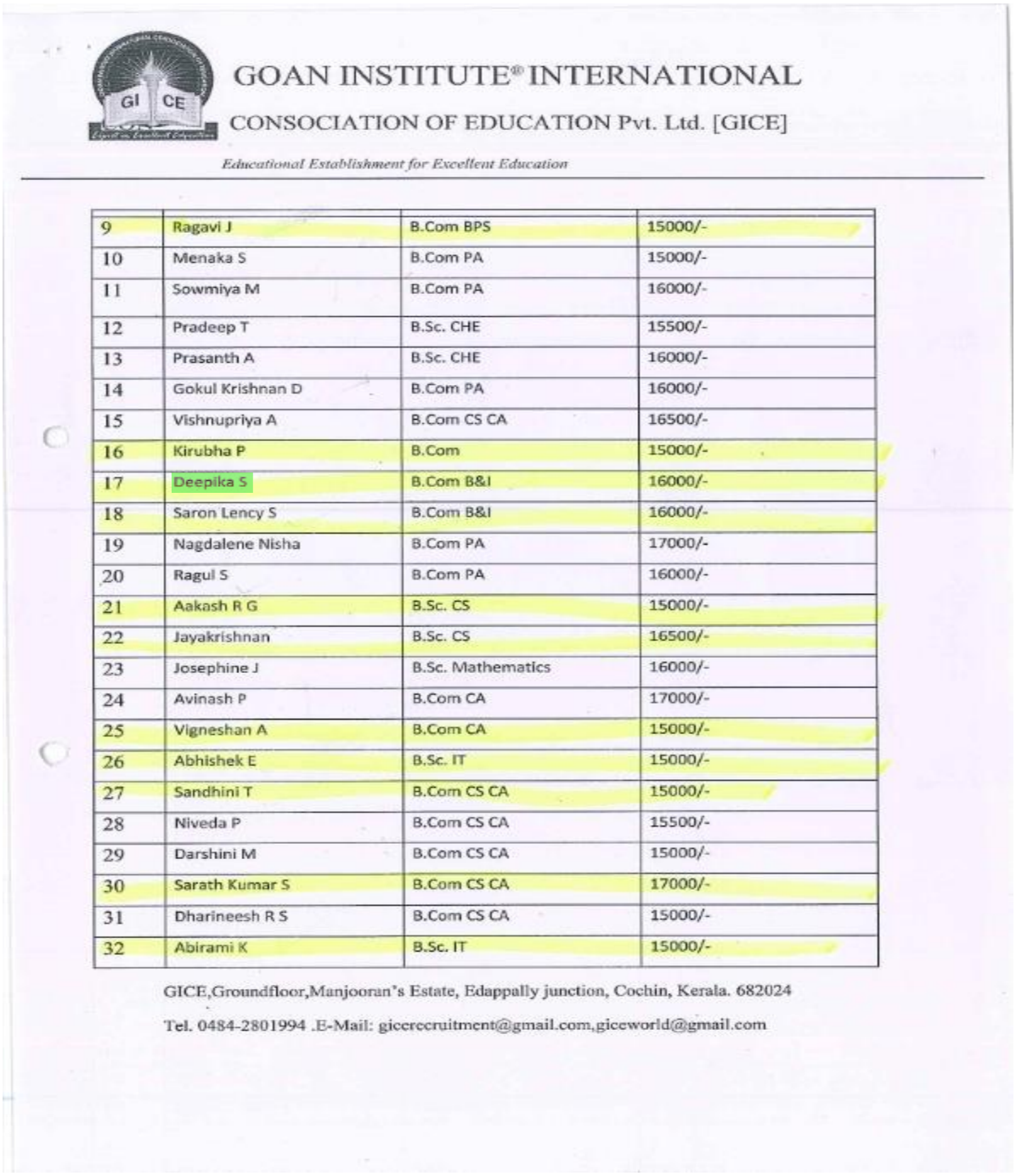

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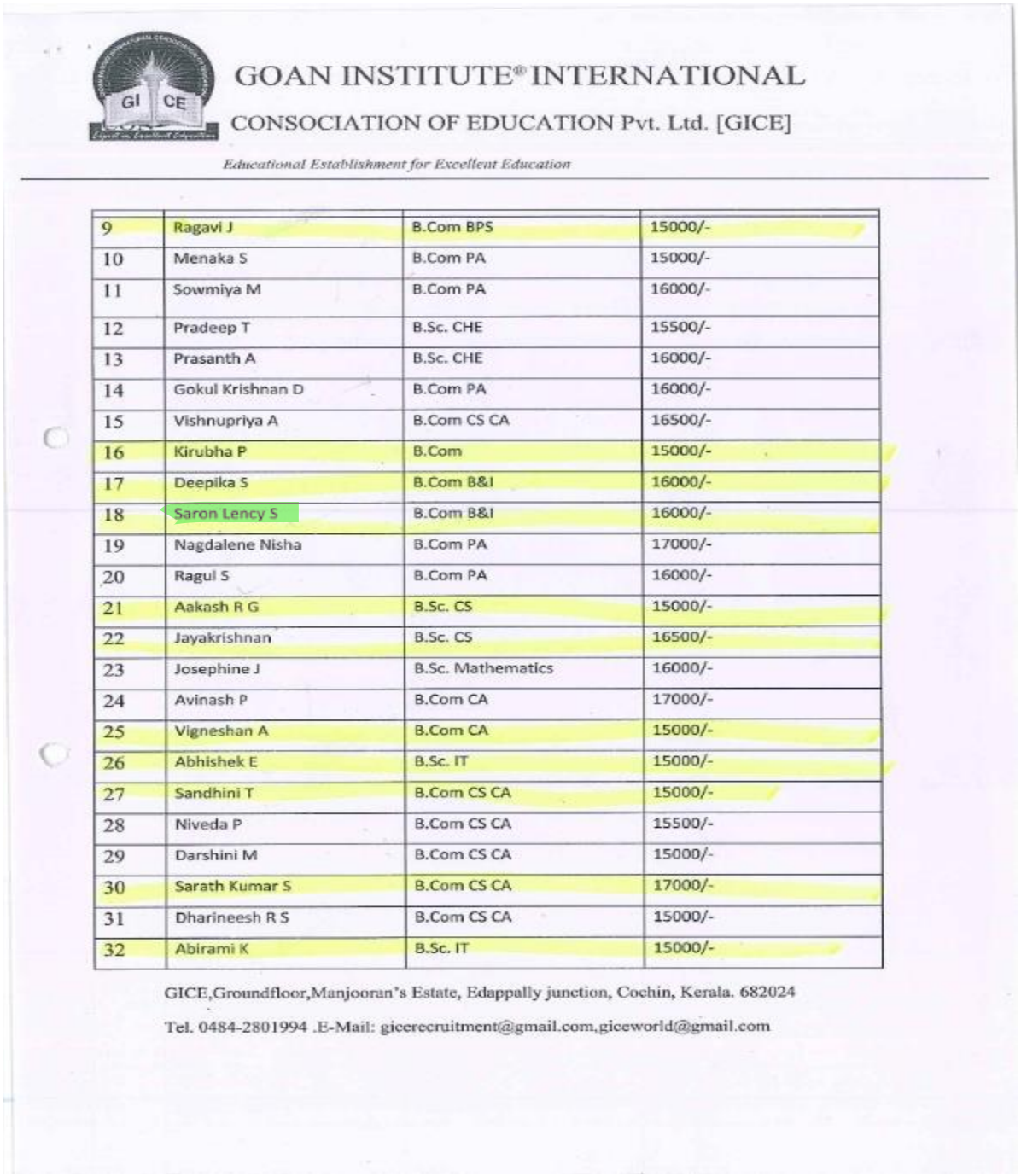

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VIGNESHAN A - GOAN

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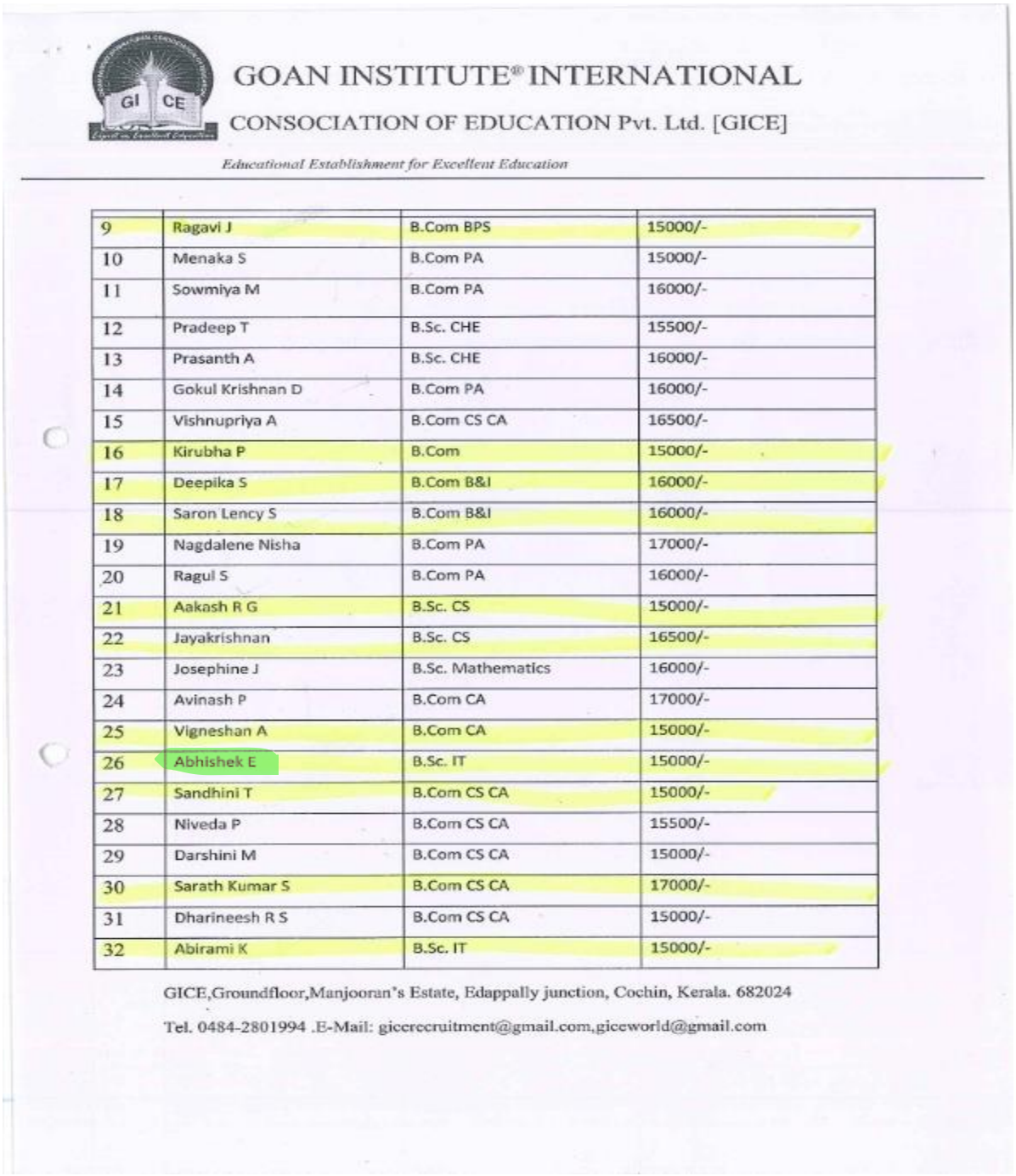

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17	Deepika S	B.Com B&I	16000/-
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SANDHINI T - GOAN

GOAN INSTITUTE® INTERNATIONAL
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Educational Establishment for Excellent Education

To,

Date: 11- February - 2019

The Principal/Placement officer

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SARATH KUMAR S - GOAN

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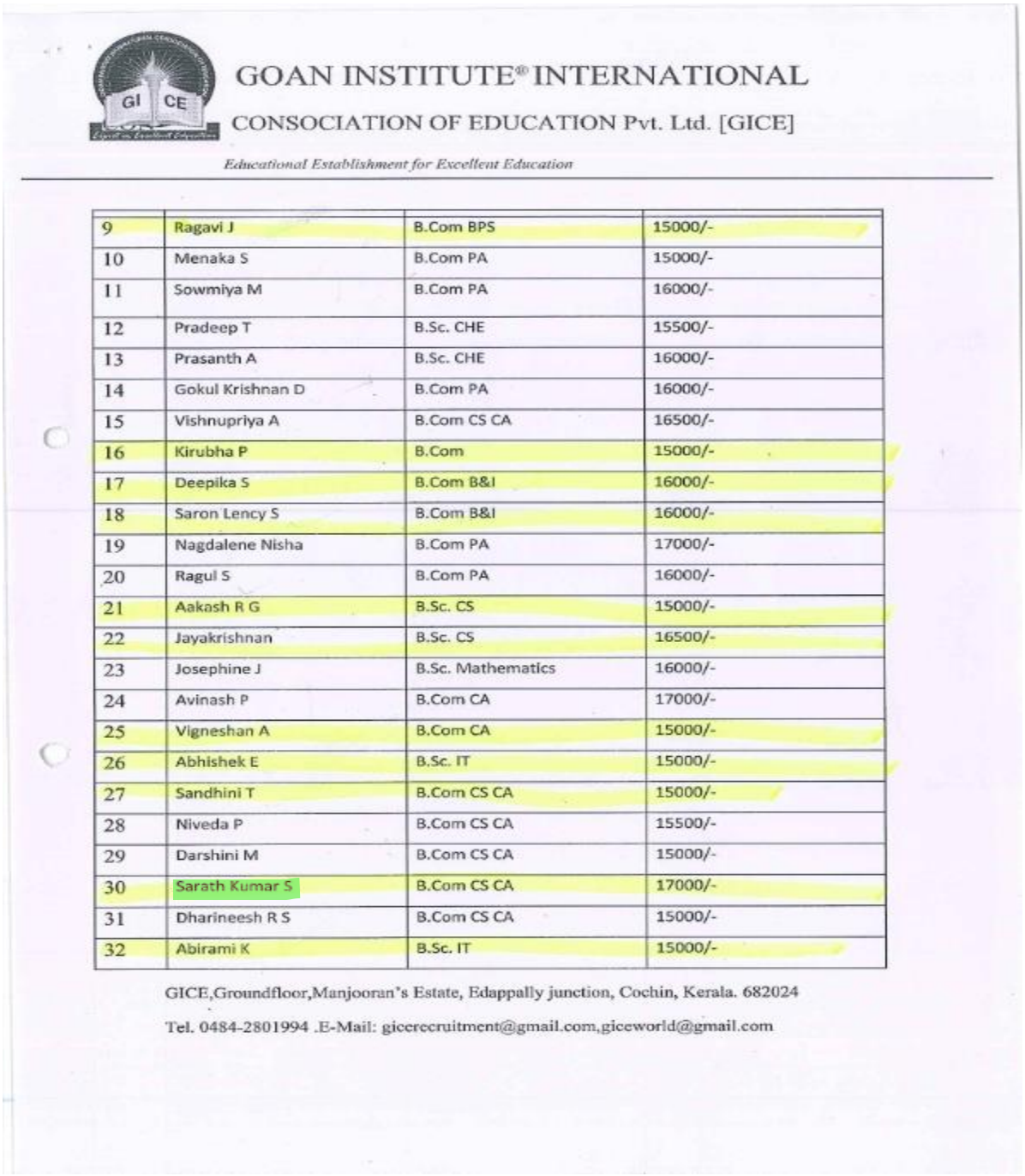

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ABIRAMI K - GOAN

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SANTHIYA DEVI - GOAN

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REGARDS

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SRI TARANY - GOAN

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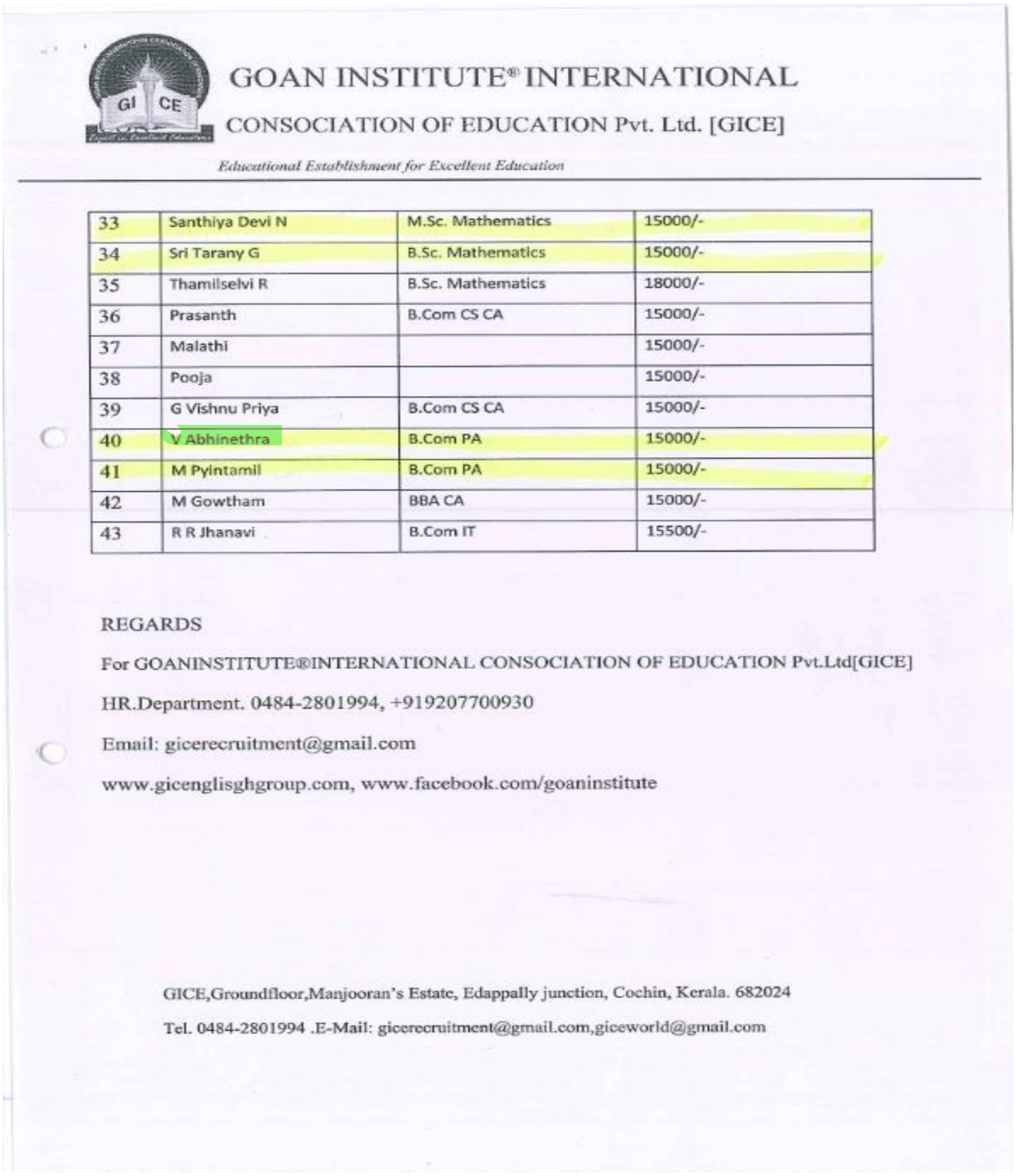

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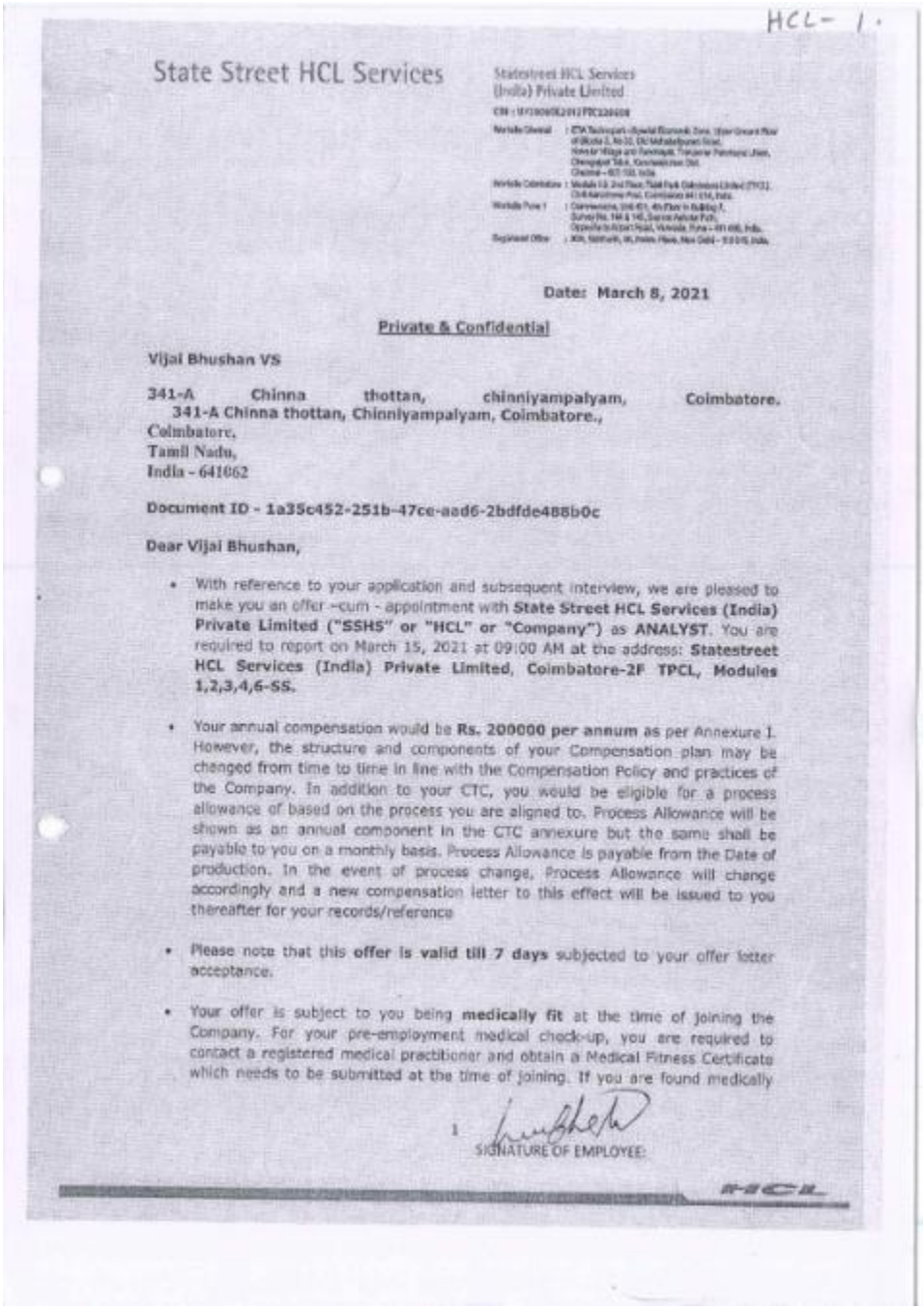
SILVIA PRIYADHARSHINI – HATSUN AGRO PRODUCT LTD

MANIMARAN – – HATSUN AGRO PRODUCT LTD

VIJAY BHUSHAN V S – STATE STREET HCL SERVICES



HCL- 1.

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72300TZ2012PTC020408

Registered Office : 3rd Floor, Tidel Park Coimbatore Limited (TPCL), Old Mahabalipuram Road, Kanagam Village and Panchayat, Thaiyanur Panchayat Union, Chengalpattu Taluk, Kancheepuram Dist. Chennai - 603 103, India.

Date: March 8, 2021

Private & Confidential

Vijai Bhushan VS

341-A Chinna thottan, chinniyampalyam, Coimbatore.
341-A Chinna thottan, Chinniyampalyam, Coimbatore.,
Coimbatore,
Tamil Nadu,
India - 641062

Document ID - 1a35c452-251b-47ce-aad6-2bdfde488b0c

Dear Vijai Bhushan,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

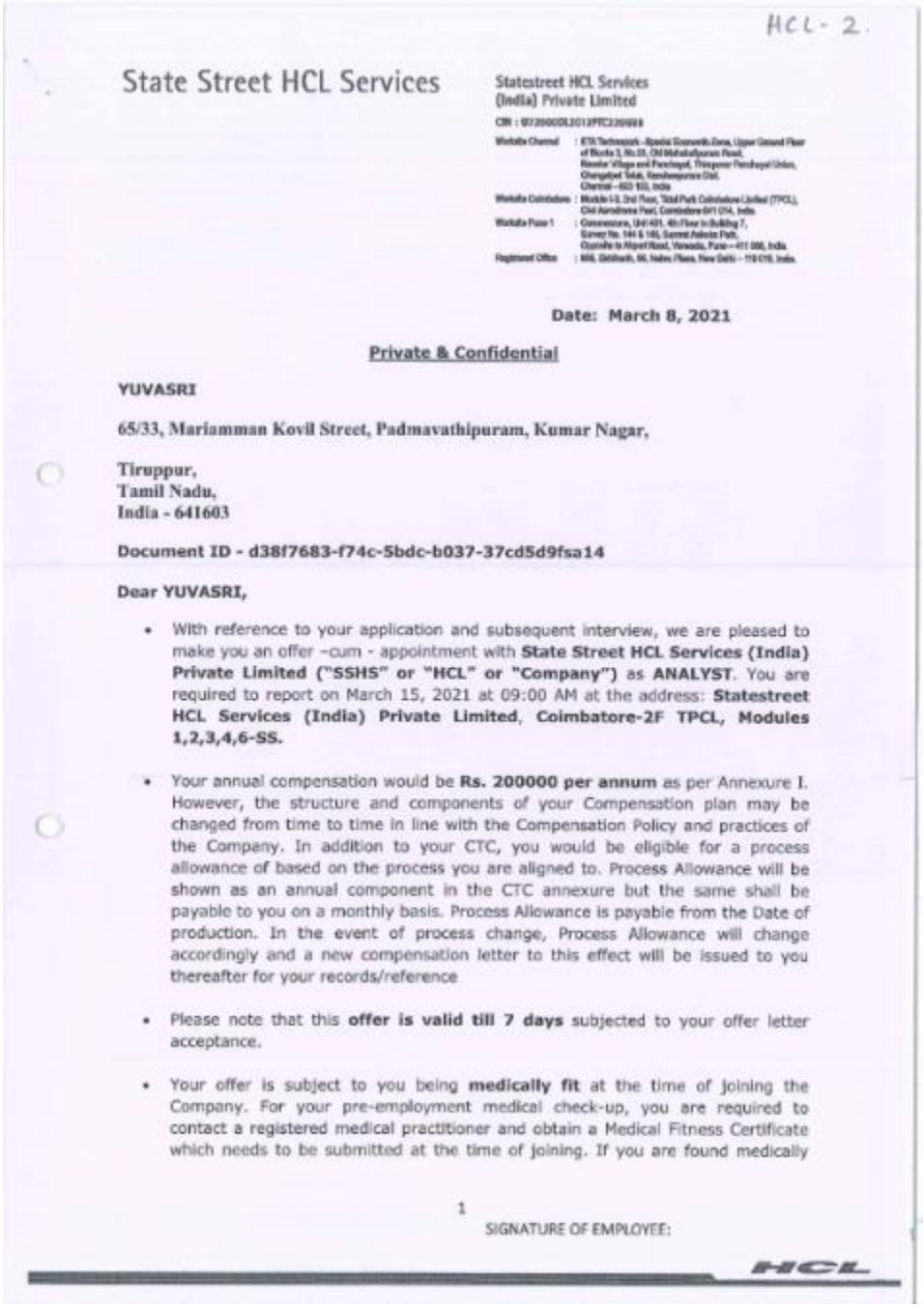
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

1 SIGNATURE OF EMPLOYEE:

HCL

YUVASRI – STATE STREET HCL SERVICES



HCL - 2.

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72200DL2012PTC230988

Worksite Chennai : [illegible]

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Cosmos, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sarmel Ashoka Path, Opposite to Airport Road, Viman Nagar, Pune – 411 006, India.

Registered Office : [illegible]

Date: March 8, 2021

Private & Confidential

YUVASRI

65/33, Mariamman Kovil Street, Padmavathipuram, Kumar Nagar,

Tiruppur,
Tamil Nadu,
India - 641603

Document ID - d38f7683-f74c-5bdc-b037-37cd5d9fsa14

Dear YUVASRI,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

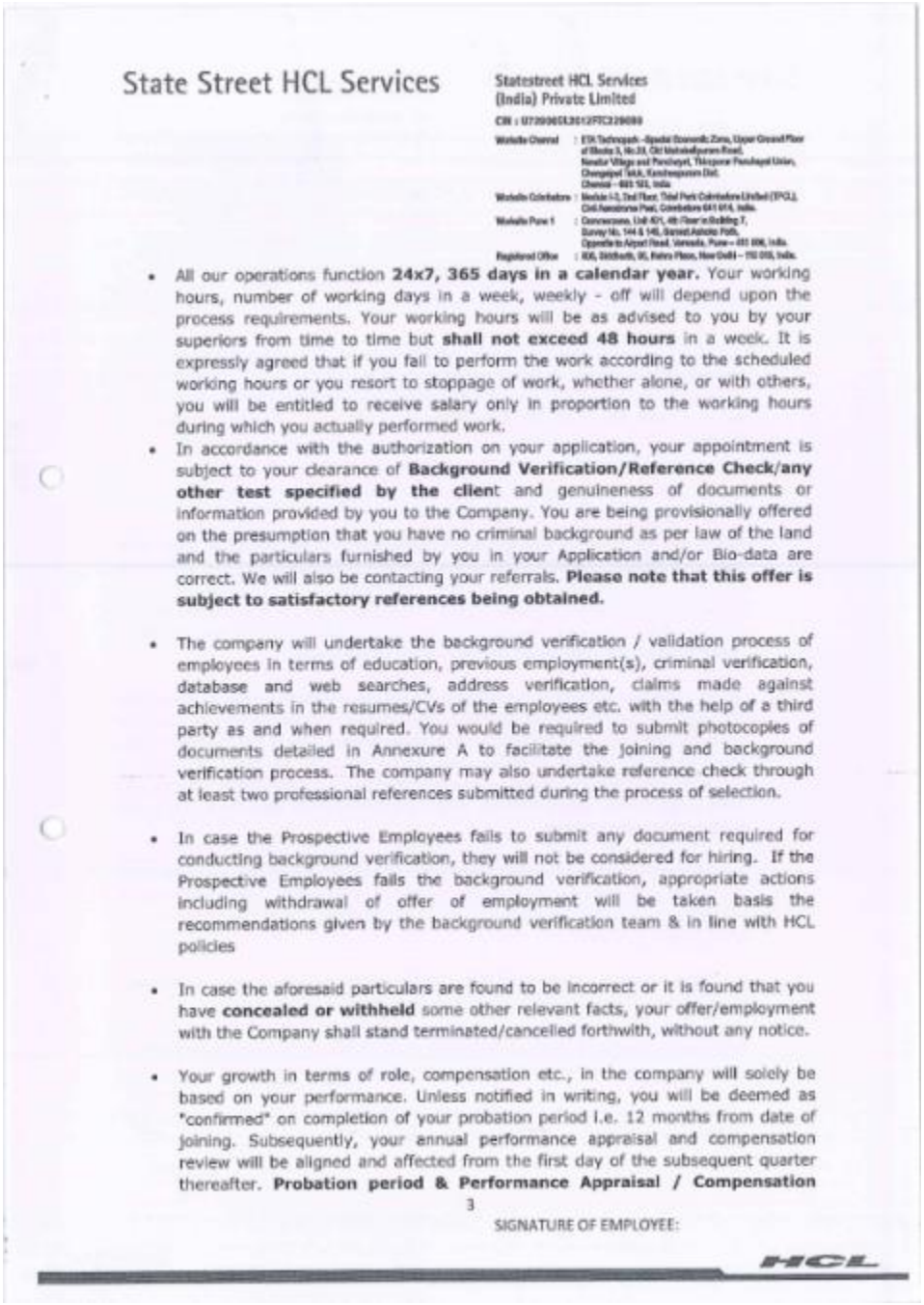
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

1

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the clien**t and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

3

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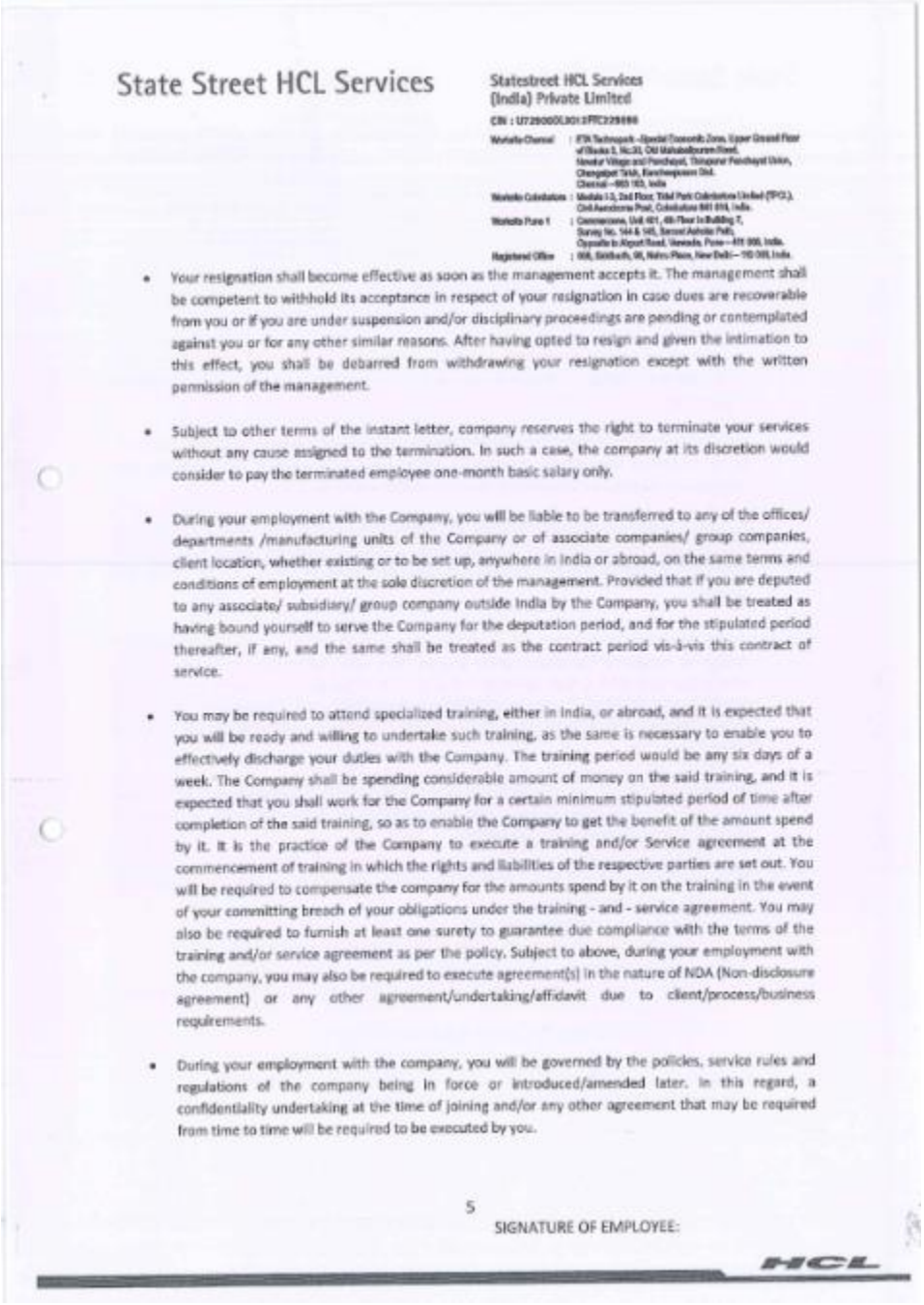

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2013PTC259888

Noida Chennai : IITA Technopark -Special Economic Zone, Upper Ground Floor of Blocks 1, No.33, Old Mahabalipuram Road, Sholinganallur Village and Panchayat, Thiruporur Panchayat Union, Chengalpattu Taluk, Kancheepuram Dist. Chennai – 603 103, India

Noida Kolkata : Module 113, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Noida Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sarsool Ashoka Path, Opposite to Airport Road, Viswada, Pune – 411 006, India.

Registered Office : 008, Eleventh, 08, Nehru Place, New Delhi – 110 019, India.

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2012FTC229038

Worksite Chennai : [illegible]

Worksite Coimbatore : Module 4.3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : [illegible]

Registered Office : [illegible]

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

7

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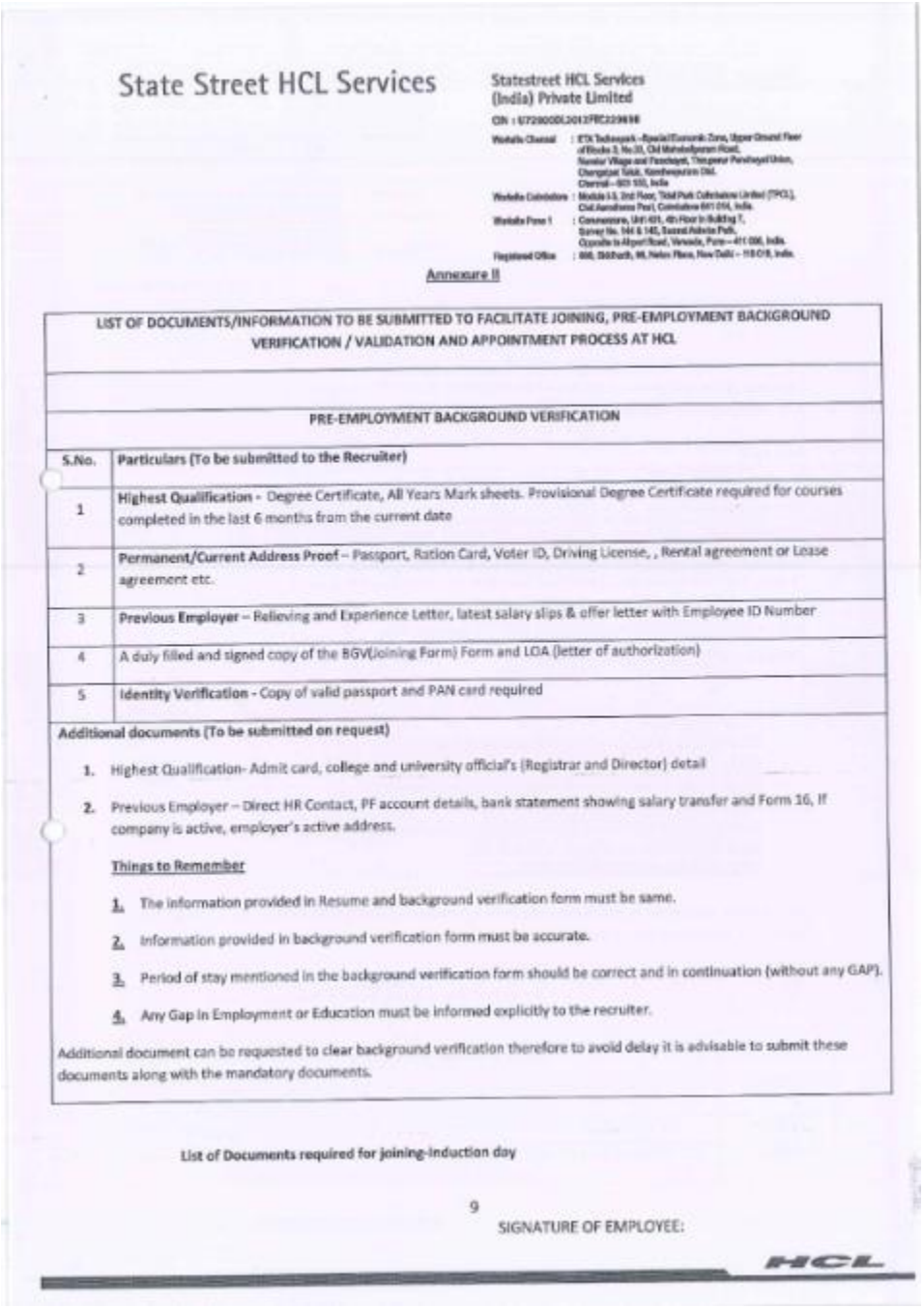
HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	**Highest Qualification** - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining-Induction day

9

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2013PTC253658

Worksite Chennai : ETA Techspace -Special Economic Zone, Upper Ground Floor of Blocks 1, No.III, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 600 130, India

Worksite Coimbatore : Module 4.3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sanaul Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

Registered Office : 808, Skidmark, 90, Nehru Place, New Delhi – 110 019, India.

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhalkulam Village-Madural-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

11

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
  The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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

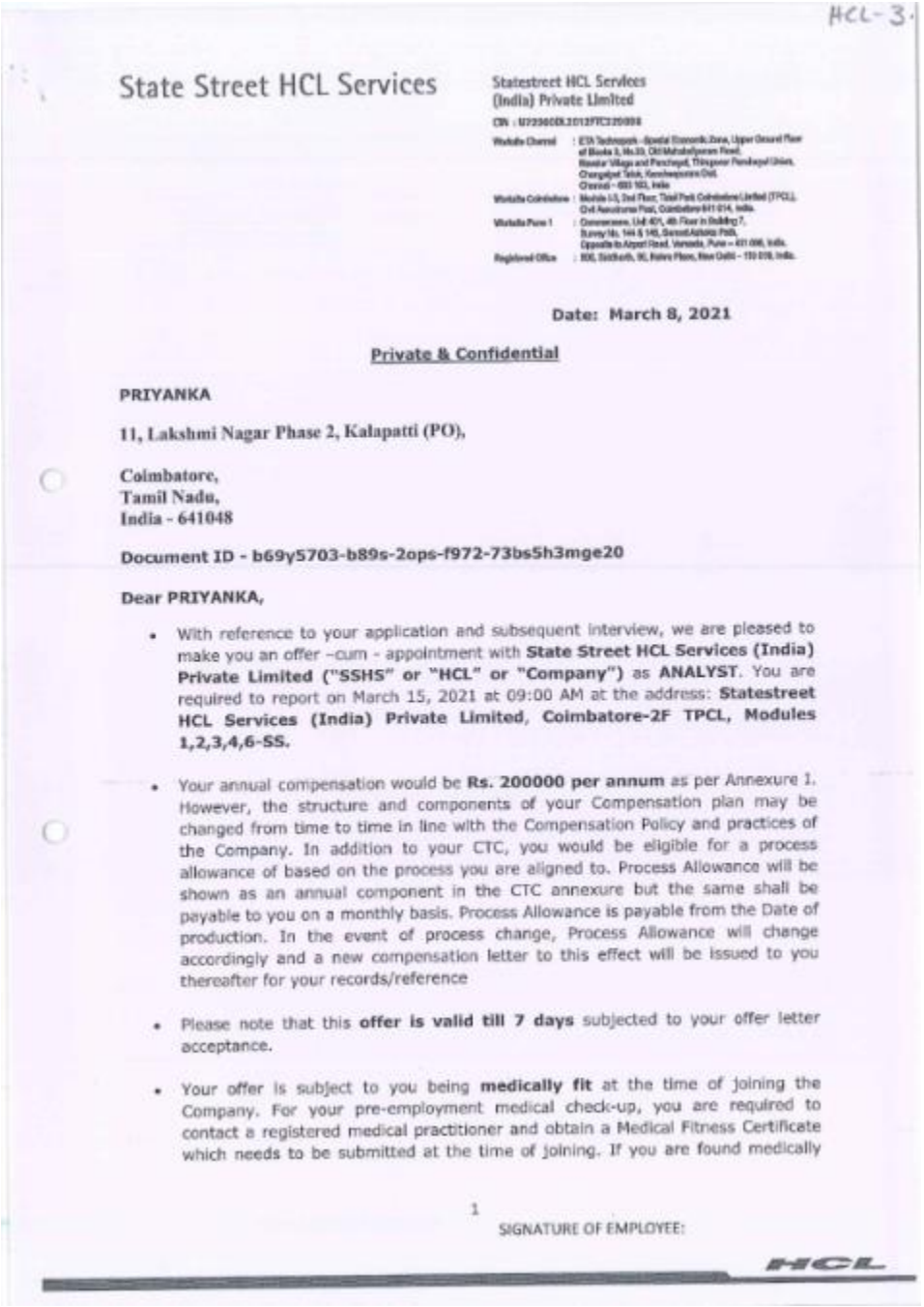
Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in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

13

SIGNATURE OF EMPLOYEE:

HCL

PRIYANKA – STATE STREET HCL SERVICES



HCL-3

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72200DL2012PTC320008

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: March 8, 2021

Private & Confidential

PRIYANKA

11, Lakshmi Nagar Phase 2, Kalapatti (PO),

Coimbatore,
Tamil Nadu,
India - 641048

Document ID - b69y5703-b89s-2ops-f972-73bs5h3mge20

Dear PRIYANKA,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure 1. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

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1

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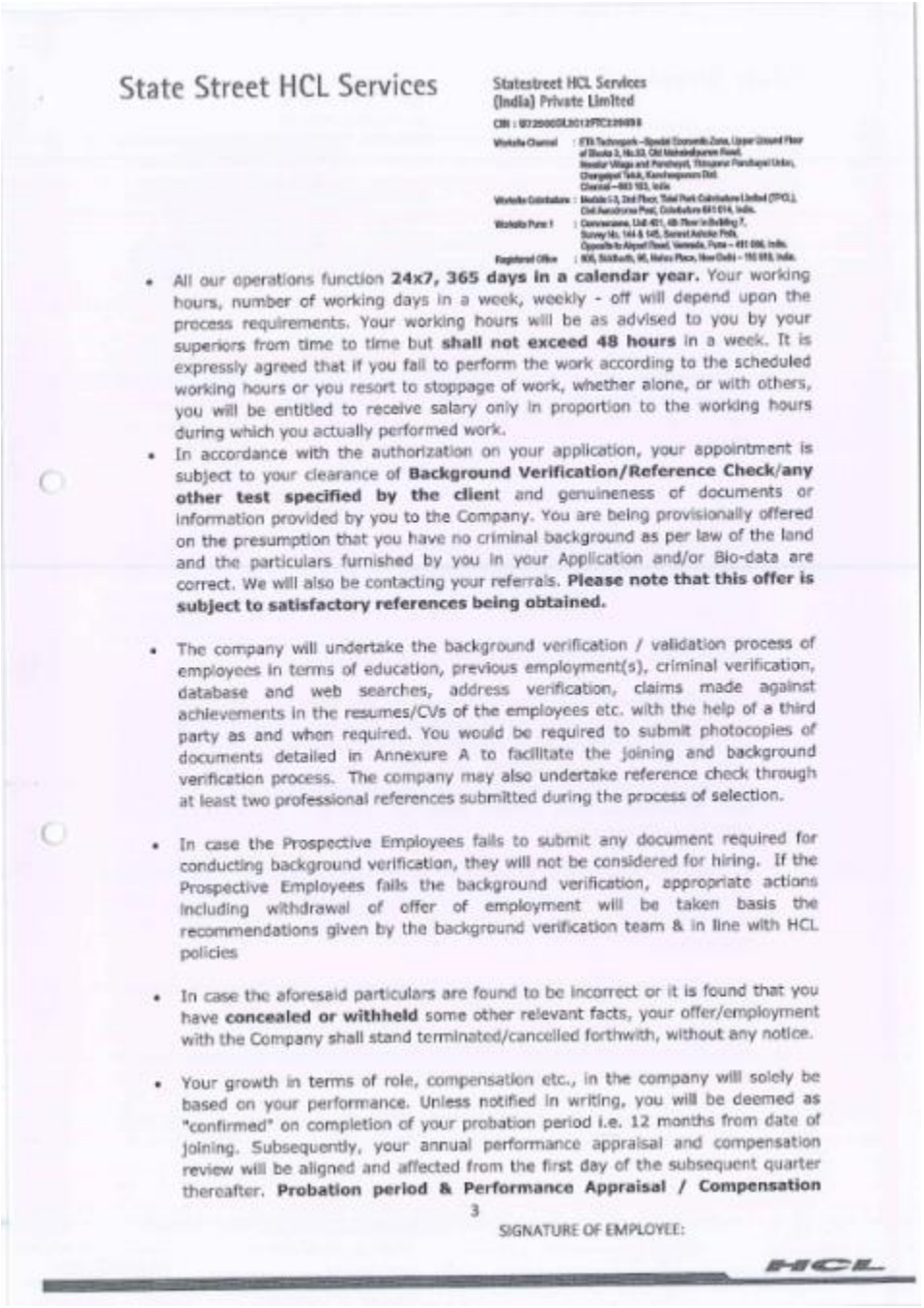

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
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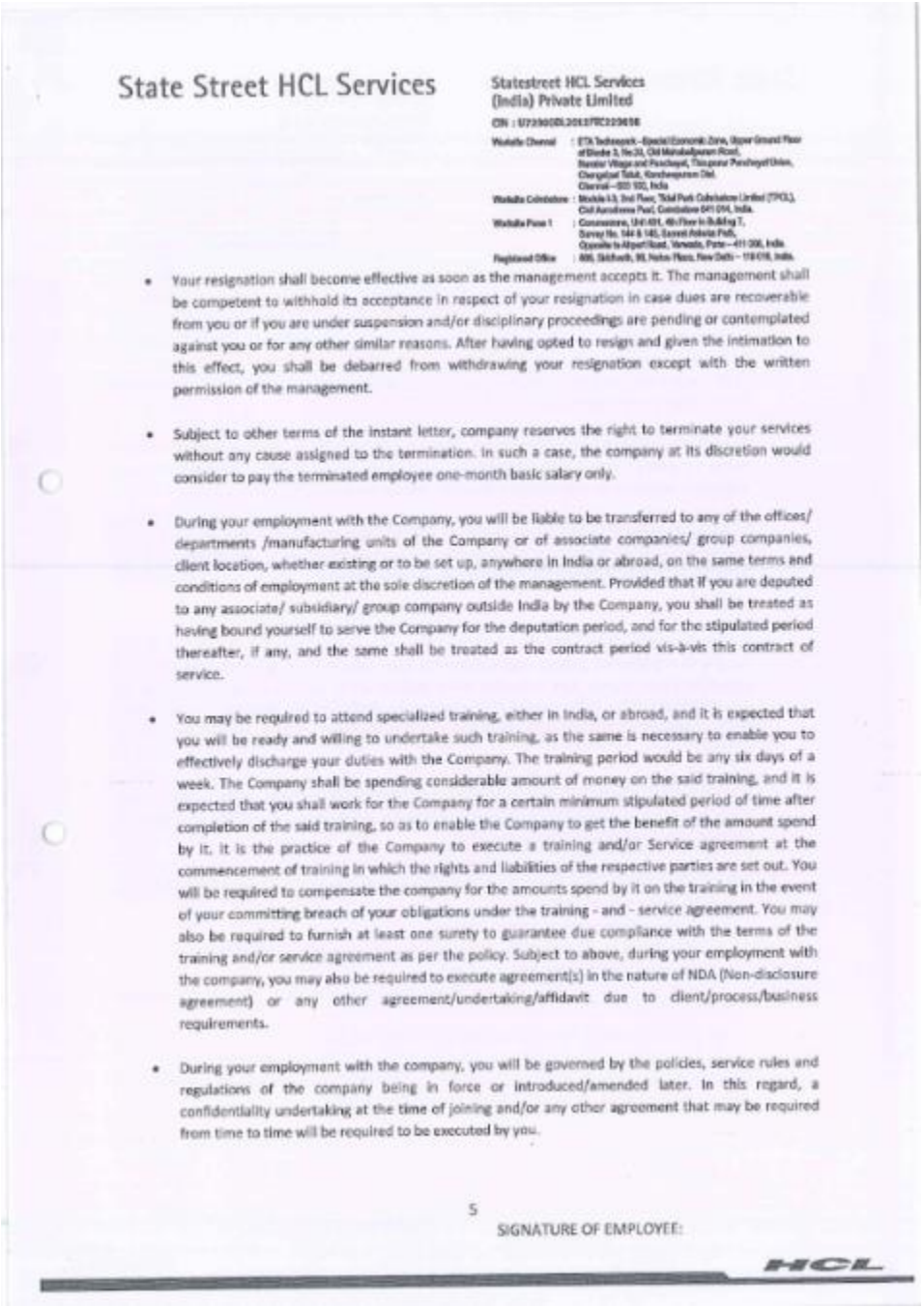

State Street HCL Services

Statestreet HCL Services (India) Private Limited

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- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

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5

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HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC233858

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You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

Annexure II

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PRE-EMPLOYMENT BACKGROUND VERIFICATION

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List of Documents required for joining-induction day

9

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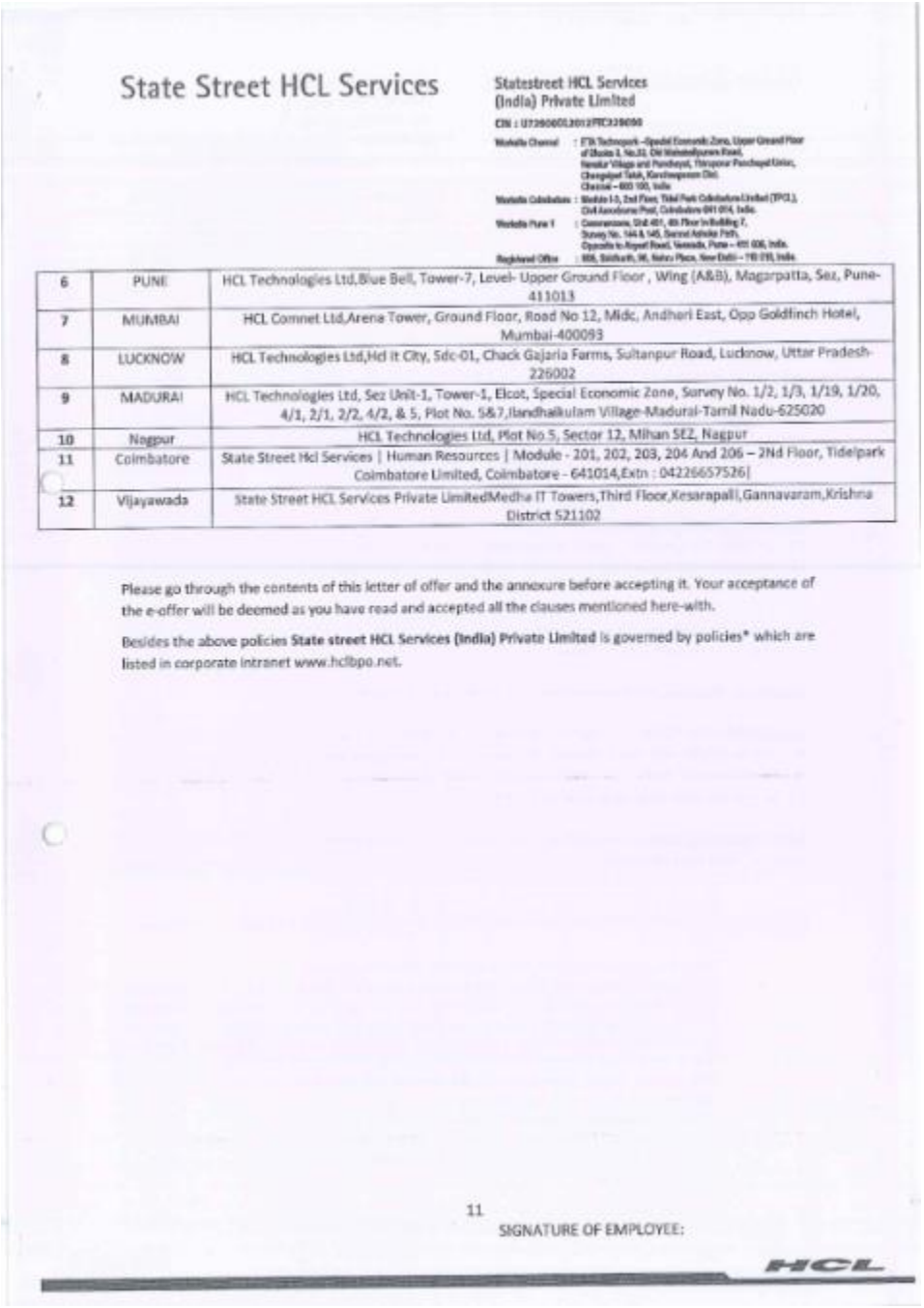

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
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9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No 5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
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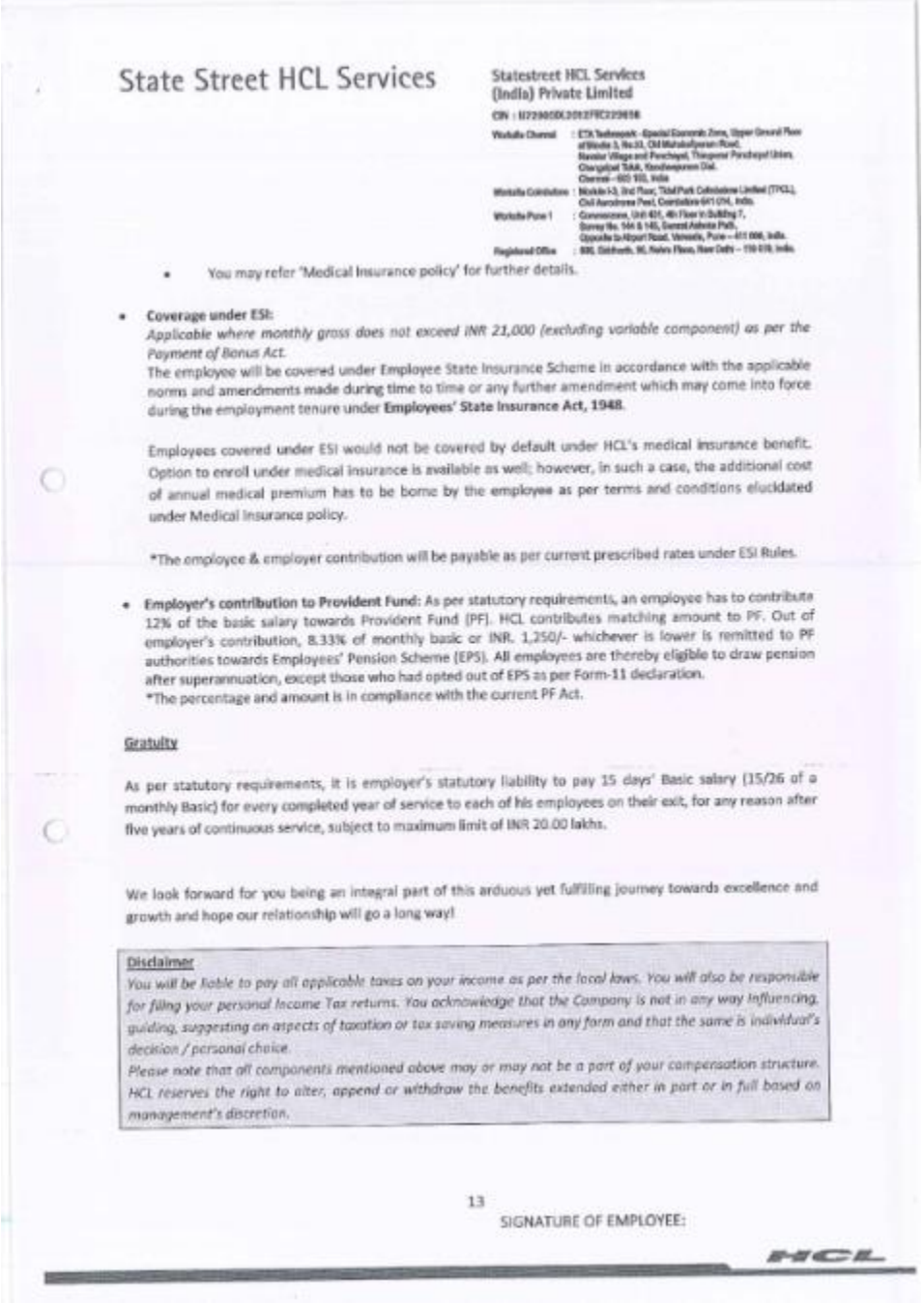

State Street HCL Services

Statestreet HCL Services (India) Private Limited

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

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

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

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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

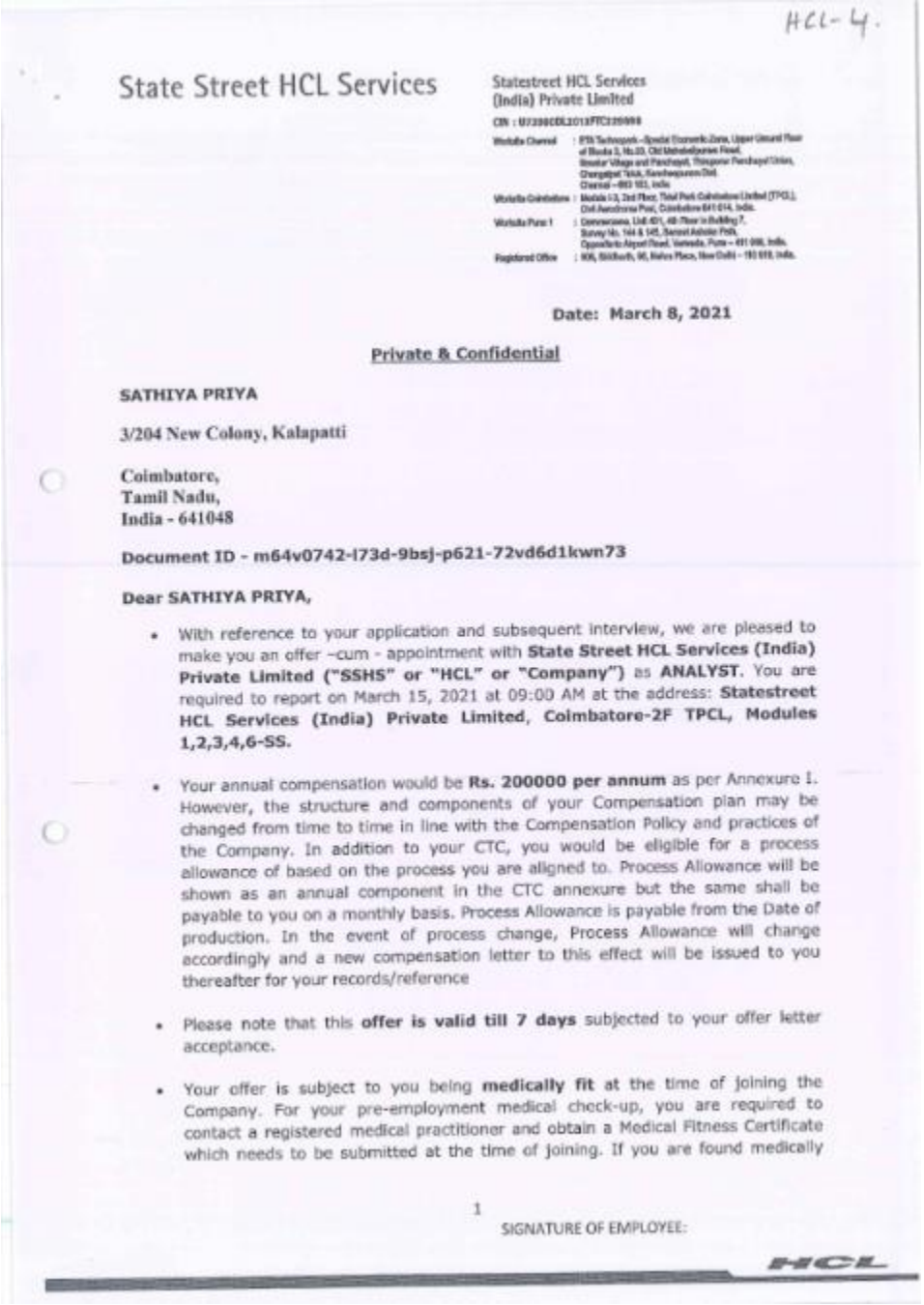
Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in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

13

SIGNATURE OF EMPLOYEE:

HCL

SATHIYA PRIYA – STATE STREET HCL SERVICES



HCL-4.

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72300DL2013PTC255999
Worksite Chennai : [illegible]
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1 : [illegible]
Registered Office : [illegible]

Date: March 8, 2021

Private & Confidential

SATHIYA PRIYA

3/204 New Colony, Kalapatti

Coimbatore,
Tamil Nadu,
India - 641048

Document ID - m64v0742-l73d-9bsj-p621-72vd6d1kwn73

Dear SATHIYA PRIYA,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

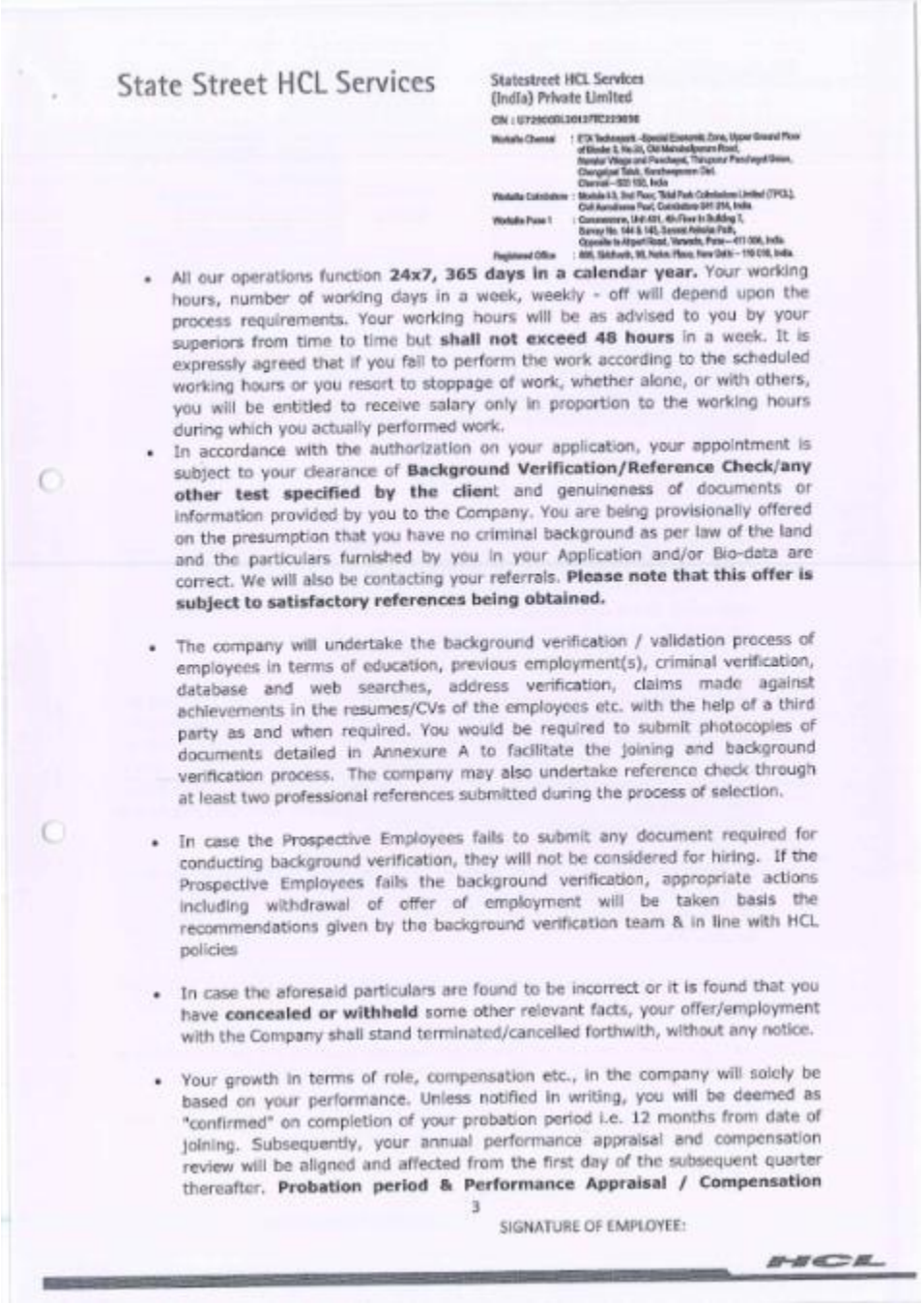
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

1

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2013PTC253858

Website Chennai : ETA Techspark -Special Economic Zone, Upper Ground Floor of Block 3, No.2A, Old Mahabalipuram Road, Siruseri Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Website Coimbatore : Module 4-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), No.4, Rajiv Gandhi Salai, Taramani, Chennai, Tamil Nadu 600113, India

Website Pune 1 : Cosmoserve, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Sassoon Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

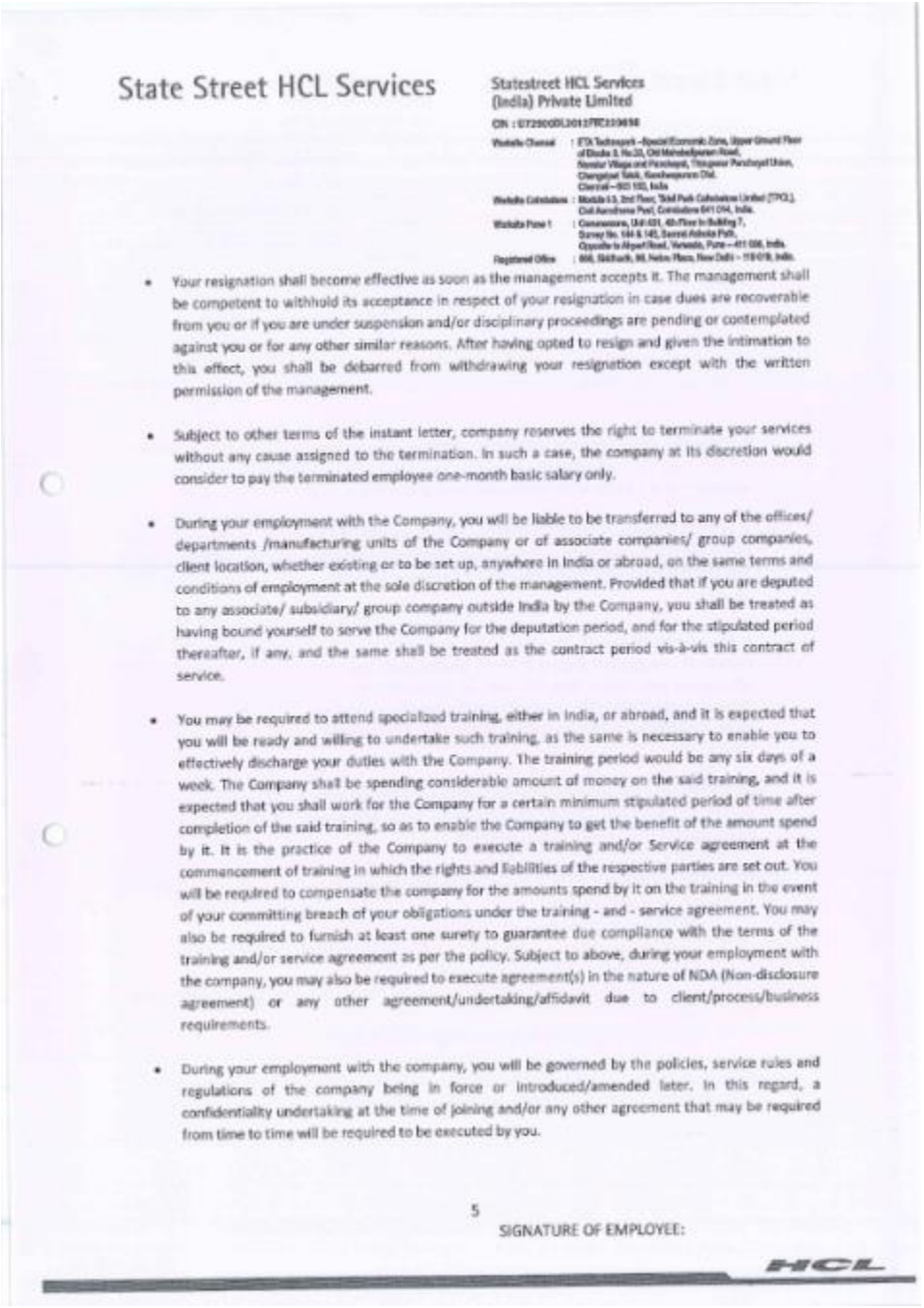
Registered Office : 809, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

3

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72200DL2011PTC228088

Website Chennai : [illegible]

Website Coimbatore : [illegible]

Website Pune 1 : [illegible]

Registered Office : [illegible]

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	**Highest Qualification** - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

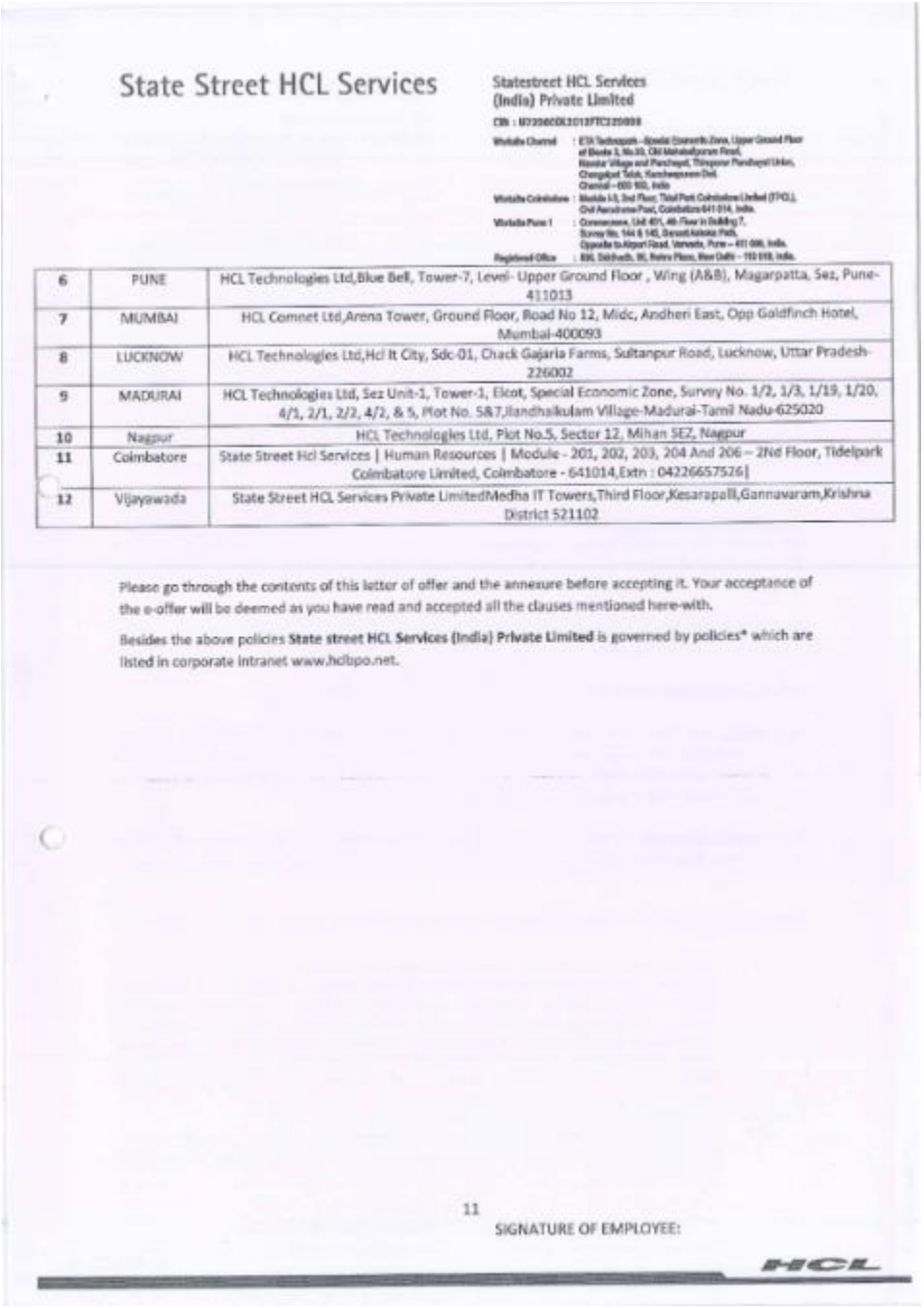
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining-Induction day

9

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72200DL2012PTC230088

Website Chennai : ETA Techospark - Special Economic Zone, Upper Ground Floor of Blocks 1, No.10, Old Mahabalipuram Road, Rajaiah Village and Panchayat, Thiruporur Pundiyal Uthiri, Chengalpet Taluk, Kancheepuram Dist. Chennai – 600 103., India

Website Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Website Pune 1 : Cornerstone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Baravati Amboka Path, Opposite to Airport Road, Viman Nagar, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526]
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

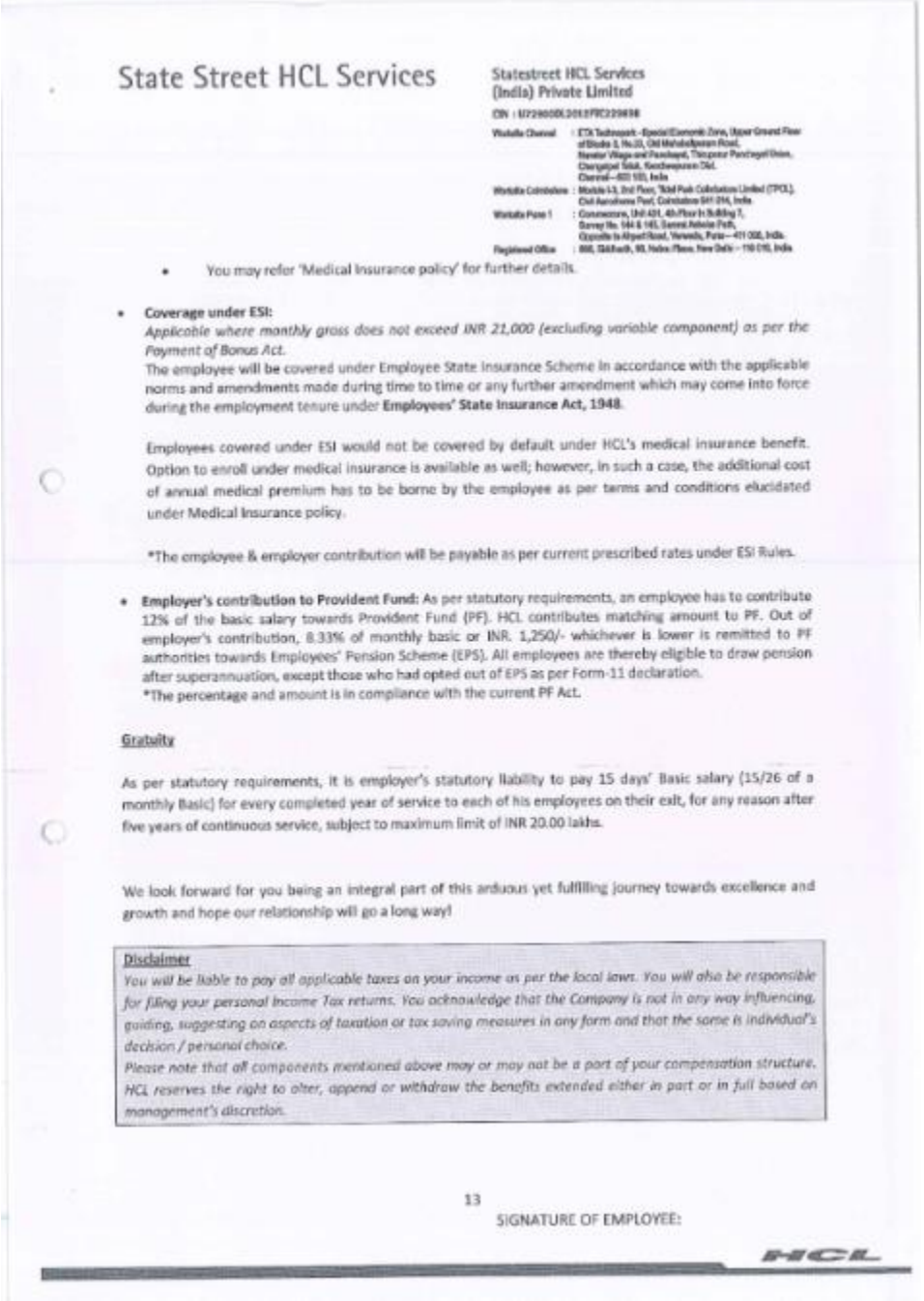
Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

11

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
  The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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

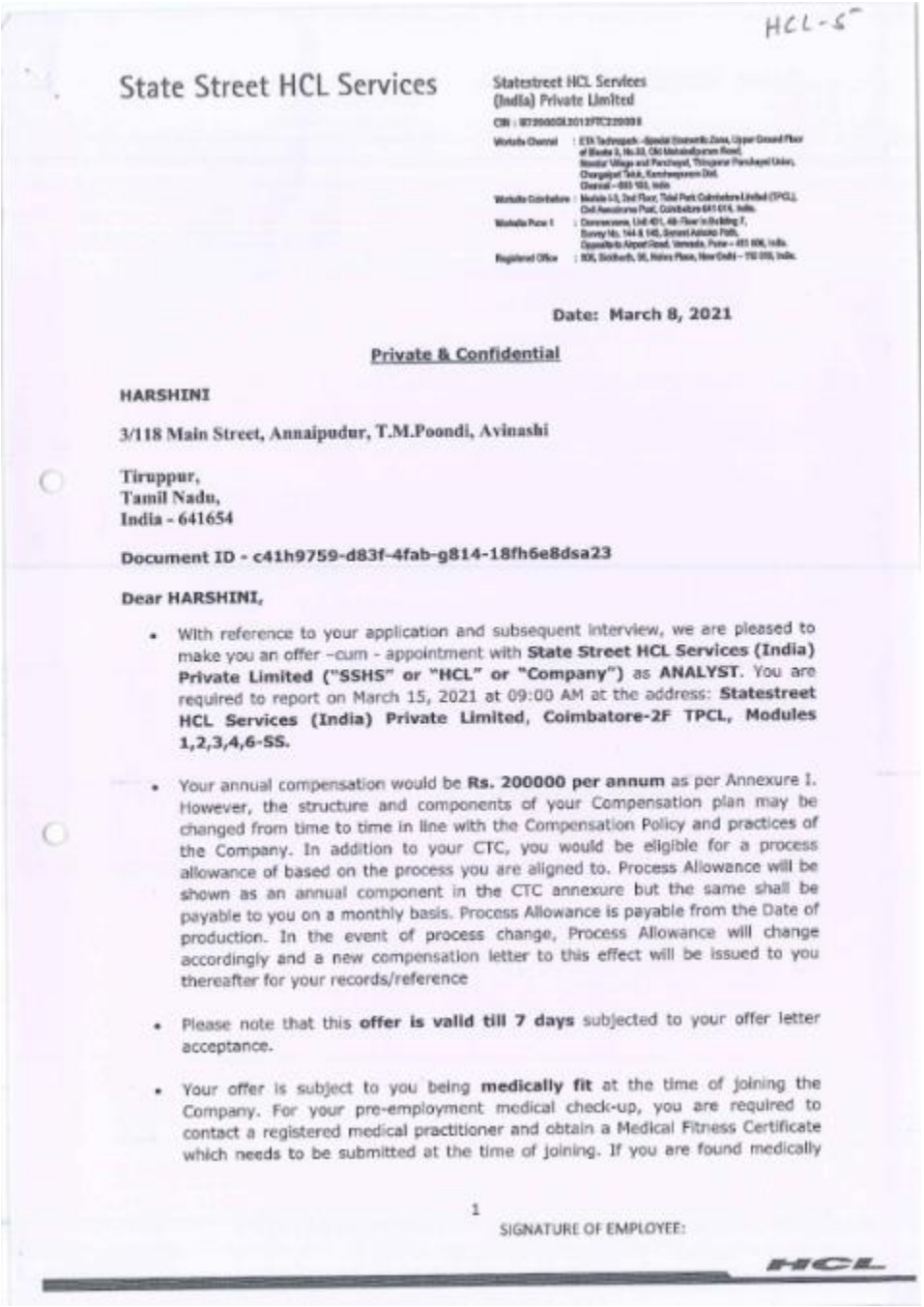
Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in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

13

SIGNATURE OF EMPLOYEE:

HCL

HARSHINI – STATE STREET HCL SERVICES



HCL-S

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2012PTC230088

Worksite Chennai : ETA Techspark -Special Economic Zone, Upper Ground Floor of Blocks 2, No.33, Old Mahabalipuram Road, Sholinganallur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 600 119, India.

Worksite Coimbatore : Module 1-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Cerebrum, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Somatel Ashoka Path, Opposite to Airport Road, Vimanda, Pune – 411 006, India.

Registered Office : 806, Skipper, 95, Nehru Place, New Delhi – 110 019, India.

Date: March 8, 2021

Private & Confidential

HARSHINI

3/118 Main Street, Annaipudur, T.M.Poondi, Avinashi

Tiruppur,
Tamil Nadu,
India - 641654

Document ID - c41h9759-d83f-4fab-g814-18fh6e8dsa23

Dear HARSHINI,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

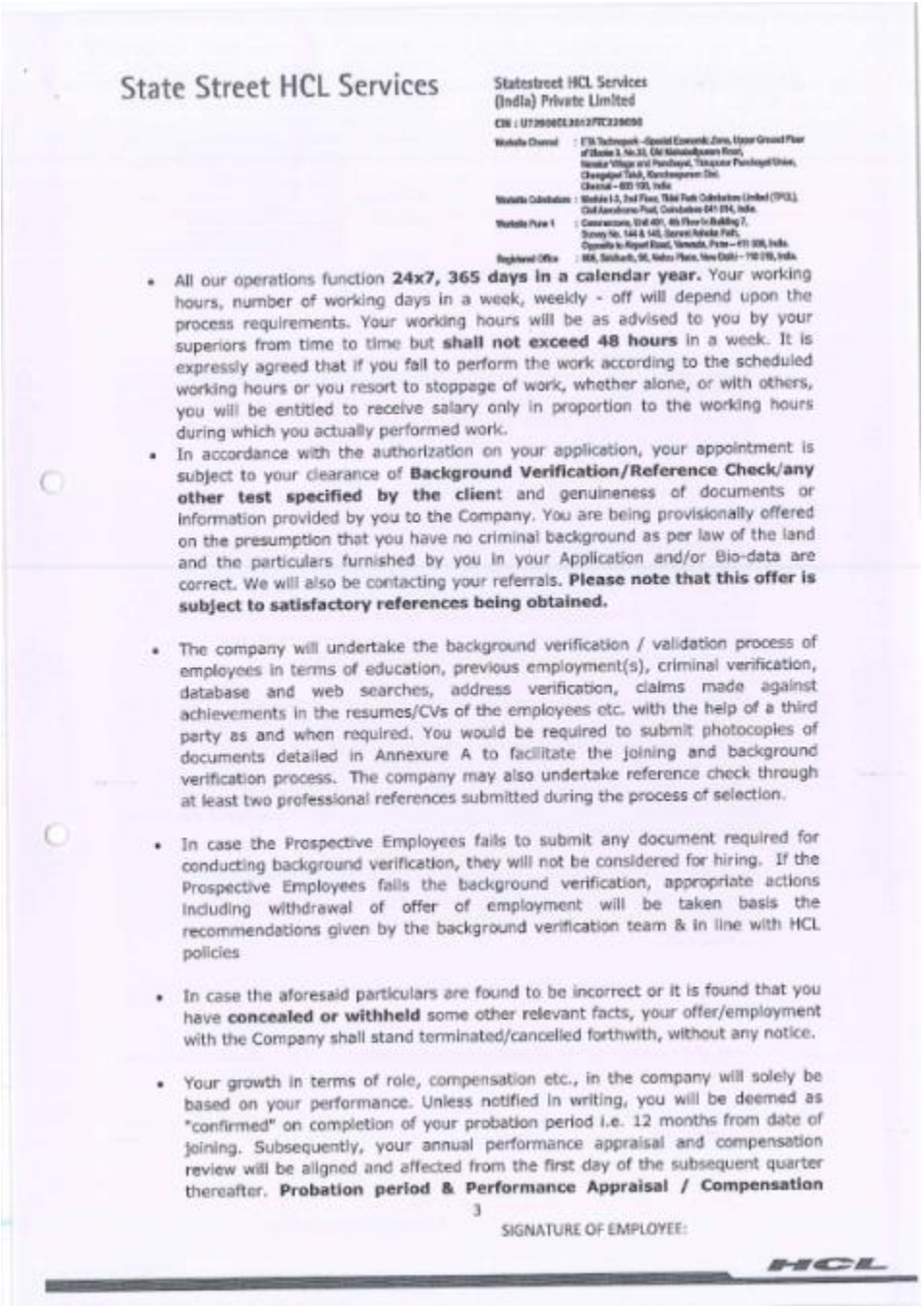
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

1

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

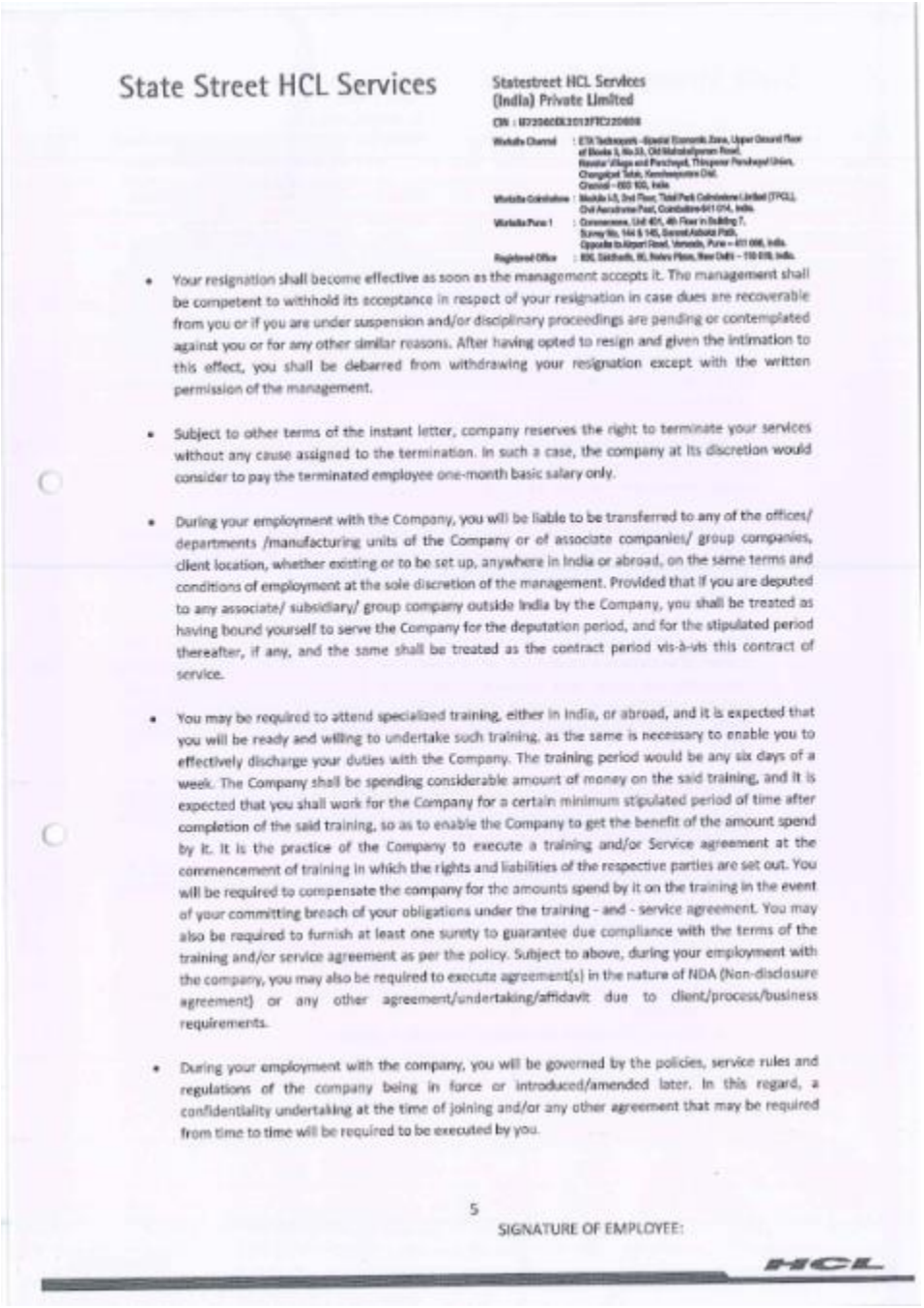
Statestreet HCL Services
(India) Private Limited

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

3

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012FTC239098

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.
You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012PTC233690

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	**Highest Qualification** - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

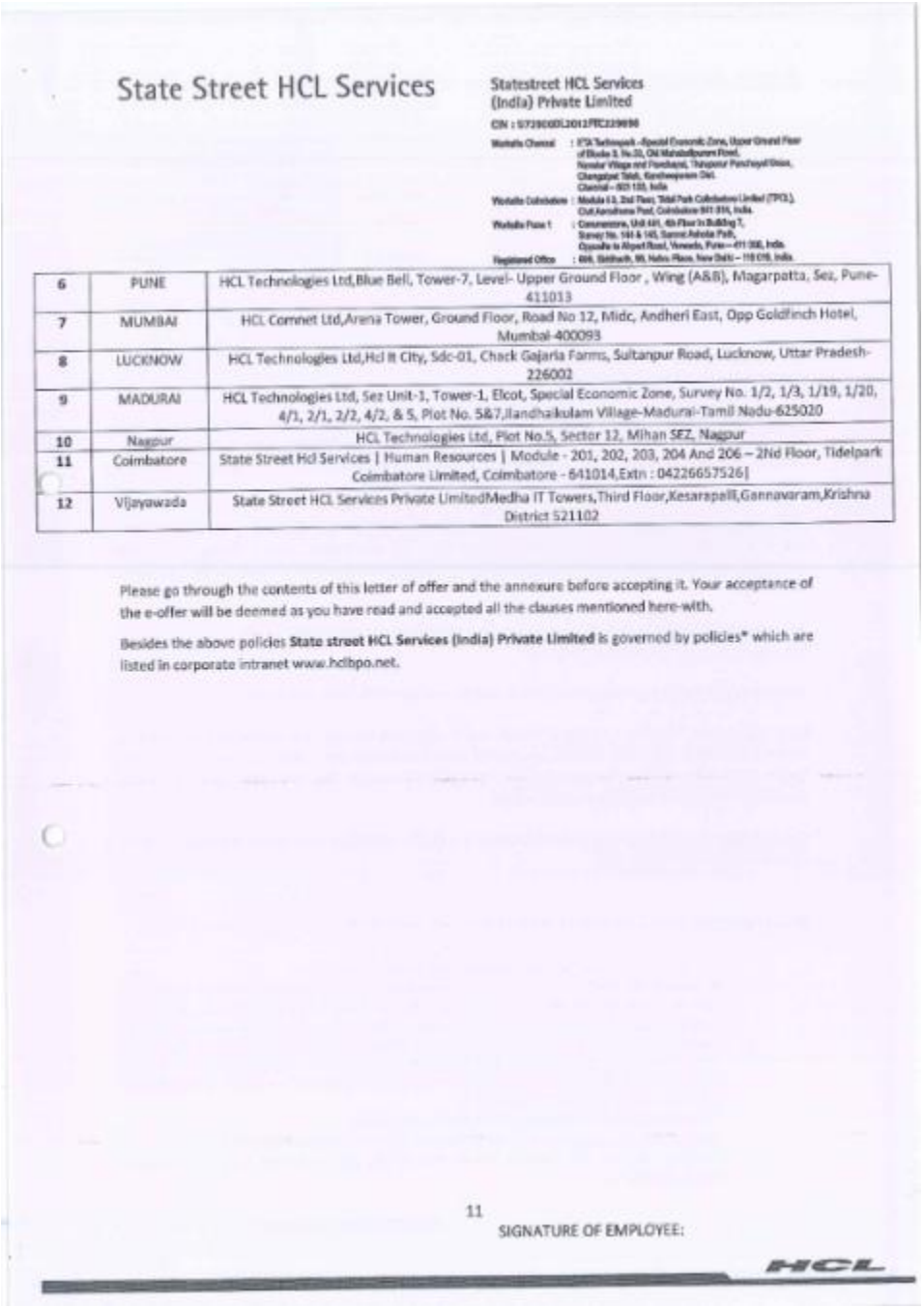
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining-Induction day

9

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

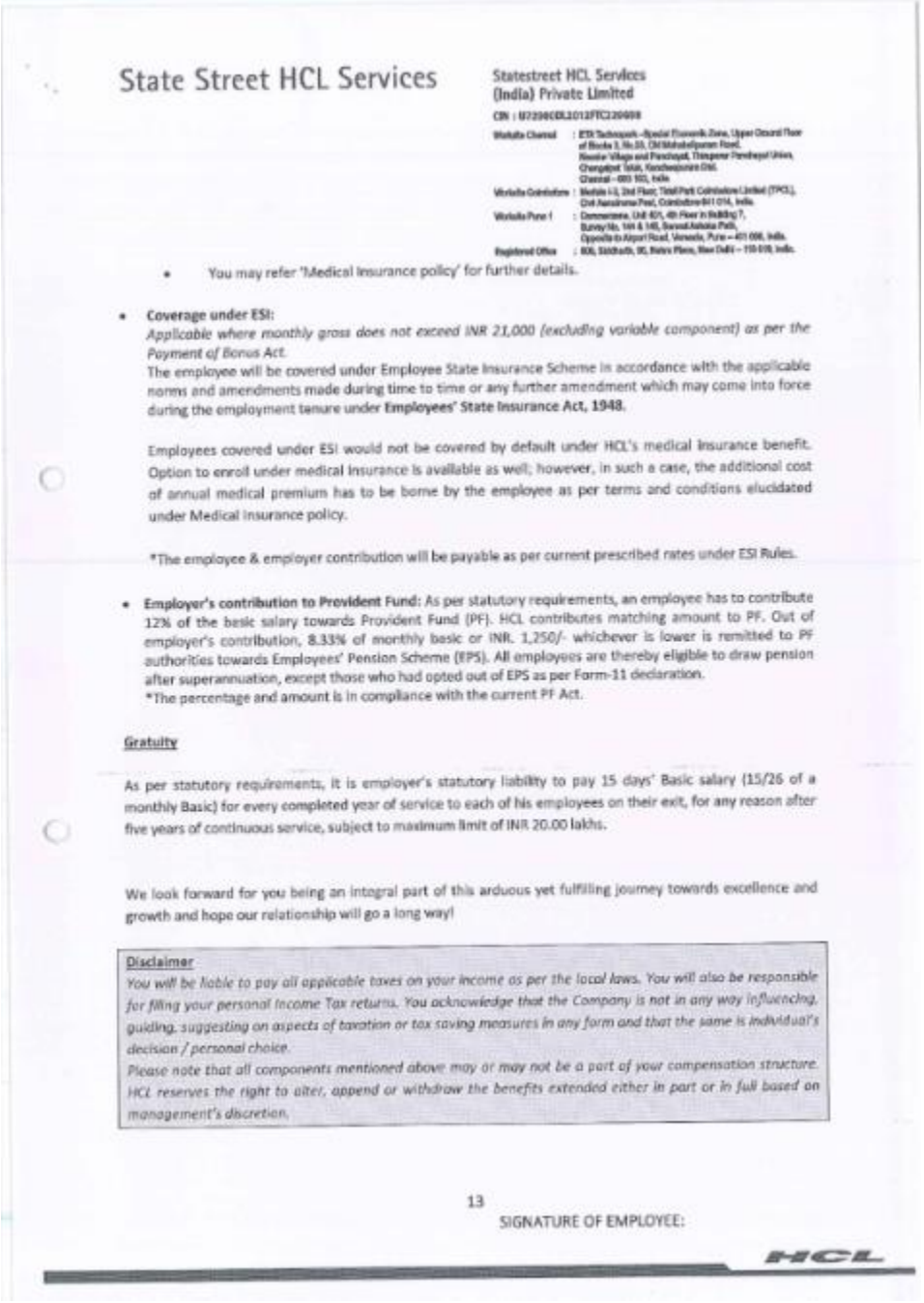
Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

11

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
  The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

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

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

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

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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

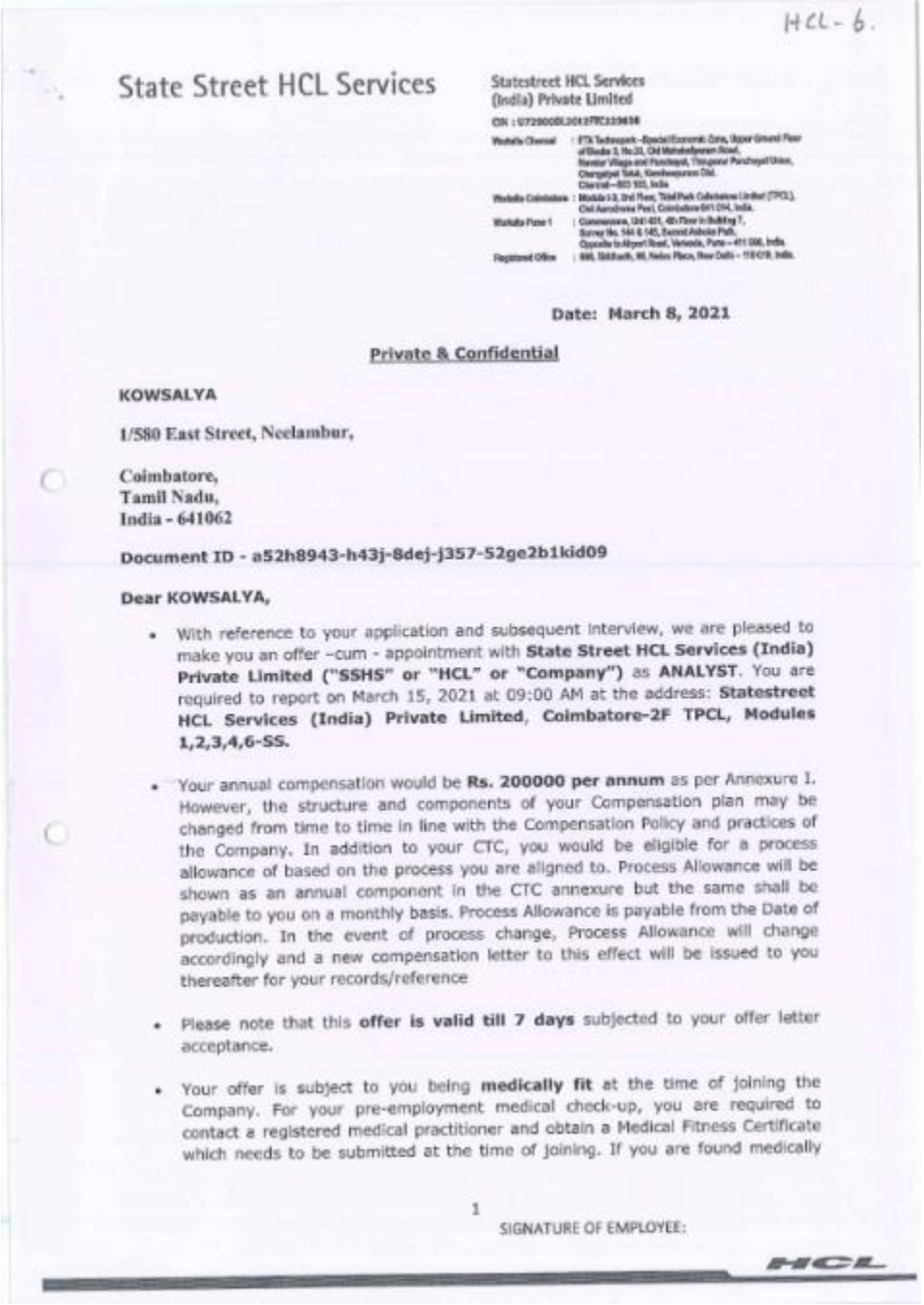
Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in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

13

SIGNATURE OF EMPLOYEE:

HCL

KOWSALYA – STATE STREET HCL SERVICES



HCL - 6.

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012PTC233838

Website Chennai : ETA Techspark - Special Economic Zone, Upper Ground Floor of Block 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Website Coimbatore : Module 1-3, 2nd Floor, "TIDEL Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Website Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Kennet Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

Registered Office : 606, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: March 8, 2021

Private & Confidential

KOWSALYA

1/580 East Street, Neelambur,

Coimbatore,
Tamil Nadu,
India - 641062

Document ID - a52h8943-h43j-8dej-j357-52ge2b1kid09

Dear KOWSALYA,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure 1. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

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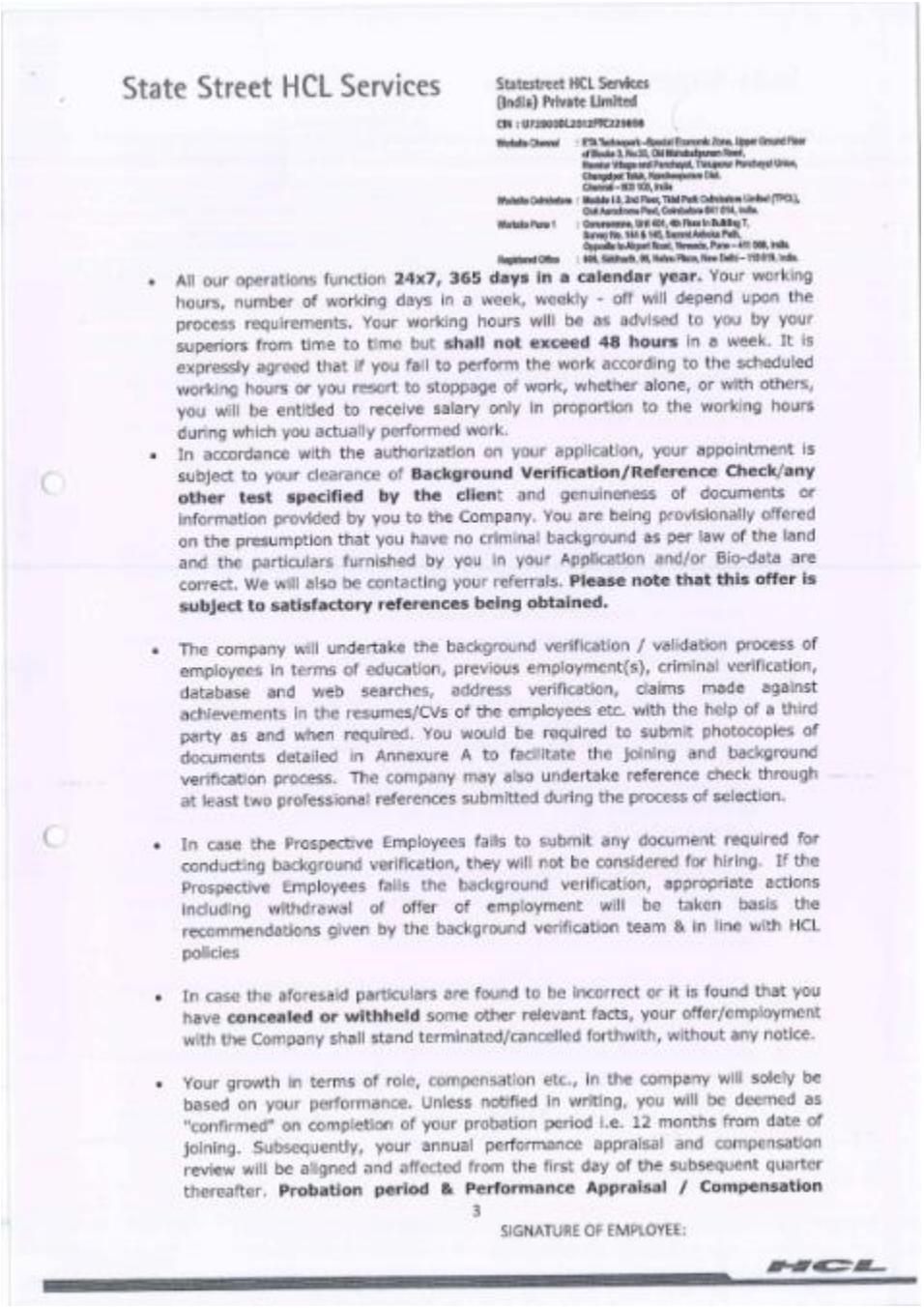

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

3

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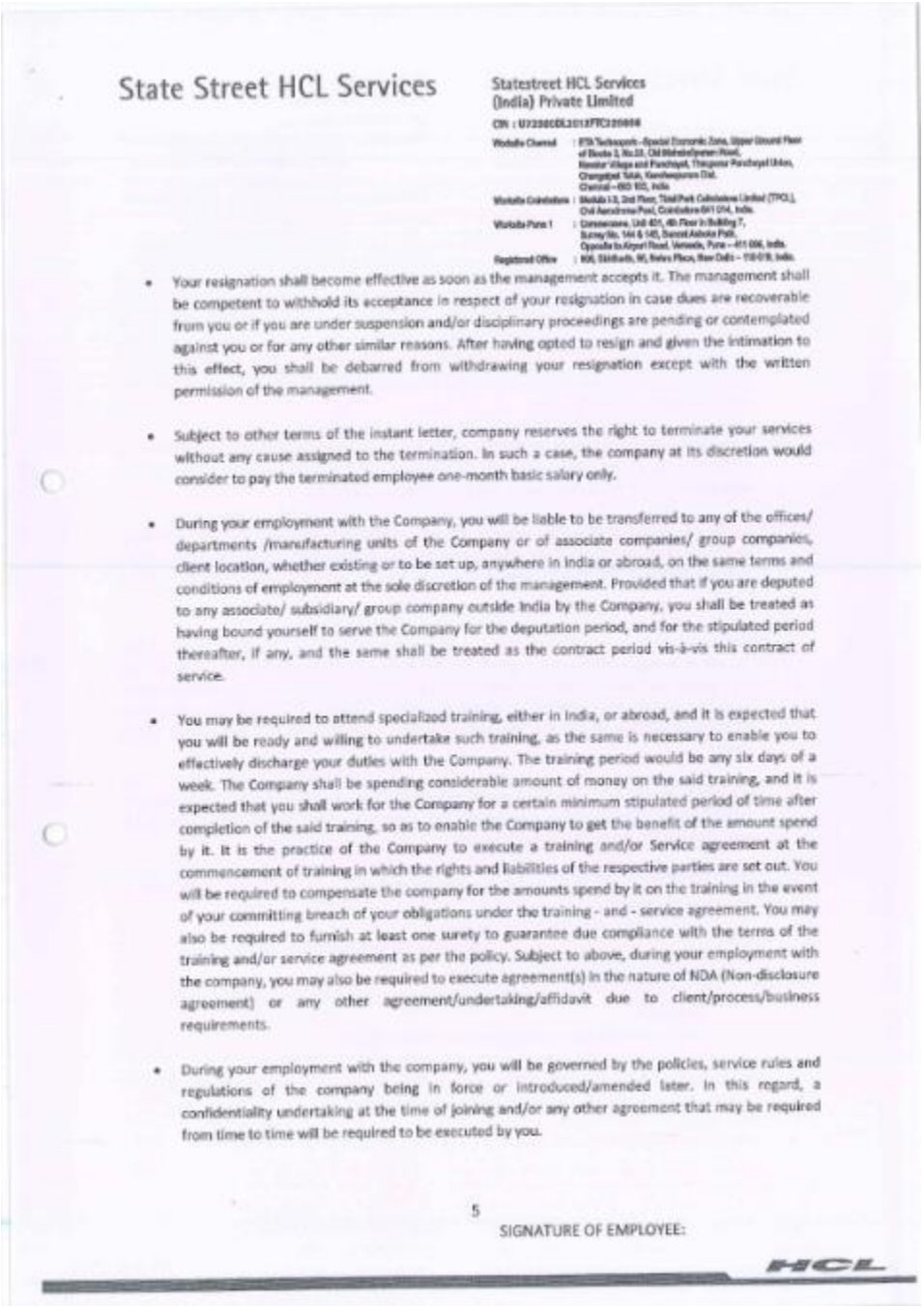

State Street HCL Services

Statestreet HCL Services (India) Private Limited

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2012PTC239090

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.
You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	**Highest Qualification** - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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List of Documents required for joining-Induction day

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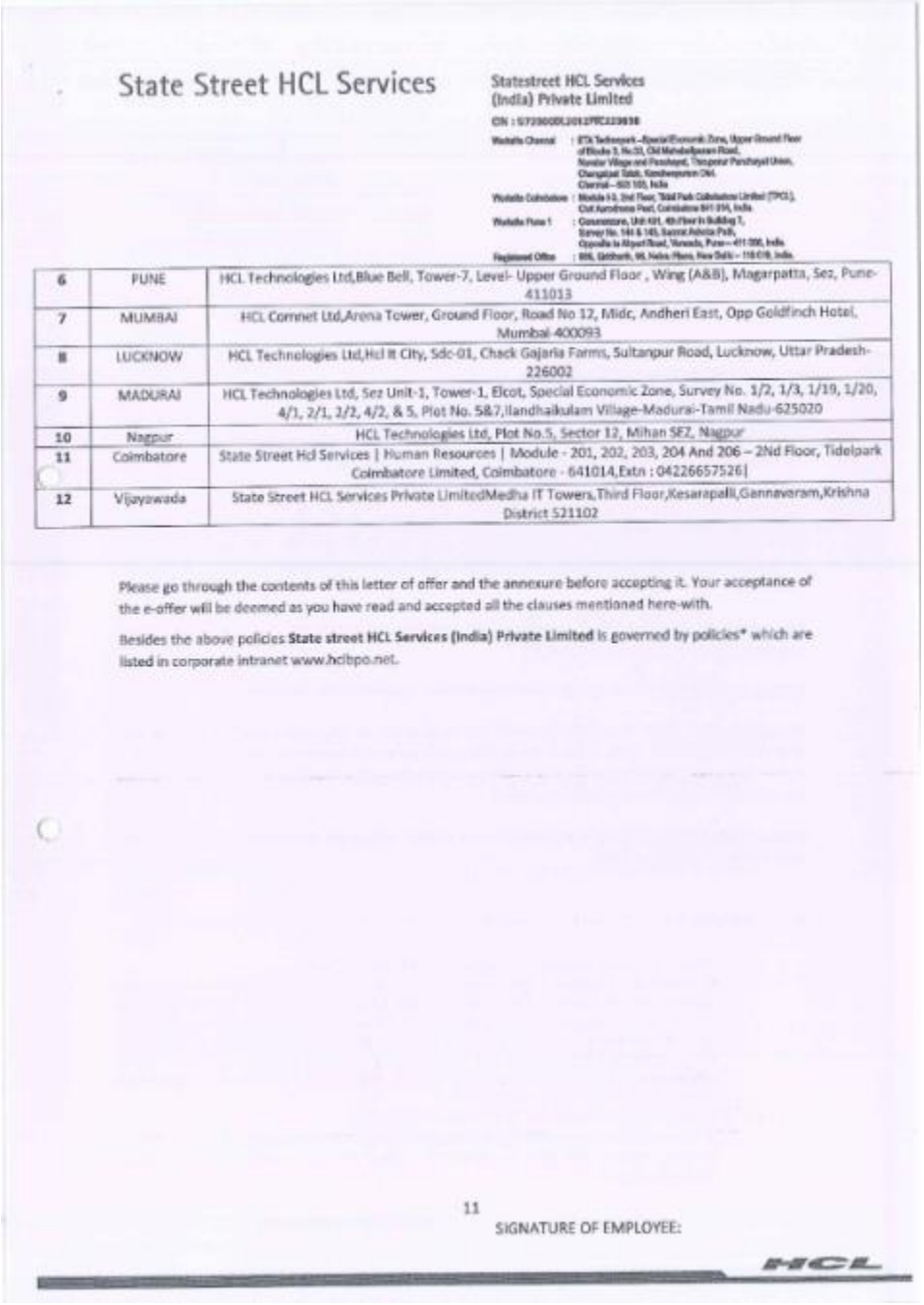

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
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8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
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11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
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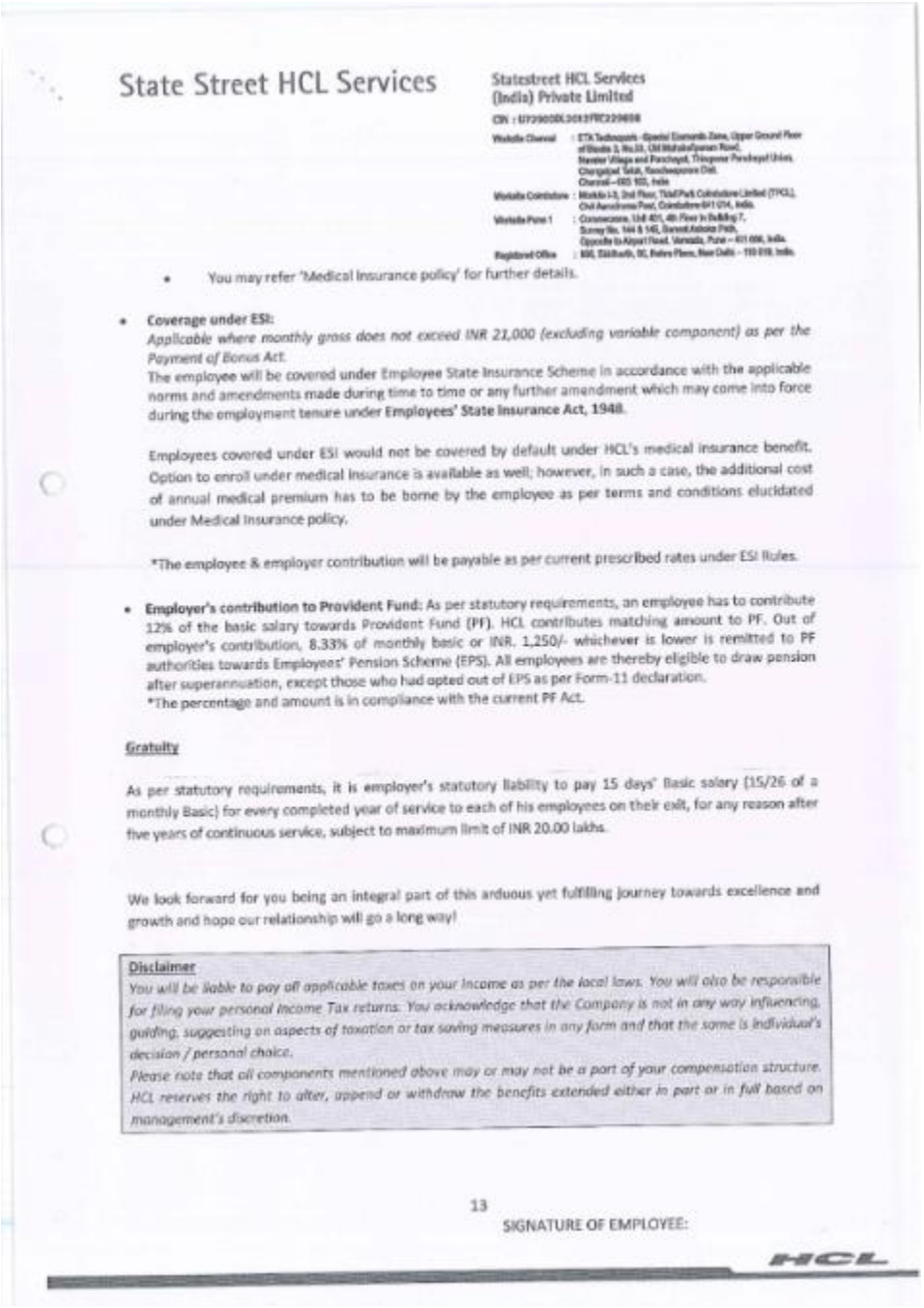

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2013FTC259858

Worksite Chennai : ETA Technopark - Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kanchipuram Dist, Chennai—603 103, India

Worksite Coimbatore : Module I-3, 3rd Floor, TIDEL Park Coimbatore Limited (TPCL), Old Avinashi Road, Coimbatore-641 014, India.

Worksite Pune 1 : Connaissance, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Ganesh Ashoka Path, Opposite to Alpine Floral, Varvade, Pune – 411 048, India.

Registered Office : 800, Tolstoy, 15, Rohini Place, New Delhi – 110 019, India.

- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
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We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer
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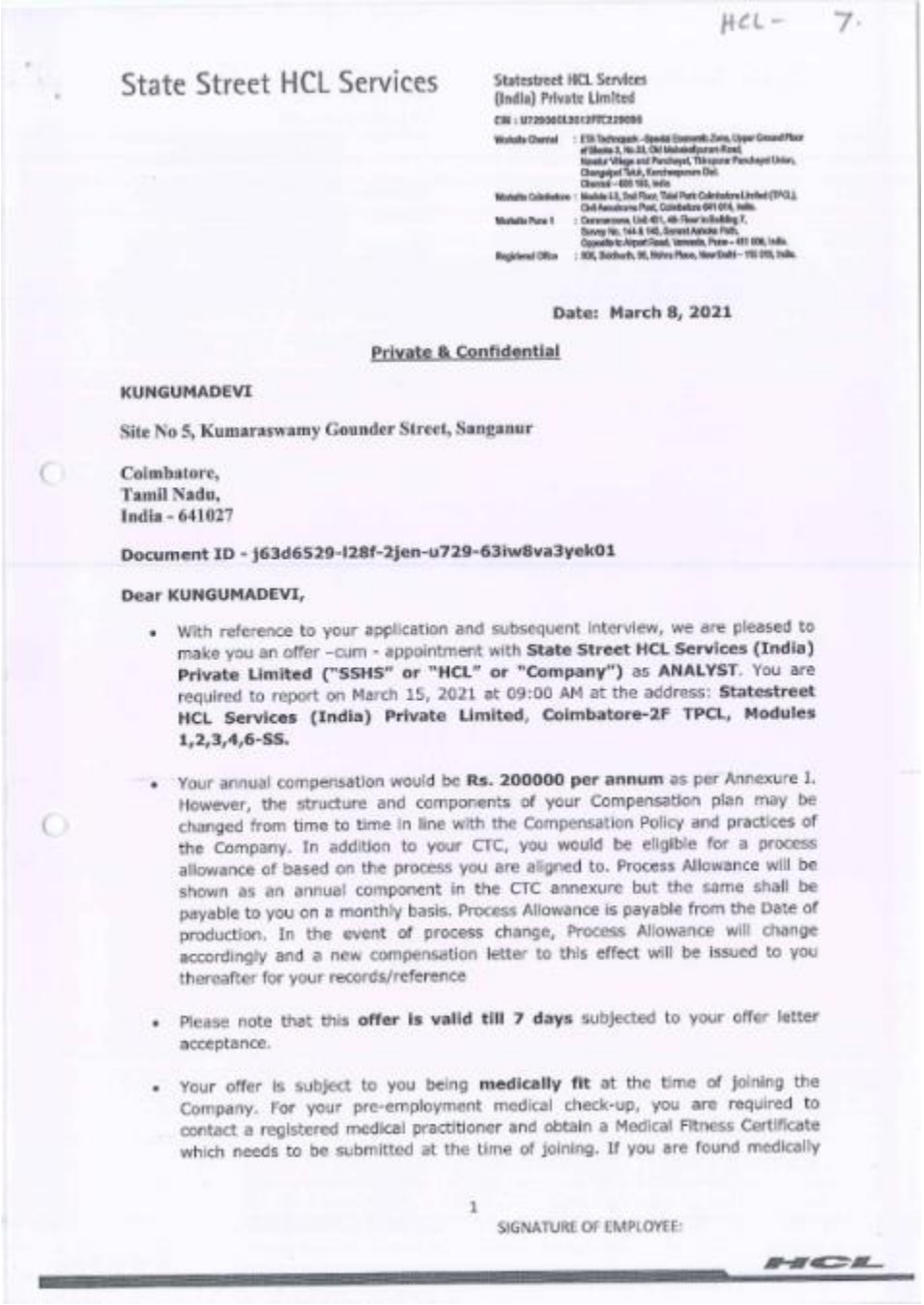
13

SIGNATURE OF EMPLOYEE:

HCL

KUNGUMADEVI – STATE STREET HCL SERVICES



HCL- 7.

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900TN2012PTC229090

Module Chennai : ETA Techspark - Special Economic Zone, Upper Ground Floor of Block 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 600 130, India

Module Coimbatore : Module 1,2,3, Dual Floor, Total Port Coimbatore Limited (TPCL), Chidambaram Post, Coimbatore 641 014, India.

Module Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Somatne Article Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

Registered Office : 806, Bathurst, 90, Nehru Place, New Delhi – 110 019, India.

Date: March 8, 2021

Private & Confidential

KUNGUMADEVI

Site No 5, Kumaraswamy Gounder Street, Sanganur

Coimbatore,
Tamil Nadu,
India - 641027

Document ID - j63d6529-l28f-2jen-u729-63iw8va3yek01

Dear KUNGUMADEVI,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure 1. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

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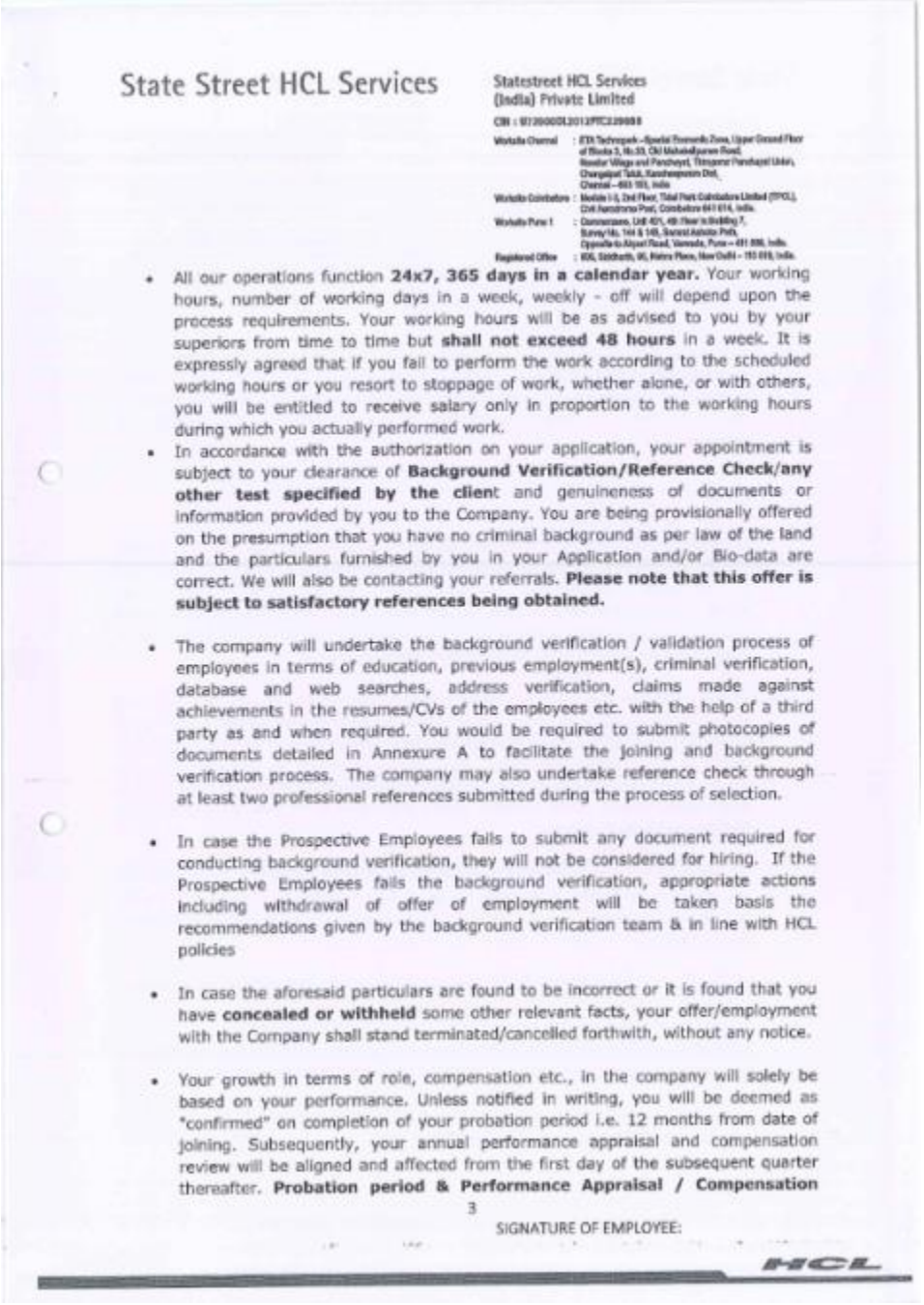

State Street HCL Services

Statestreet HCL Services
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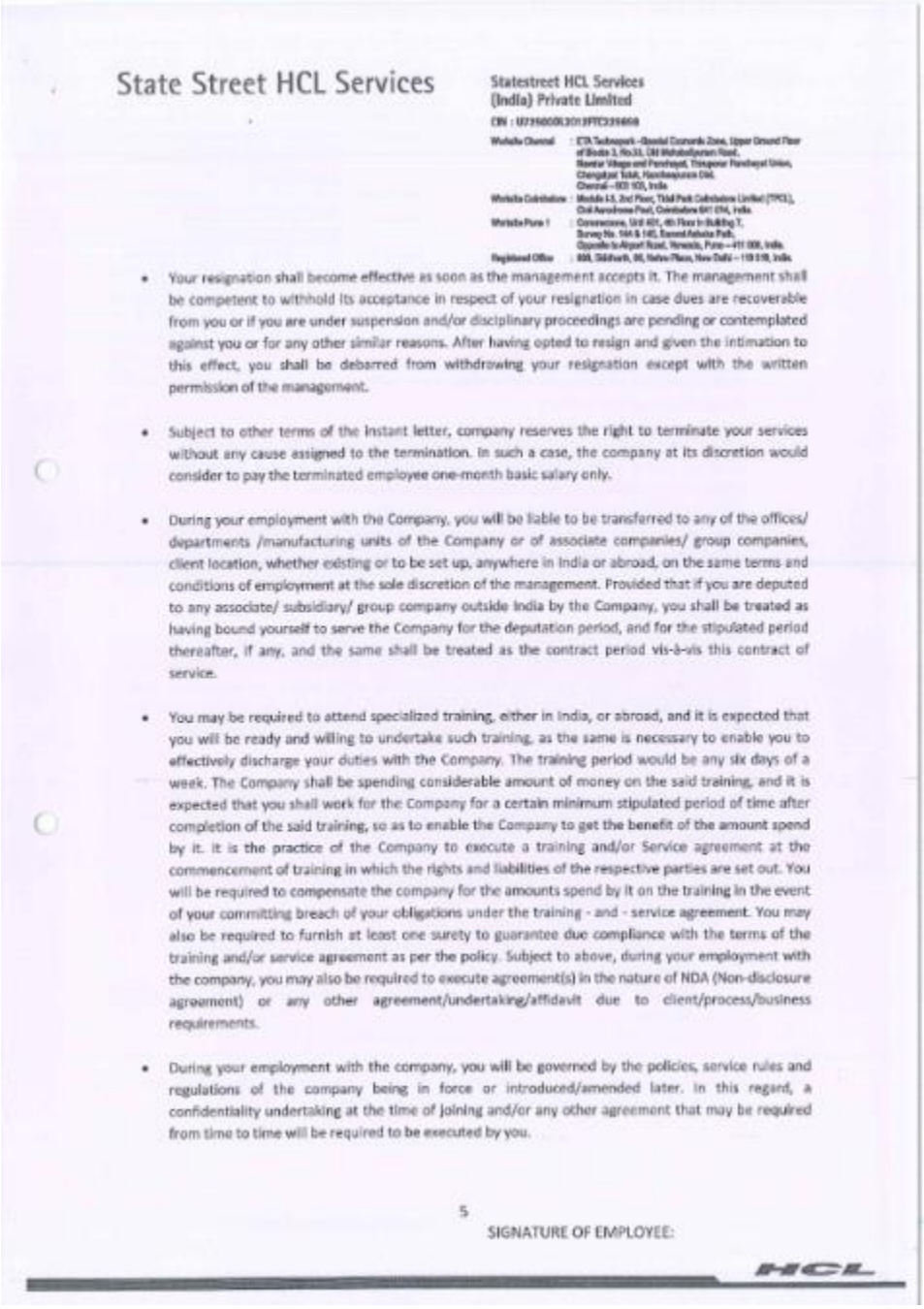

State Street HCL Services

Statestreet HCL Services
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- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2015FTC283838

Website Chennai : ETA Techspark -Special Economic Zone, Upper Ground Floor of Block 3, No.10, Old Mahabalipuram Road, Karayar Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Website Coimbatore : Module 4.3, 2nd Floor, Tidal Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Website Pune 1 : Cosmos Zeta, Unit 401, 4th Floor in Building T, Survey No. 144 & 145, Sumit Ashoka Park, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

Registered Office : 909, Siddharth, 90, Nehru Place, New Delhi – 110 019, India.

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2012FTC239038

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	**Highest Qualification** - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

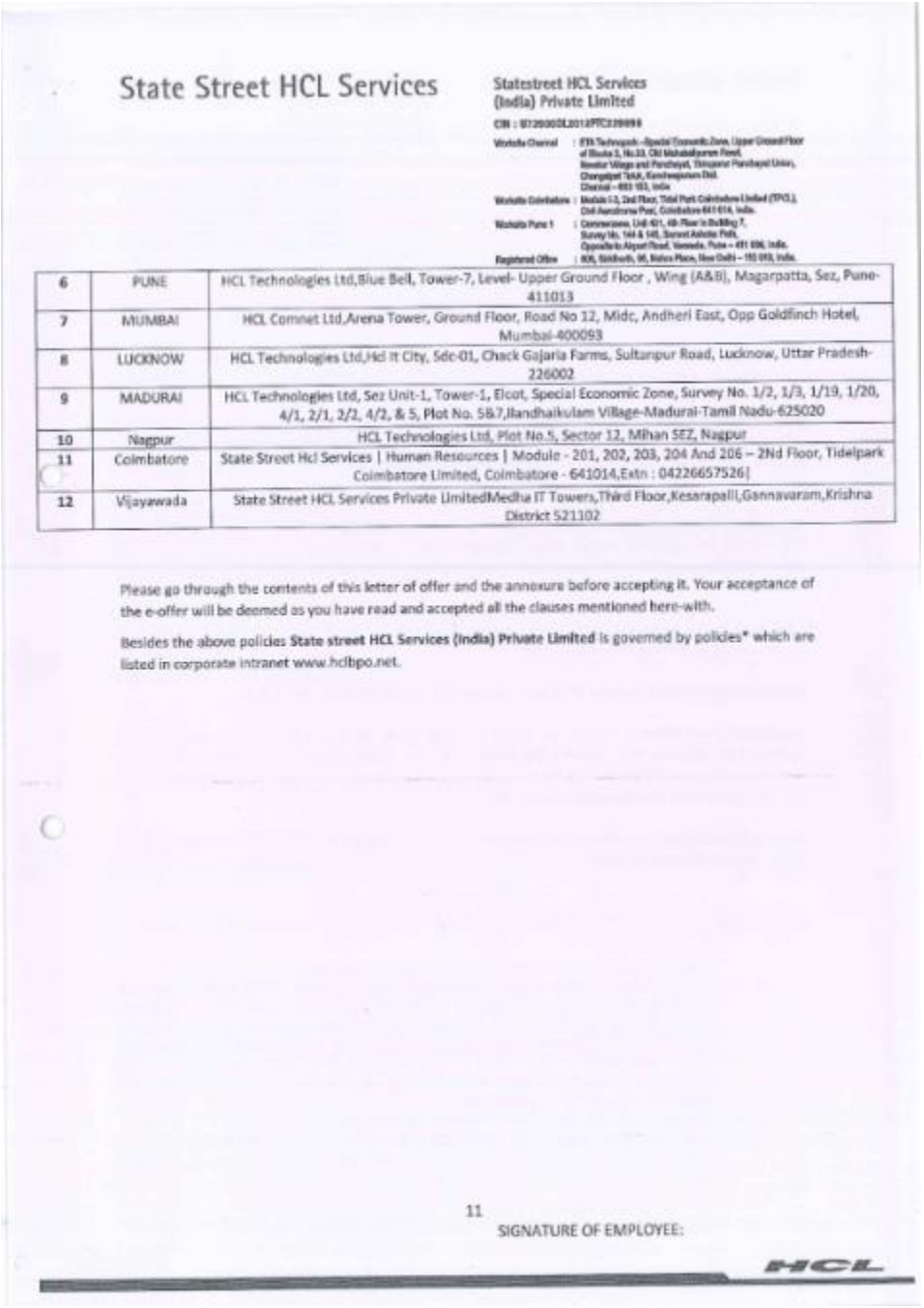
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for Joining-Induction day

9

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC239099

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

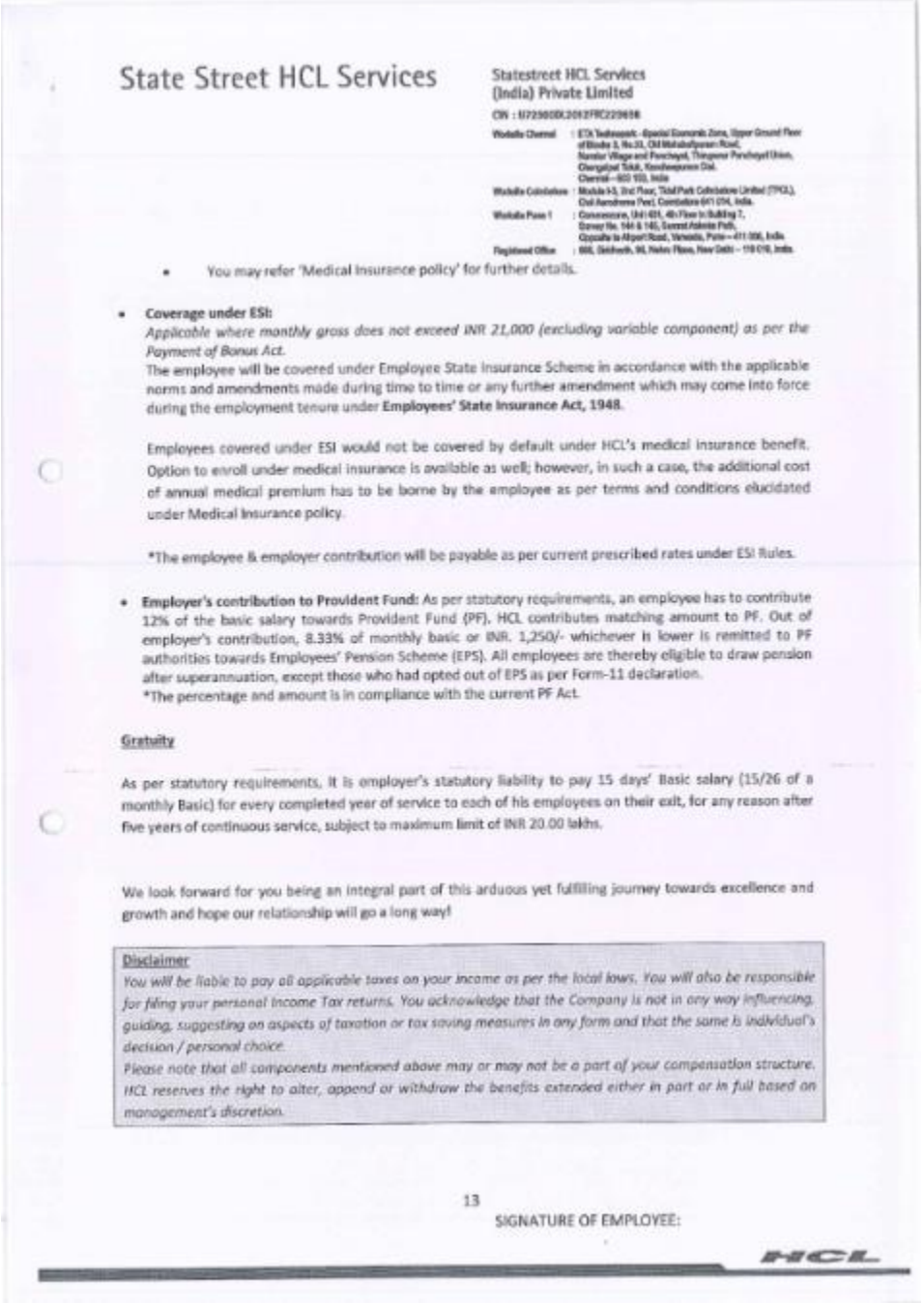
Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

11

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
  The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

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

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

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

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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

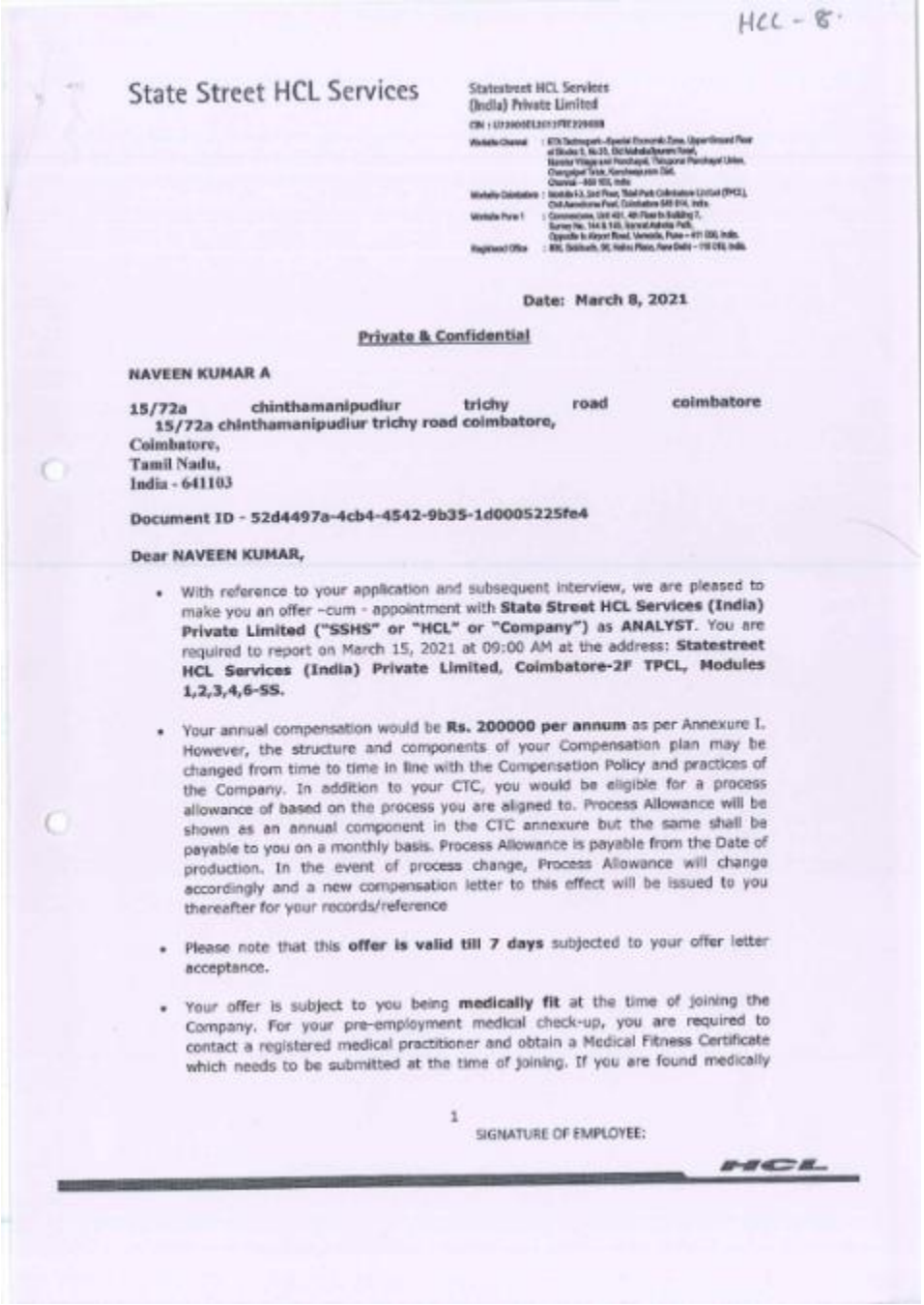
Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in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

13

SIGNATURE OF EMPLOYEE:

HCL

NAVEEN KUMAR A – STATE STREET HCL SERVICES



HCL - 8

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900TZ2017PTC029088

Registered Office : 8th, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: March 8, 2021

Private & Confidential

NAVEEN KUMAR A

15/72a chinthamanipudiur trichy road coimbatore
15/72a chinthamanipudiur trichy road coimbatore,
Coimbatore,
Tamil Nadu,
India - 641103

Document ID - 52d4497a-4cb4-4542-9b35-1d0005225fe4

Dear NAVEEN KUMAR,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

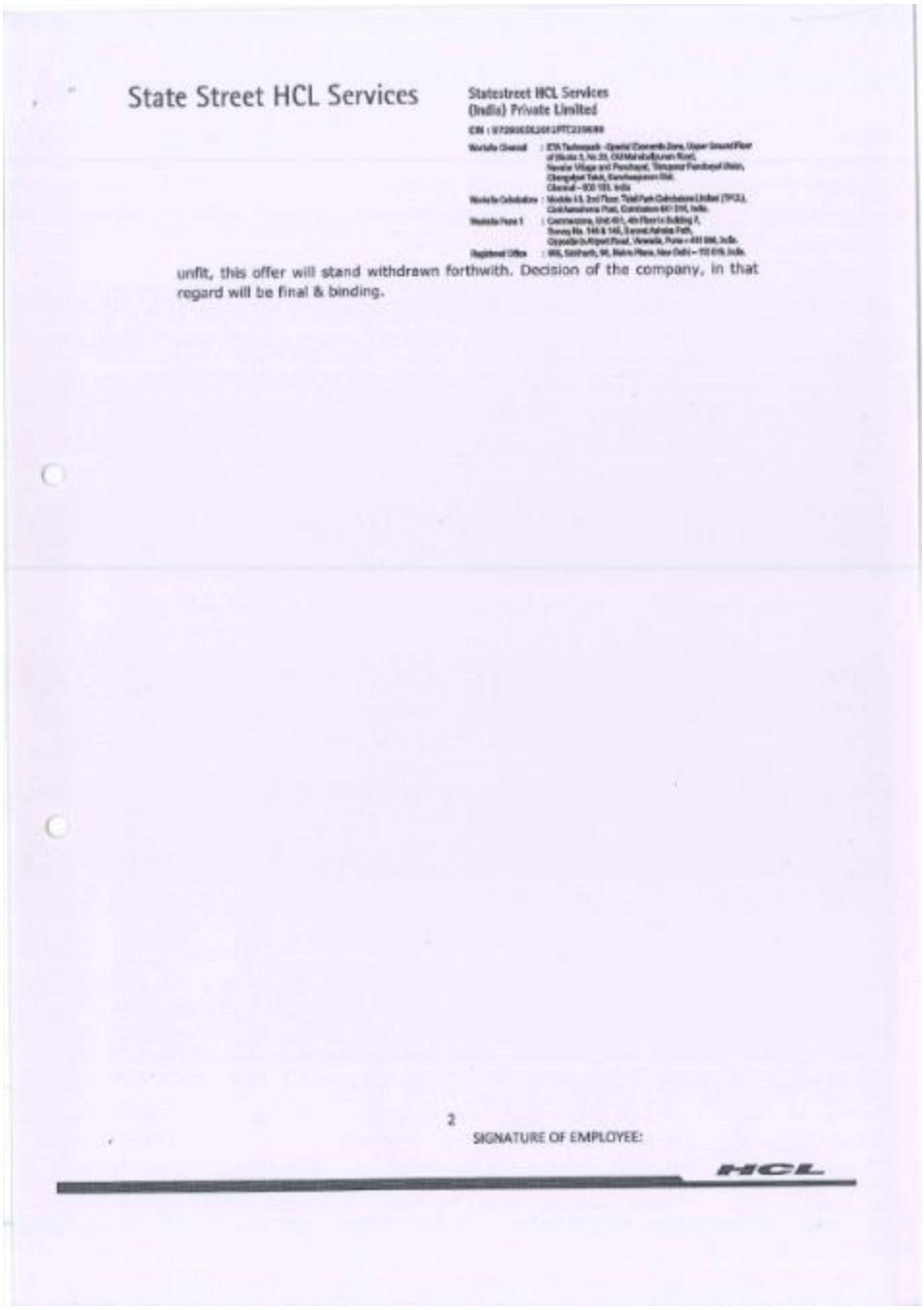
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

1

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

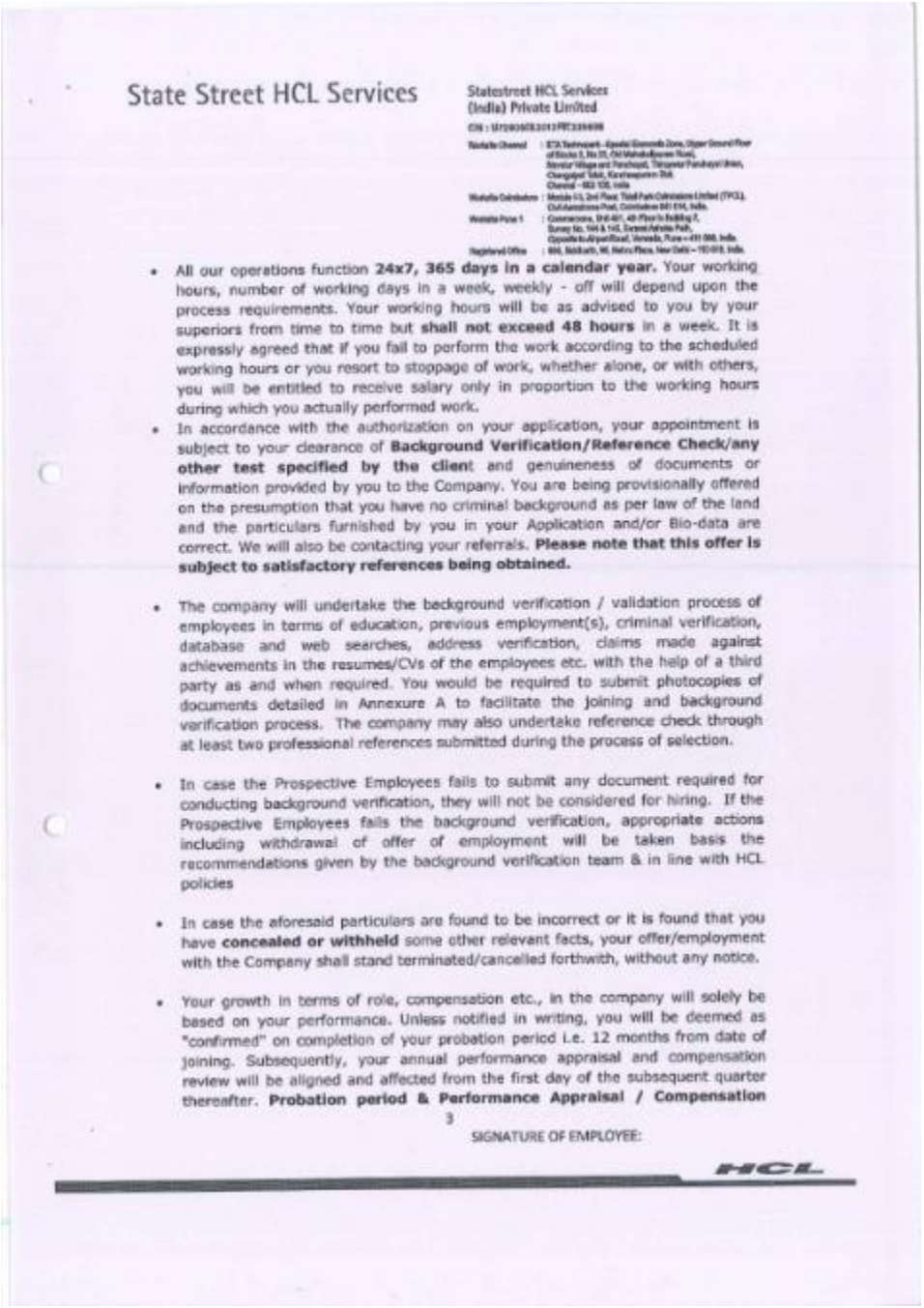
Statestreet HCL Services
(India) Private Limited

unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.

2

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

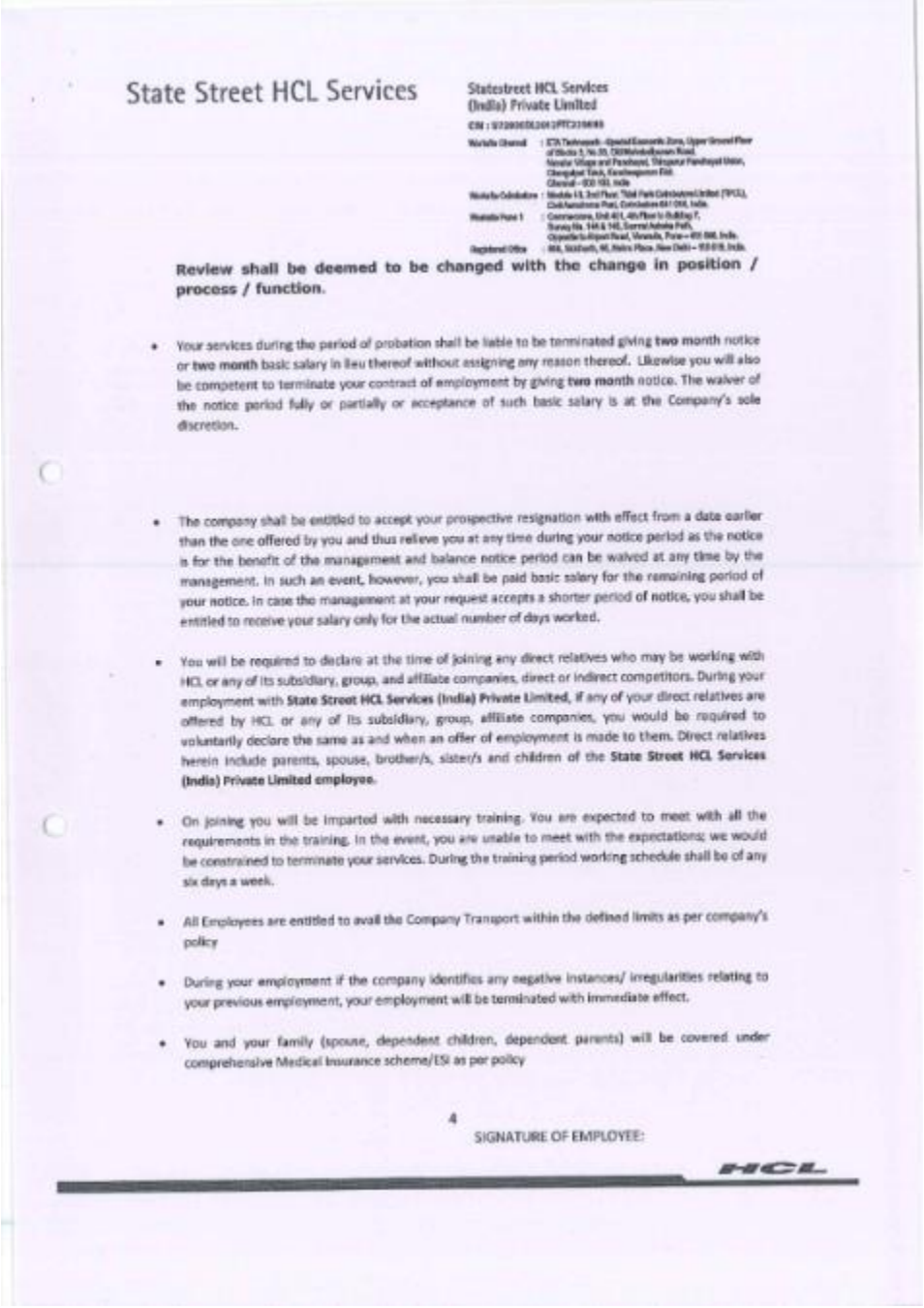
Statestreet HCL Services (India) Private Limited

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

3

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

Review shall be deemed to be changed with the change in position / process / function.

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.

- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with **State Street HCL Services (India) Private Limited**, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the **State Street HCL Services (India) Private Limited employee.**

- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

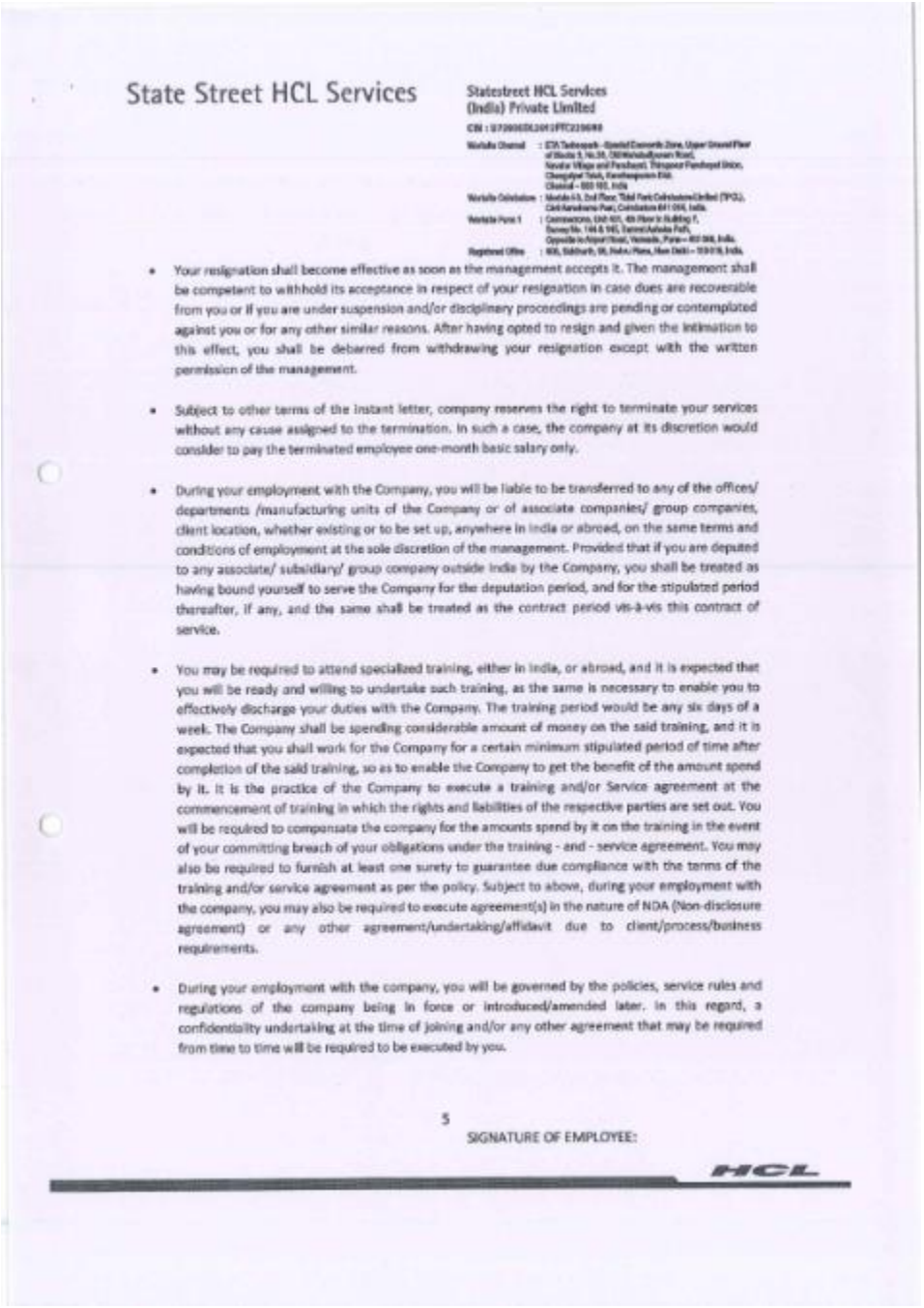
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.

- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

4

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

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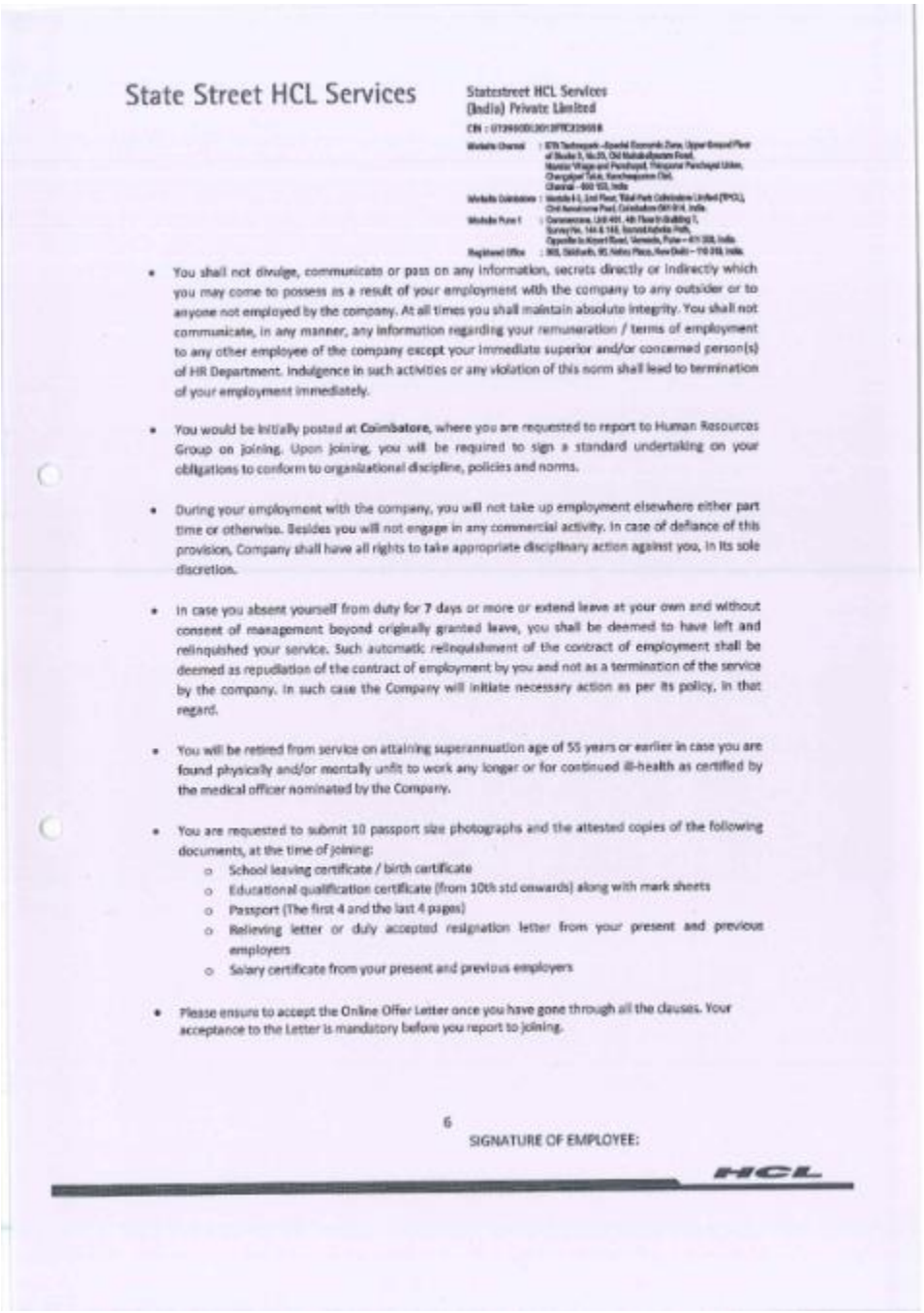


State Street HCL Services

Statestreet HCL Services (India) Private Limited

- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Coimbatore**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers
  - Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

6

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72100TN2013PTC119698

Website Chennai : [illegible]

Website Coimbatore : [illegible]

Website Pune 1 : [illegible]

Registered Office : [illegible]

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita

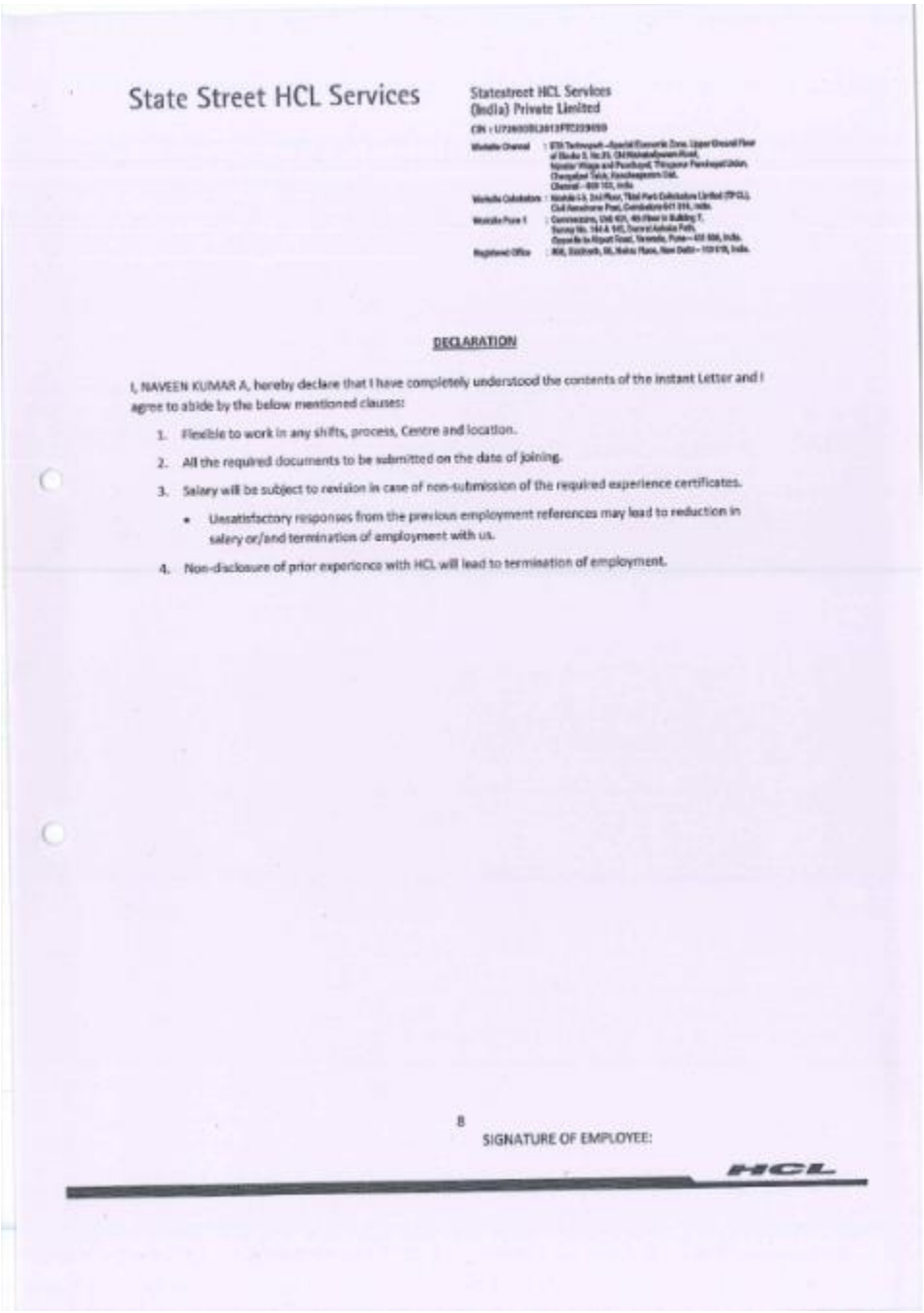
Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2013PTC259059

Website Chennai : STA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 1, No.39, Old Mahabalipuram Road, Sipcot Village and Post,Siruseri, Thiruvanna Panchayat Union, Chengalpet Taluk, Kanchipuram Dist, Chennai – 600 103, India

Website Coimbatore : Module 1-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Website Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Town of Ashoka Path, Opposite to Airport Road, Yerawada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

DECLARATION

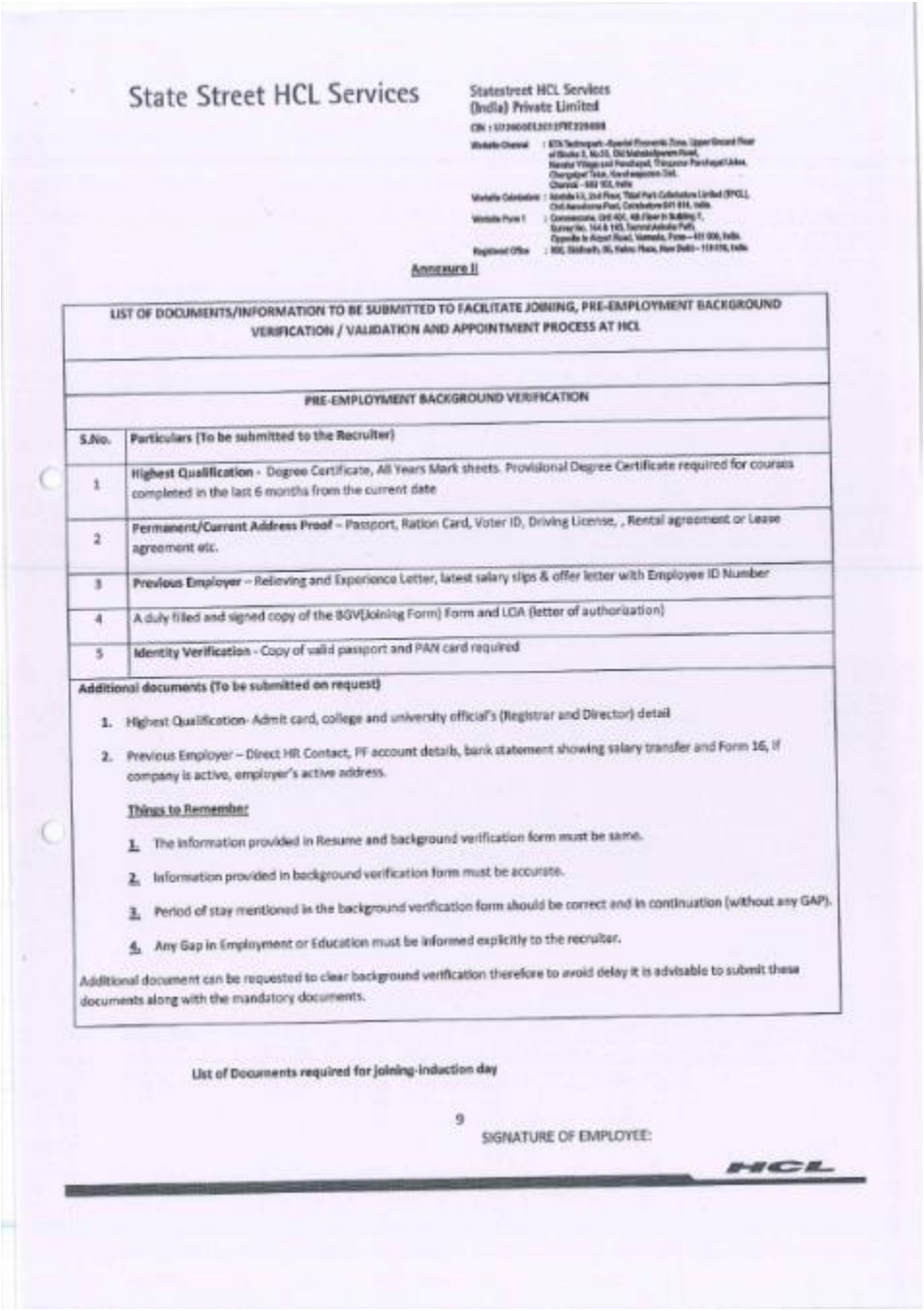
I, NAVEEN KUMAR A, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
   - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

8

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	**Highest Qualification** - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

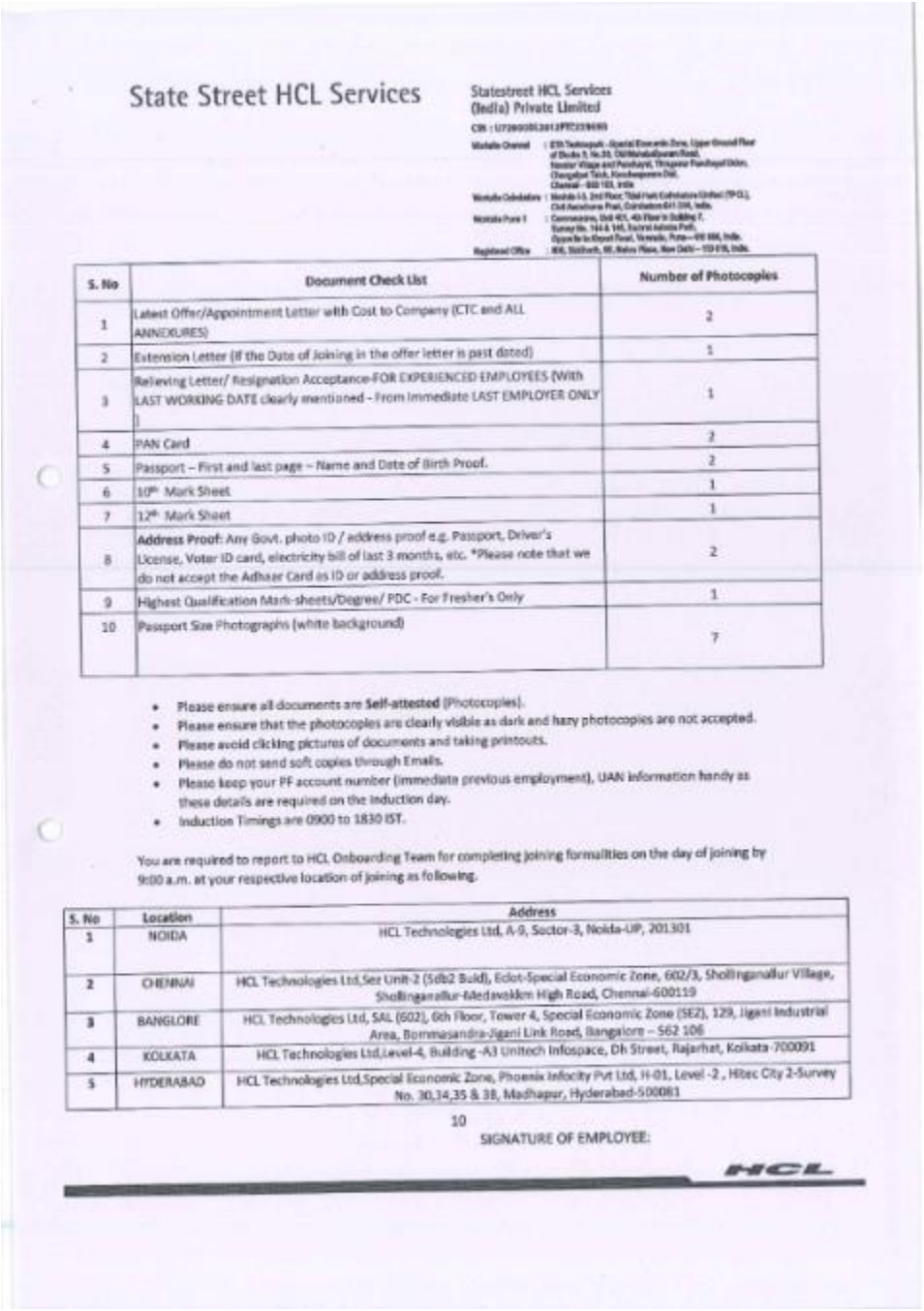
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining-induction day

9

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	2
2	Extension Letter (If the Date of Joining in the offer letter is past dated)	1
3	Relieving Letter/ Resignation Acceptance-FOR EXPERIENCED EMPLOYEES (With LAST WORKING DATE clearly mentioned - From Immediate LAST EMPLOYER ONLY)	1
4	PAN Card	2
5	Passport – First and last page – Name and Date of Birth Proof.	2
6	10th Mark Sheet	1
7	12th Mark Sheet	1
8	**Address Proof:** Any Govt. photo ID / address proof e.g. Passport, Driver's License, Voter ID card, electricity bill of last 3 months, etc. *Please note that we do not accept the Adhaar Card as ID or address proof.	2
9	Highest Qualification Mark-sheets/Degree/ PDC - For Fresher's Only	1
10	Passport Size Photographs (white background)	7

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.

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

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Build), Eclat-Special Economic Zone, 602/3, Sholinganallur Village, Sholinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081

10

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chuck Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Jandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

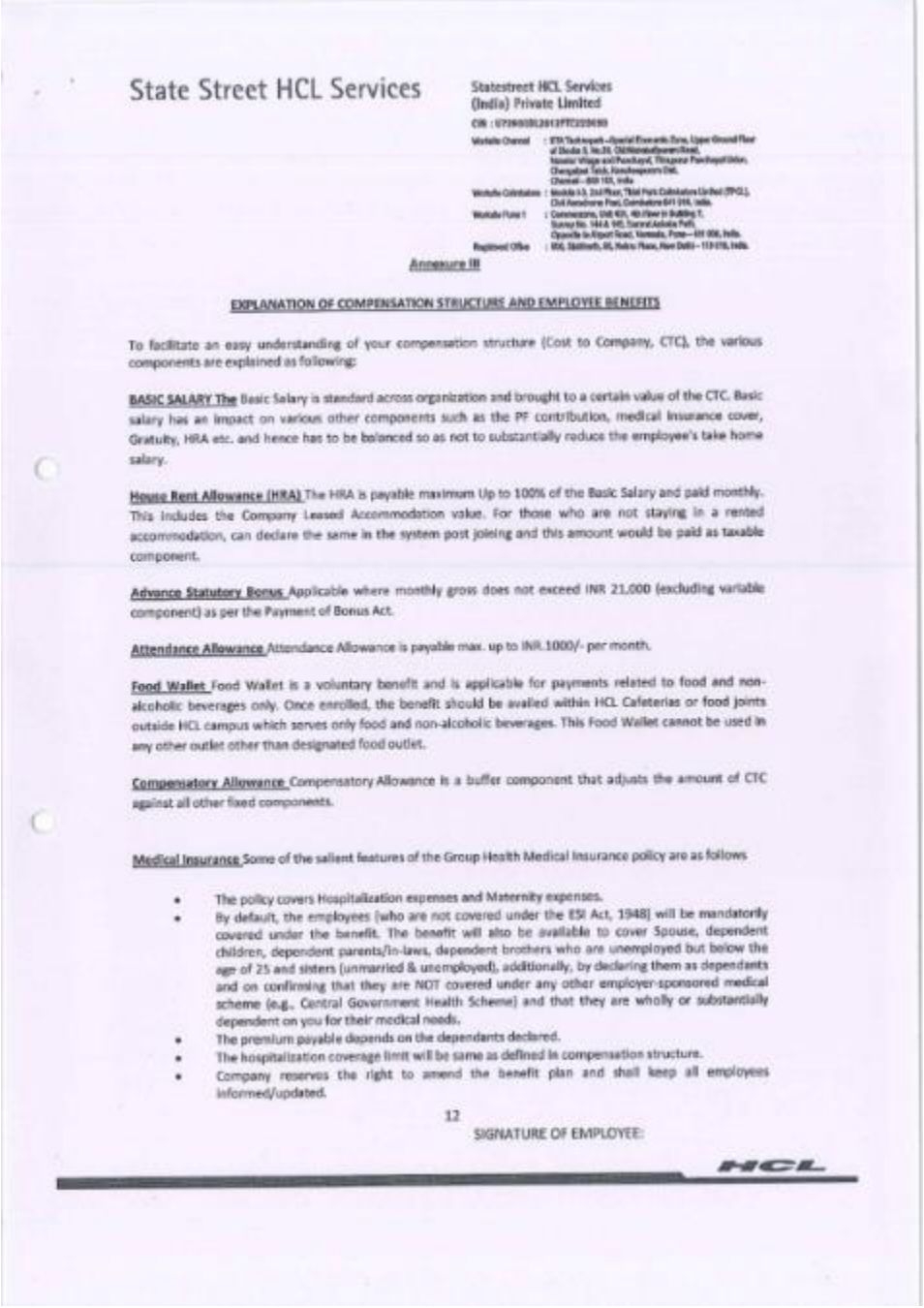
Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the o-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate Intranet www.hclbpo.net.

11

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

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

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Compensatory Allowance Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

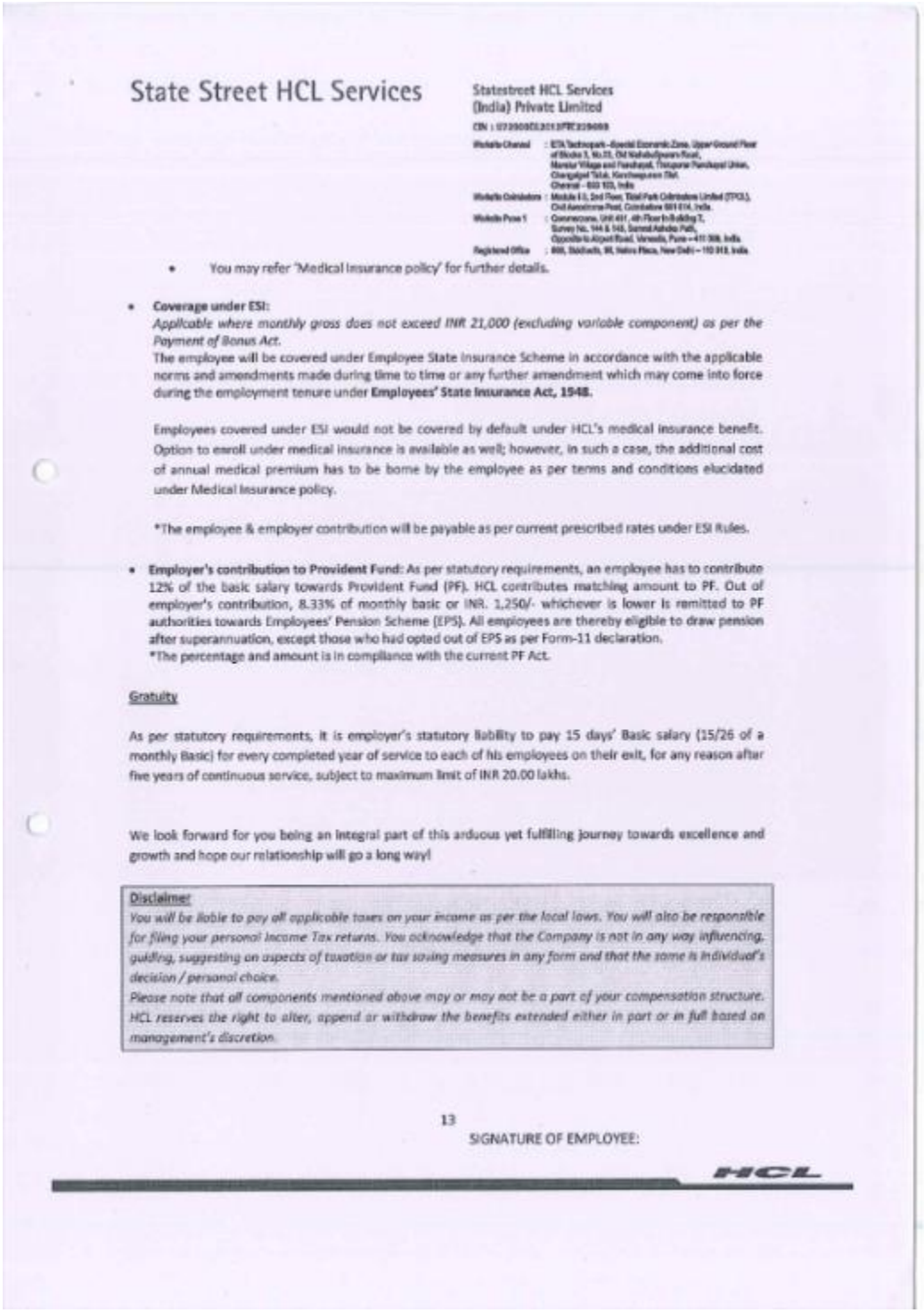
Medical Insurance Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.

12

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
  The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

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

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

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

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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

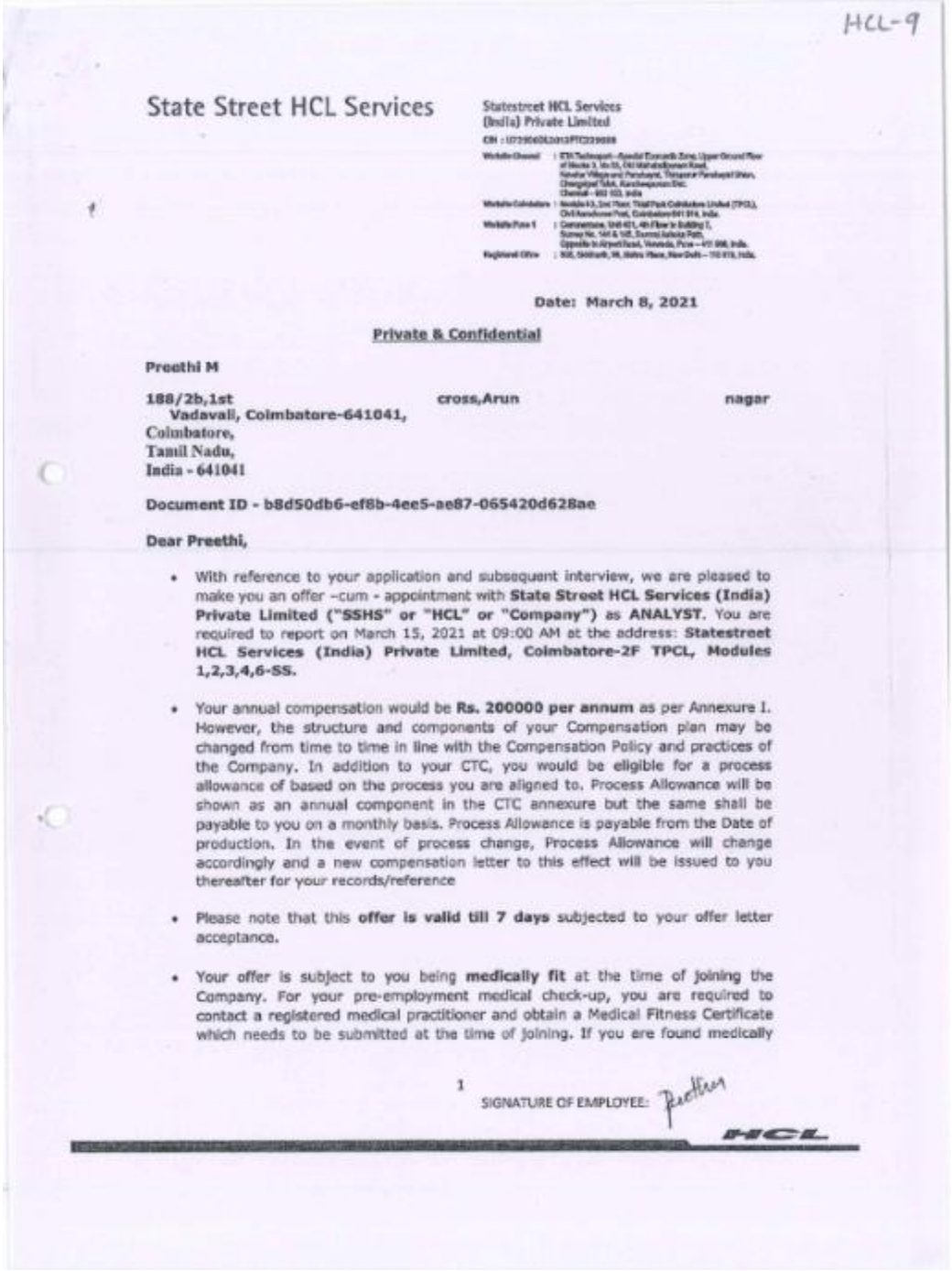
Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in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

13

SIGNATURE OF EMPLOYEE:

HCL

PREETHI M – STATE STREET HCL SERVICES



HCL-9

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2013PTC259888

Registered Office : 905, Ansal Chambers-II, Bikaji Cama Place, New Delhi – 110 066, India.

Date: March 8, 2021

Private & Confidential

Preethi M

188/2b,1st cross,Arun nagar
Vadavalli, Coimbatore-641041,
Coimbatore,
Tamil Nadu,
India - 641041

Document ID - b8d50db6-ef8b-4ee5-ae87-065420d628ae

Dear Preethi,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

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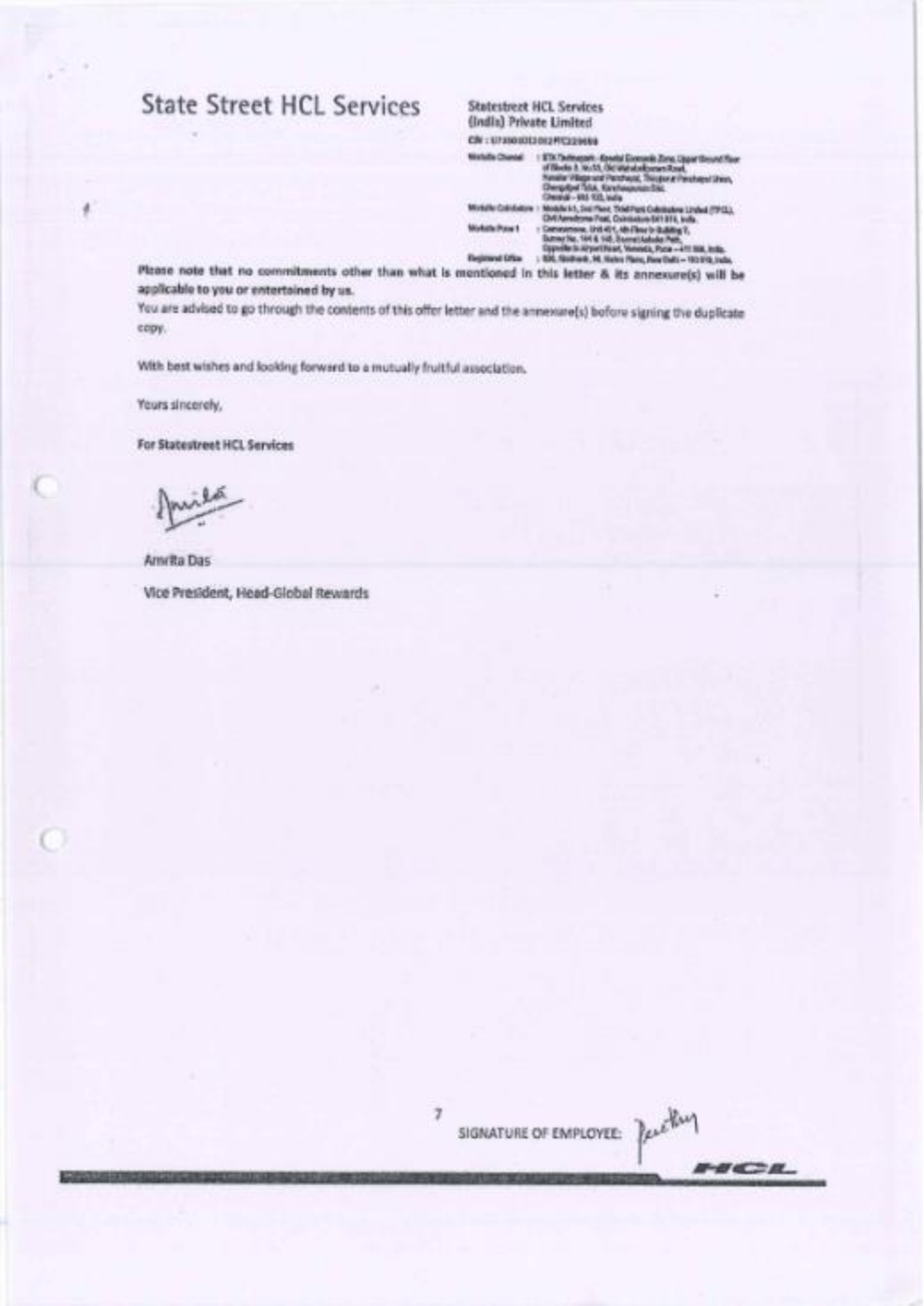
SIGNATURE OF EMPLOYEE: Preethi

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72300DL2002PTC229068

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.
You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

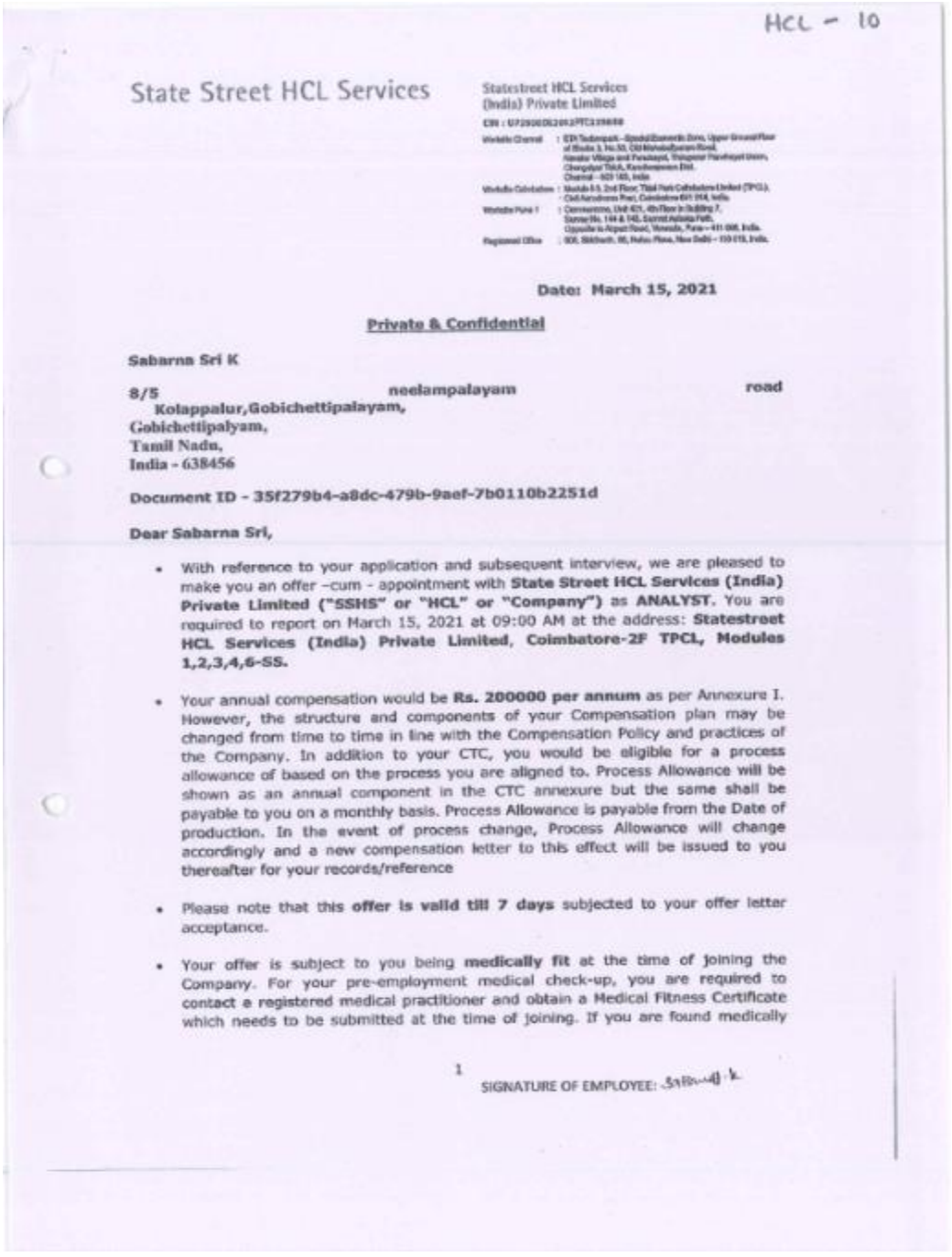
Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL

SABARNA SRI K – STATE STREET HCL SERVICES



HCL - 10

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012PTC239858

Registered Office : 908, Bakhtawar, 98, Nehru Place, New Delhi – 110 019, India.

Date: March 15, 2021

Private & Confidential

Sabarna Sri K

8/5 neelampalayam road
Kolappalur,Gobichettipalayam,
Gobichettipalyam,
Tamil Nadu,
India - 638456

Document ID - 35f279b4-a8dc-479b-9aef-7b0110b2251d

Dear Sabarna Sri,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST.** You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

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1

SIGNATURE OF EMPLOYEE: Sabarna Sri K

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72200DL2013PTC259858

Ventolia Chennai : [illegible]

Ventolia Coimbatore : [illegible]

Ventolia Pune 1 : [illegible]

Registered Office : [illegible]

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.
You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

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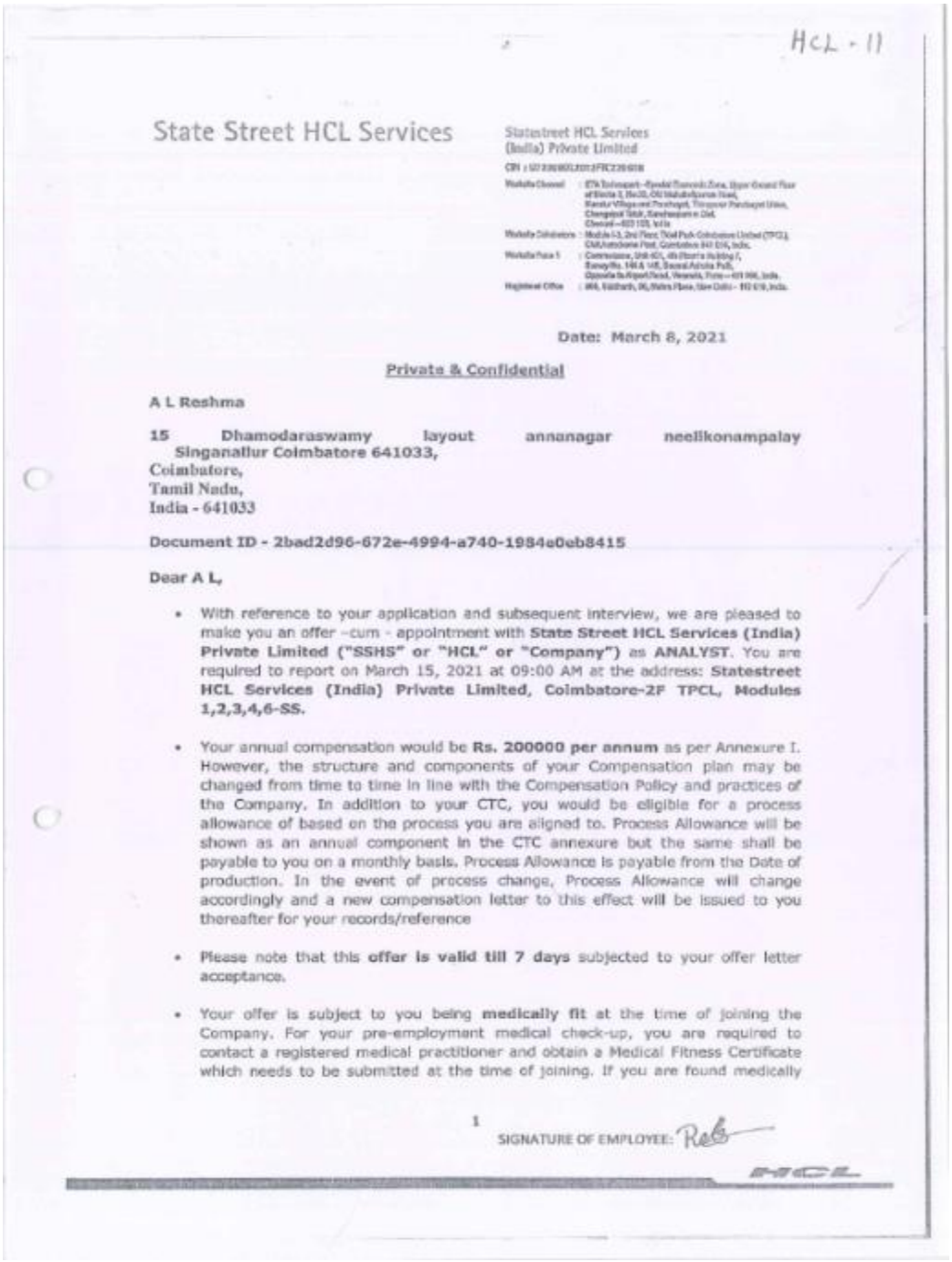
SIGNATURE OF EMPLOYEE: [illegible]

RESHMA A L – STATE STREET HCL SERVICES



HCL - 11

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72300DL2012FTC230618

Registered Office : 6th, Eldorado, 06, Nehru Place, New Delhi - 110 019, India.

Date: March 8, 2021

Private & Confidential

A L Reshma

15 Dhamodaraswamy layout annanagar neelikonampalay Singanallur Coimbatore 641033,
Coimbatore,
Tamil Nadu,
India - 641033

Document ID - 2bad2d96-672e-4994-a740-1984e0eb8415

Dear A L,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

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SIGNATURE OF EMPLOYEE: Resh

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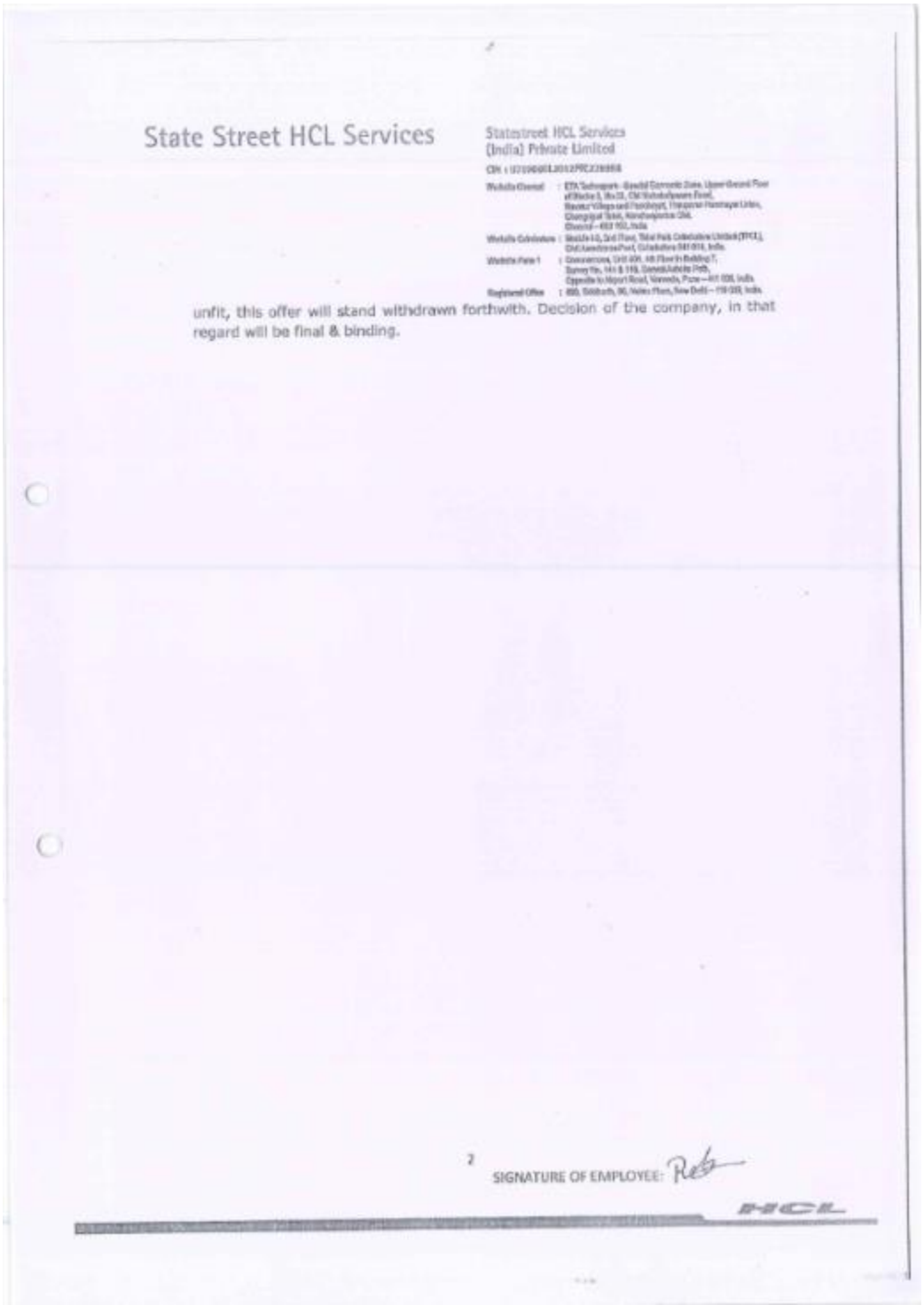


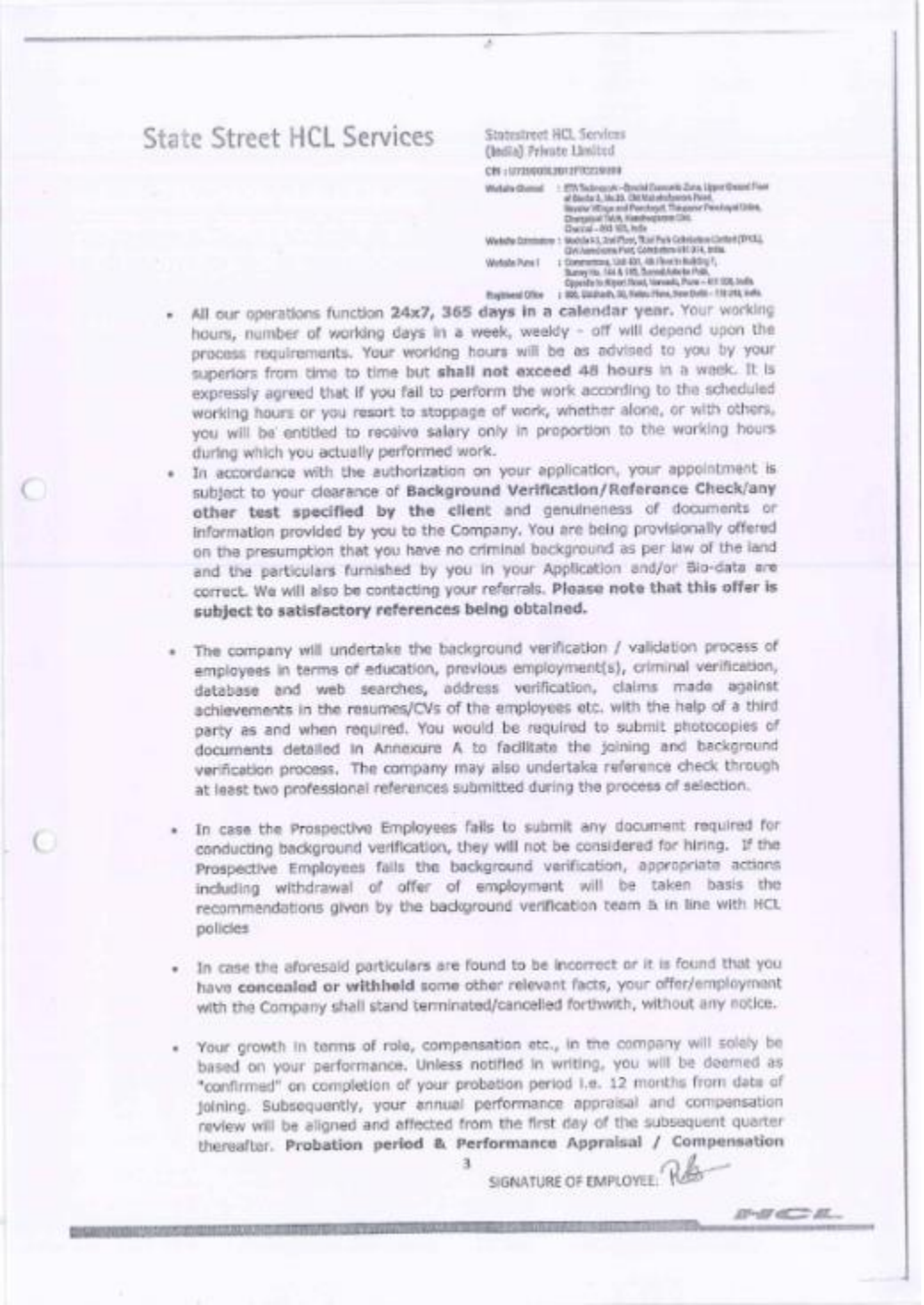
State Street HCL Services

Statestreet HCL Services
(India) Private Limited

unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.

SIGNATURE OF EMPLOYEE:

HCL



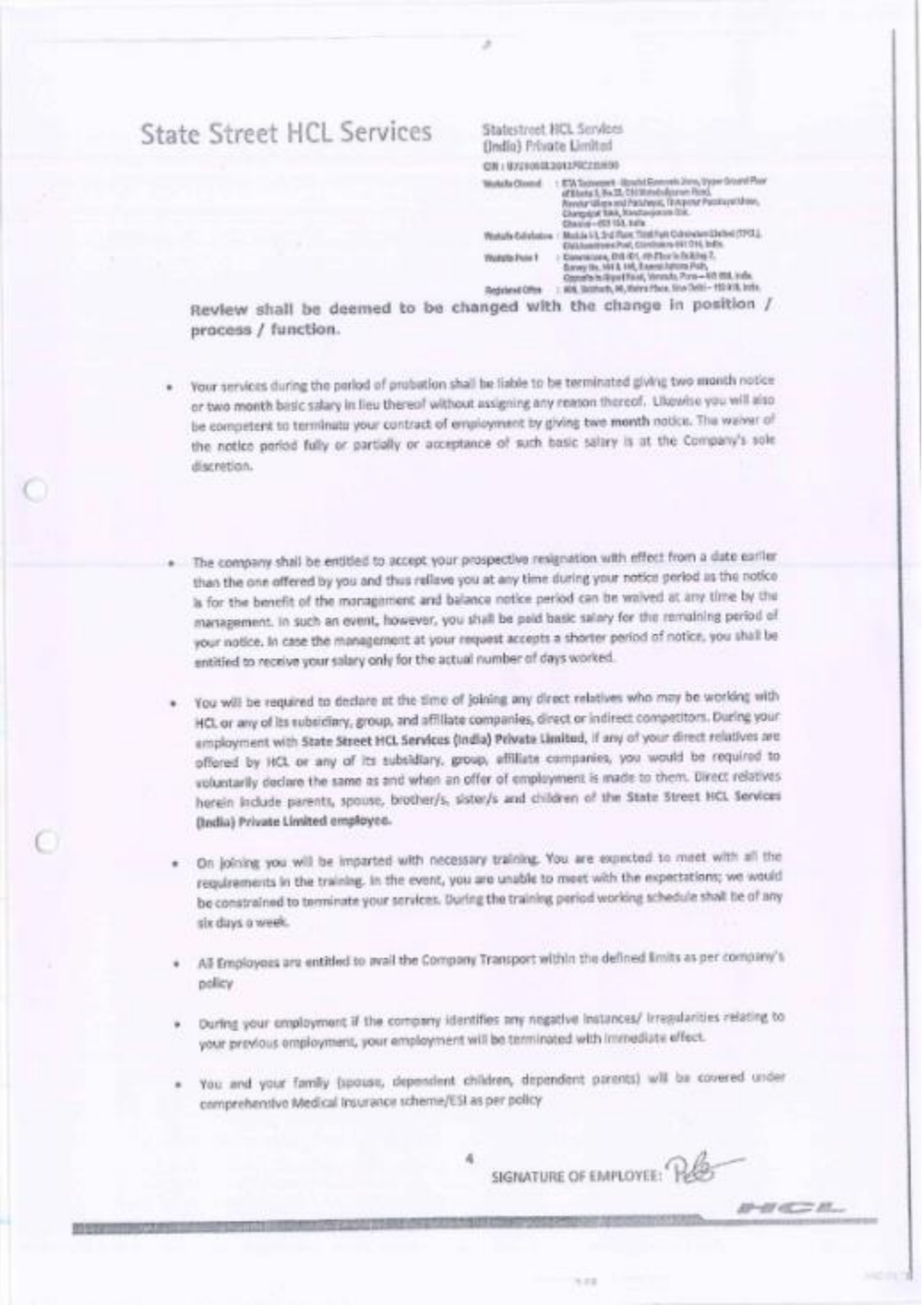
State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

3

SIGNATURE OF EMPLOYEE:



State Street HCL Services

Statestreet HCL Services (India) Private Limited

Review shall be deemed to be changed with the change in position / process / function.

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.

- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with **State Street HCL Services (India) Private Limited**, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the **State Street HCL Services (India) Private Limited employee.**

- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

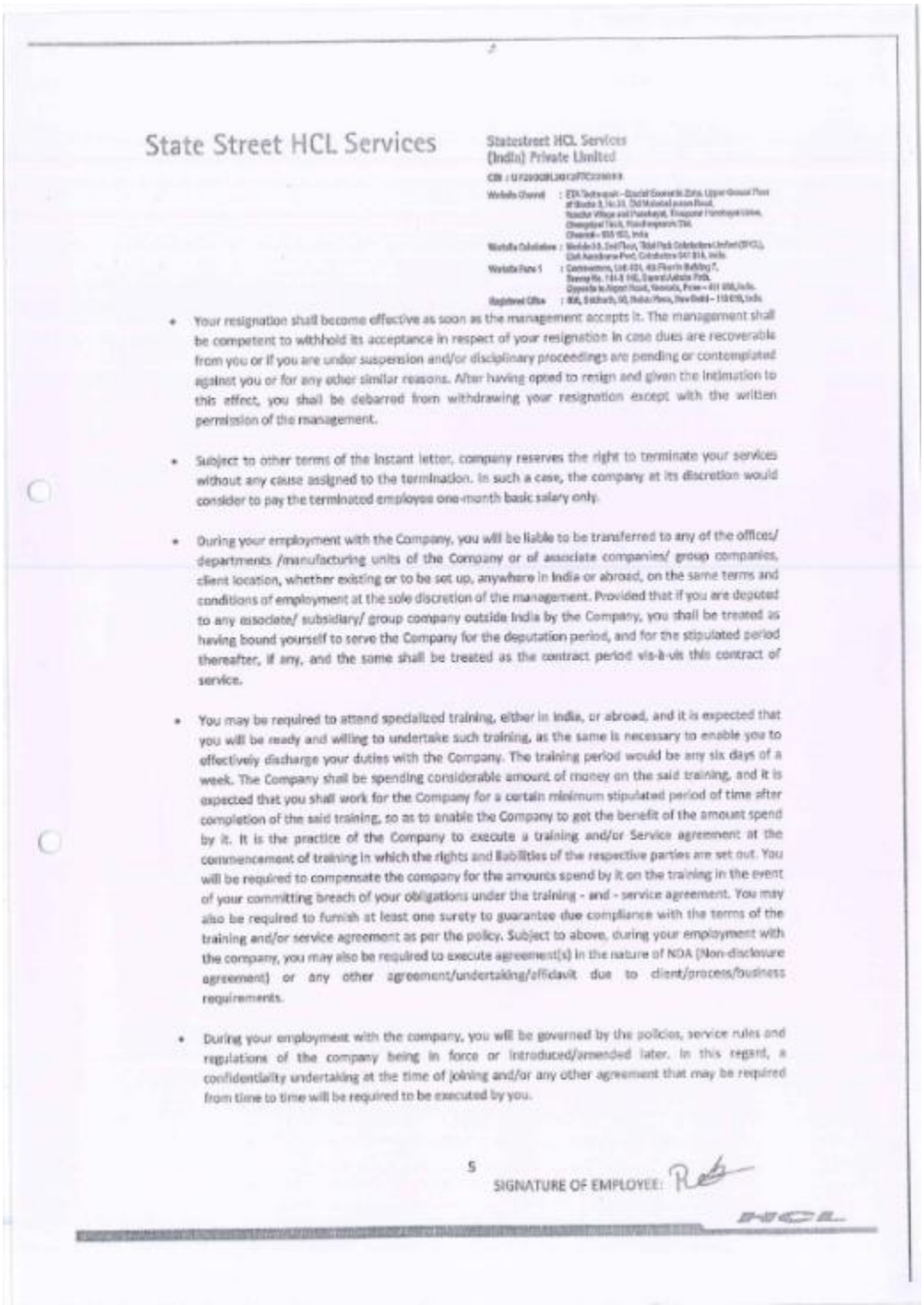
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.

- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

4

SIGNATURE OF EMPLOYEE:



State Street HCL Services

Statestreet HCL Services (India) Private Limited

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

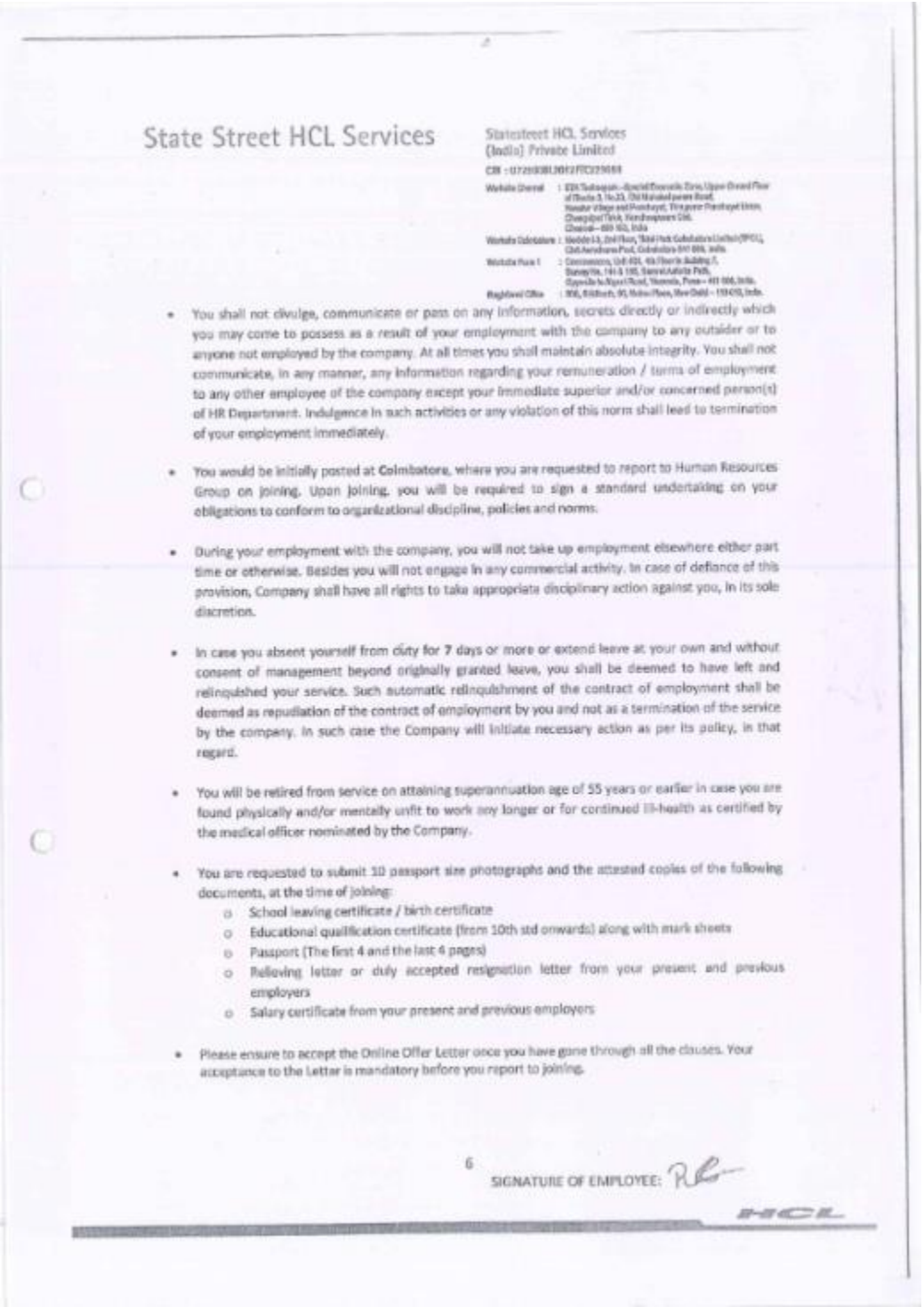
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

SIGNATURE OF EMPLOYEE:



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Coimbatore**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers
  - Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

6

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services (India) Private Limited

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.
You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

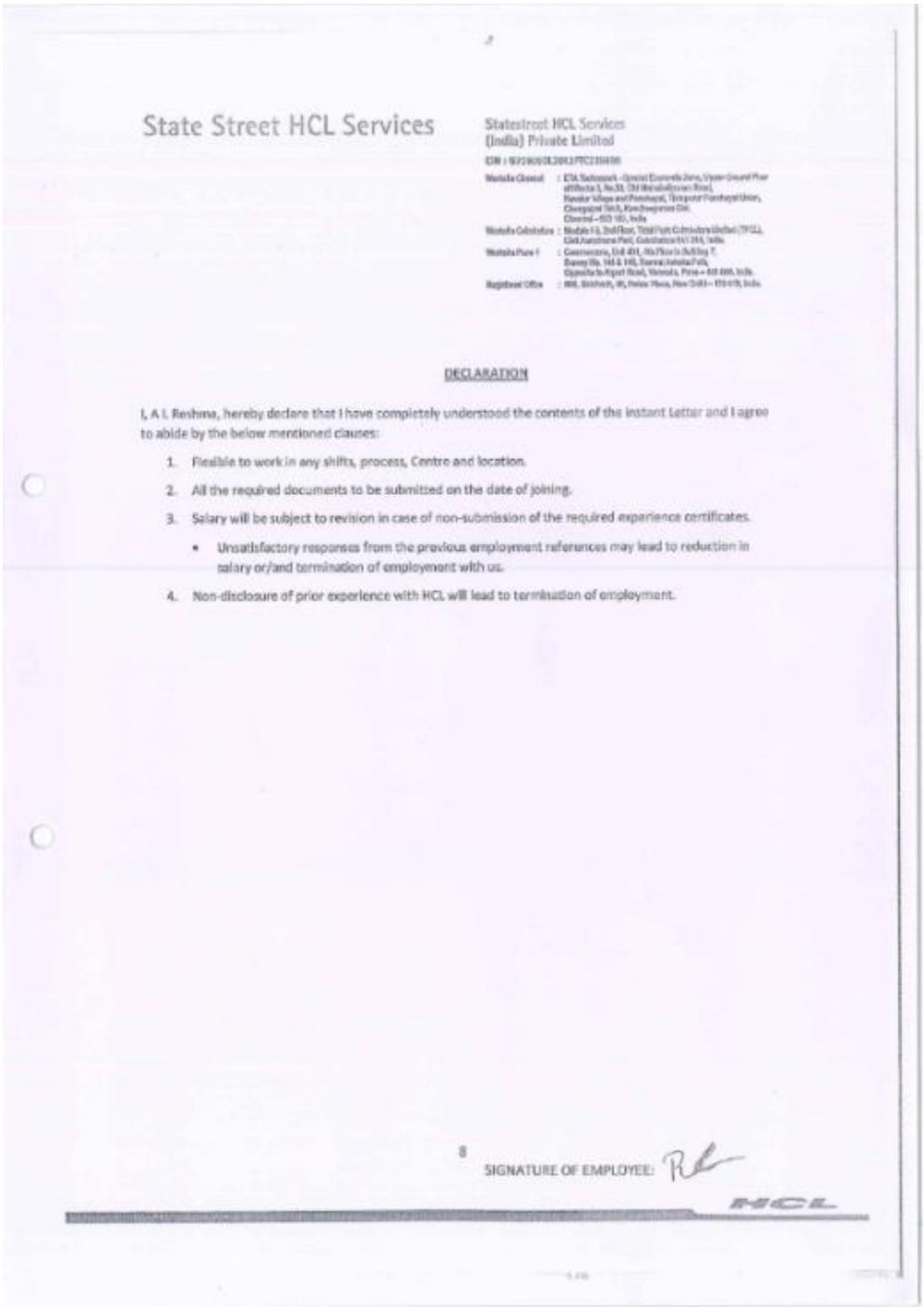
Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services
(India) Private Limited

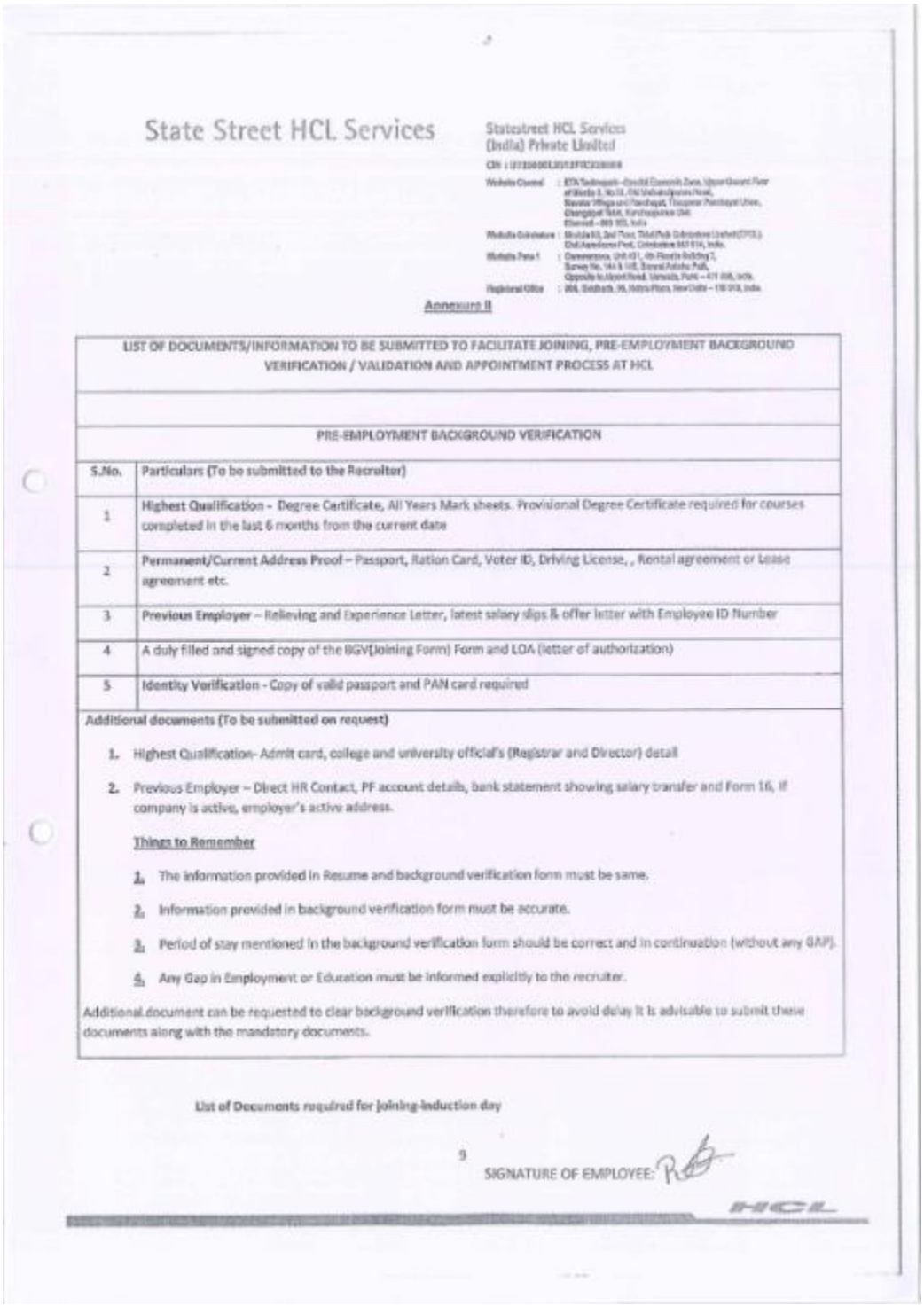
DECLARATION

I, A L Reshma, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
   - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL	
PRE-EMPLOYMENT BACKGROUND VERIFICATION	
S.No.	Particulars (To be submitted to the Recruiter)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

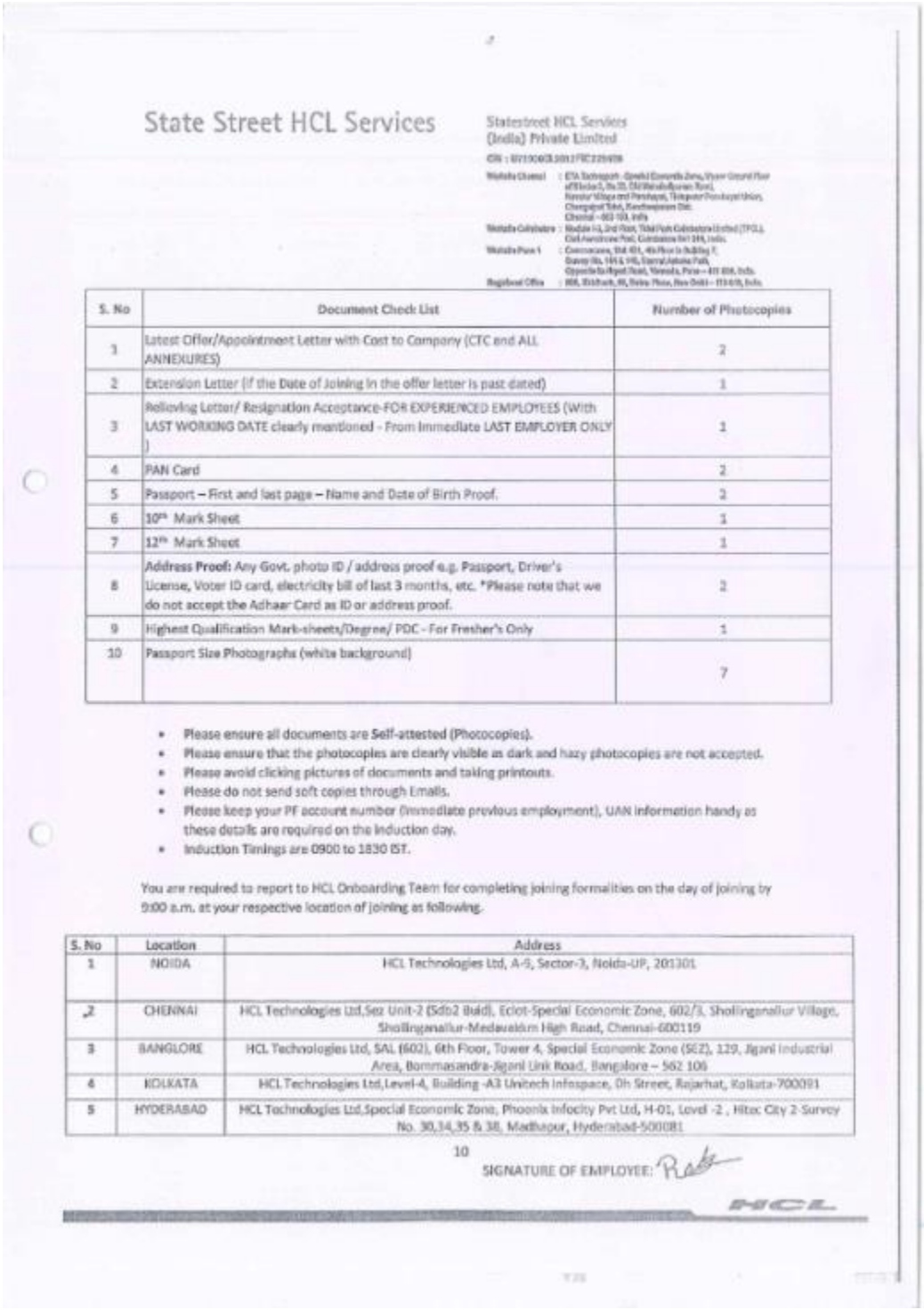
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining-induction day

9

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	2
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Relieving Letter/ Resignation Acceptance-FOR EXPERIENCED EMPLOYEES (With LAST WORKING DATE clearly mentioned - From Immediate LAST EMPLOYER ONLY)	1
4	PAN Card	2
5	Passport – First and last page – Name and Date of Birth Proof.	2
6	10th Mark Sheet	1
7	12th Mark Sheet	1
8	**Address Proof:** Any Govt. photo ID / address proof e.g. Passport, Driver's License, Voter ID card, electricity bill of last 3 months, etc. *Please note that we do not accept the Adhaar Card as ID or address proof.	2
9	Highest Qualification Mark-sheets/Degree/ PDC - For Fresher's Only	1
10	Passport Size Photographs (white background)	7

- Please ensure all documents are **Self-attested (Photocopies).**
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (Immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.

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

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buld), Eclot-Special Economic Zone, 602/3, Sholinganallur Village, Sholinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2 Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081

10

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services (India) Private Limited

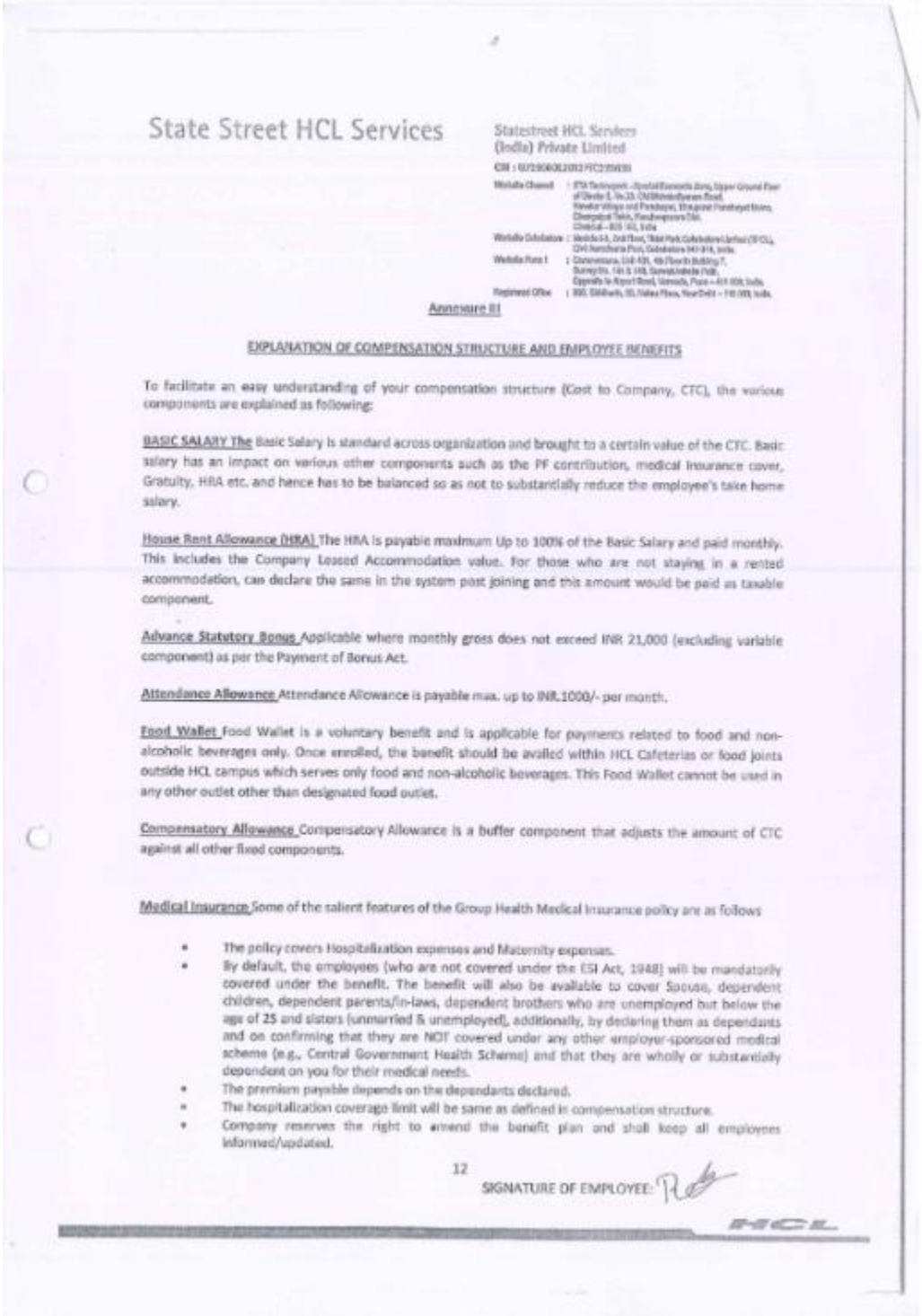
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chock Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Jandhalkulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate Intranet www.hclbpo.net.

11

SIGNATURE OF EMPLOYEE:



State Street HCL Services

Statestreet HCL Services (India) Private Limited

Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

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

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Compensatory Allowance Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

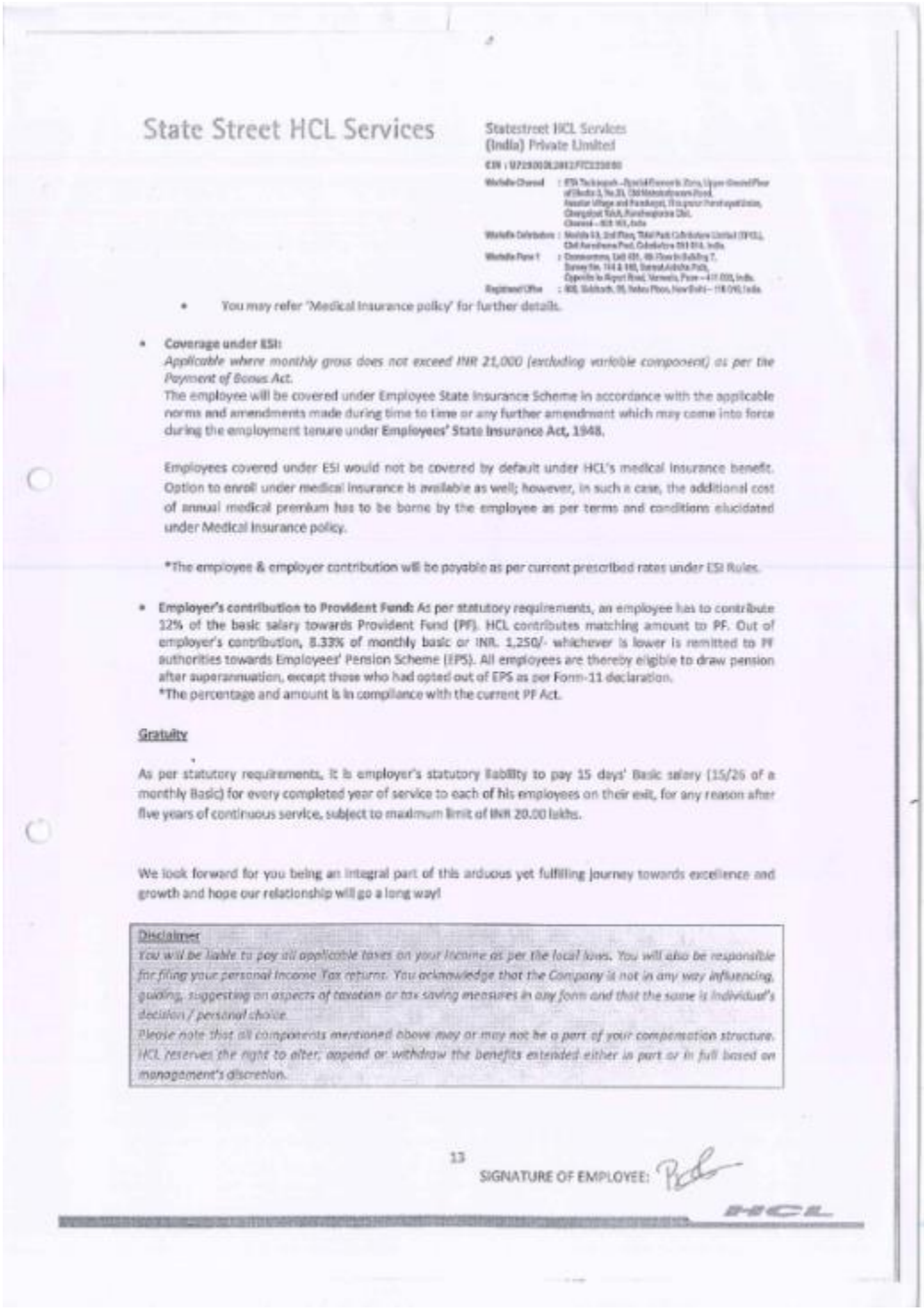
Medical Insurance Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.

12

SIGNATURE OF EMPLOYEE:

HCL



State Street HCL Services

Statestreet HCL Services (India) Private Limited

- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
  The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

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

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

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

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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

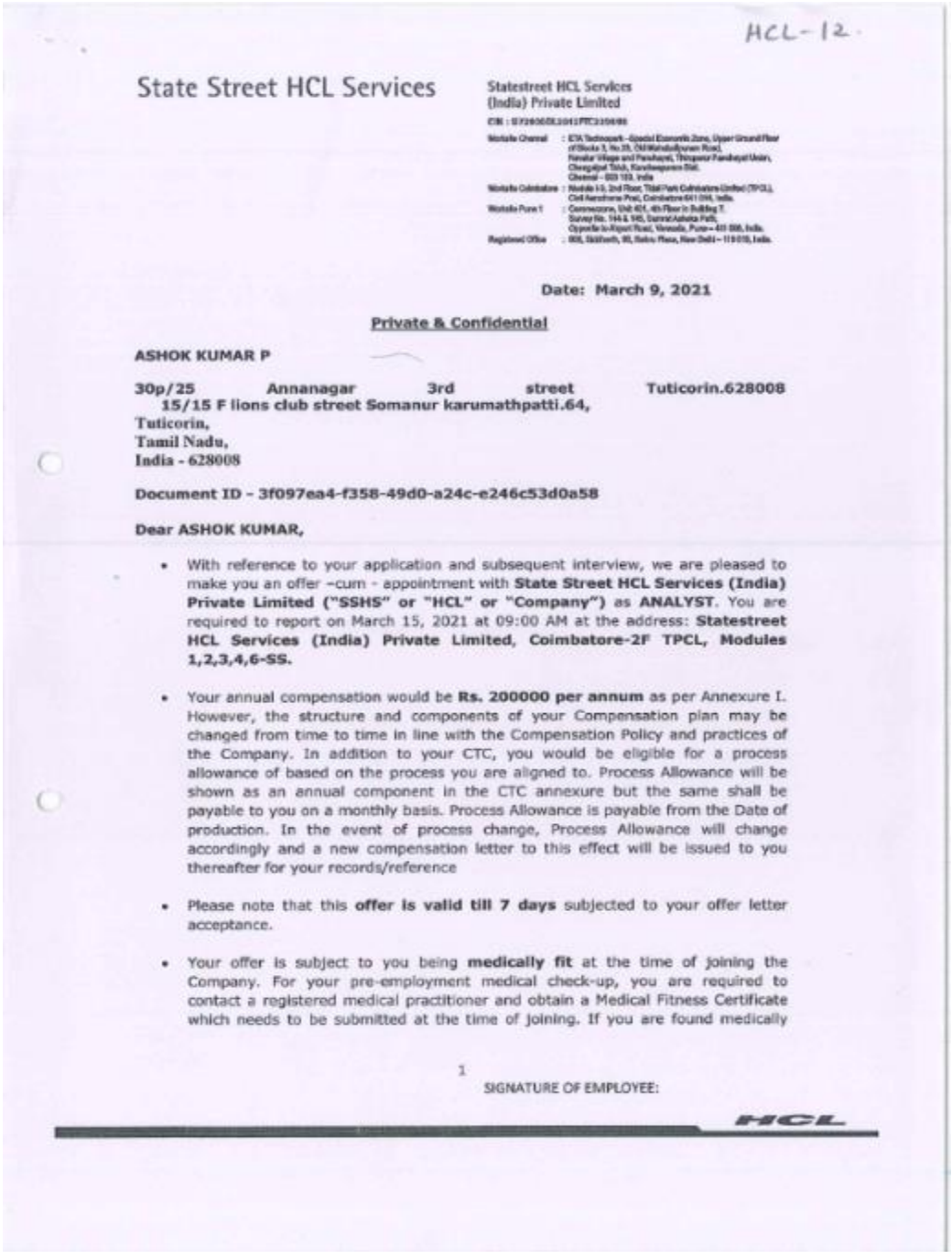
Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in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

13

SIGNATURE OF EMPLOYEE:

HCL

ASHOK KUMAR – STATE STREET HCL SERVICES



HCL-12

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2015PTC285690

Notsafe Chennai : ETA Techxpark - Special Economic Zone, Upper Ground Floor of Block 3, No.39, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist, Chennai - 603 103, India

Notsafe Coimbatore : Notsafe I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Notsafe Pune 1 : Connexcore, Unit 401, 4th Floor in Building T, Survey No. 144 & 145, Dattnic Ashoka Path, Opposite to Kirloskar Road, Viman Nagar, Pune - 411 006, India.

Registered Office : 808, Siddharth, 96, Nehru Place, New Delhi - 110 019, India.

Date: March 9, 2021

Private & Confidential

ASHOK KUMAR P

30p/25 Annanagar 3rd street Tuticorin.628008
15/15 F lions club street Somanur karumathpatti.64,
Tuticorin,
Tamil Nadu,
India - 628008

Document ID - 3f097ea4-f358-49d0-a24c-e246c53d0a58

Dear ASHOK KUMAR,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on March 15, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

1

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2012PTC238488

Mobile Chennai : CTA Technopark - Special Economic Zone, Upper Ground Floor of Block 3, No.33, Old Mahabalipuram Road, Perattur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai - 603 103, India

Mobile Coimbatore : Module 1-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Mobile Pune 1 : Commerzone, Unit 401, 4th Floor in Building T, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

Registered Office : 808, Siddharth, 95, Nehru Place, New Delhi – 110 019, India.

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

HCL

MOHANKUMAR – HDB FINANCESERVICES

HDB FINANCIAL SERVICES

HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

December 17, 2020

Ref:HDBFS/20-21/HRIC326494/Appt/228453

Mr. Mohankumar Murugasamy,
Tiruppur

Dear Mohankumar,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SENIOR SALES OFFICER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

a) Your duties and responsibilities will be explained to you on your joining the Company.

b) Your initial place of posting will be at TIRUPPUR. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.

d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Page 1 of 5

HDB FINANCIAL SERVICES

f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.

g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.

h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.

i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.

j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.

k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

HDB FINANCIAL SERVICES

n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.

o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.

p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law.You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.

q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights"(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.

r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.

s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.

u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

HDB FINANCIAL SERVICES

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than December 23, 2020.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining :

a) Copy of Educational Certificates and Mark sheets (Xth, XIIth, Graduation, Post Graduation)
b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
c) Duly signed duplicate copy of Appointment Letter
d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.

Ashish Ghatnekar
Head - Human Resources & Operations

AGREED AND ACCEPTED

Mr. Mohankumar Murugasamy

Annexure A

HDB FINANCIAL SERVICES	Compensation Breakup	
Salutation	Mr.	
Name	MOHANKUMAR MURUGASAMY	
Role	SENIOR SALES OFFICER	
Grade	G2	
Location	TIRUPPUR	
Reporting to	Sales Manager - SF	
Date of Offer	December 9, 2020	
Annual Compensation Break up		**HDBFS Monthly**
Basic	66,000	5,500
HRA	26,400	2,200
Other Allowance	22,932	1,911
Provident Fund (Employer's contribution)	10,668	889
Gross Salary (A)	**1,26,000**	**10,500**
ESIC (Employer's contribution)----(B)	3,744	
Gratuity---------- (C)	3,180	
Total Fixed Compensation (D=A+B+C)	**1,32,924**	**11,077**

Note:

This Offer is subject to positive reference checks & Credit Bureau check. Your consent for candidature of the Company will be considered as consent for accessing your Credit report.

Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively

You will be entitled to Performance Incentive Plan as per Company Policy

Gratuity is as per "The Payment of Gratuity Act".

You will be covered under Group Personal Accident Insurance as per policy of the Organization

I accept the terms and conditions as mentioned in the Appointment letter.

Mohankumar Murugasamy

Ref:HDBFS/20-21/HRIC326494/Appt/228453

Ref:HDBFS/20-21/HRIC326494/Appt/228453 Page 5 of 5

SAIBALAJI C – HDFC BANK

GODWIN BOWER – HEXAWARE

HEXAWARE

Letter of Intent

11 February 2020

Godwin Bower
Dr.N.G.P Arts and Science College
Coimbatore

Dear Godwin Bower,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Trainee"**.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur
Associate Vice President, Recruitment

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

SRINITHI SELVAM– HEXAWARE

HEXAWARE

Letter of Intent

11 February 2020

Srinithi Selvam
Dr.N.G.P Arts and Science College
Coimbatore

Dear Srinithi Selvam,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Trainee"**.

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HARITHAA S – HEXAWARE

HEXAWARE

Letter of Intent

11 February 2020

HARITHAA S
Dr.N.G.P Arts and Science College
Coimbatore

Dear HARITHAA S,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Trainee"**.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

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(CIN) : L72300MH1992PLC069662 URL: www.hexaware.com

KARTHIKEYAN R – HEXAWARE

HEXAWARE

Letter of Intent

11 February 2020

KARTHIKEYAN R
Dr.N.G.P Arts and Science College
Coimbatore

Dear KARTHIKEYAN R,

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(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

PAVITHRAN R – HEXAWARE

HEXAWARE

Letter of Intent

11 February 2020

PAVITHRAN R
Dr.N.G.P Arts and Science College
Coimbatore

Dear PAVITHRAN R,

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For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur
Associate Vice President, Recruitment

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Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

ASHKER SHIBILI – HEXAWARE

HEXAWARE

Letter of Intent

11 February 2020

Ashker Shibili
Dr.N.G.P Arts and Science College
Coimbatore

Dear Ashker Shibili,

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(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

DHANYA MOHANDAS – HEXAWARE

HEXAWARE

Letter of Intent

11 February 2020

Dhanya Mohandas
Dr.N.G.P Arts and Science College(Autonomous)
Coimbatore

Dear Dhanya Mohandas,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Trainee"**.

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For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur
Associate Vice President, Recruitment

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(CIN) : L72500MH1993PLC069662 URL: www.hexaware.com

VIDYASRI – HEXAWARE

HEXAWARE

Letter of Intent

11 February 2020

Vidyasri V
Dr.N.G.P Arts and Science College
Coimbatore

Dear Vidyasri V,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Trainee"**.

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Yours faithfully,
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Monica Mathur
Associate Vice President, Recruitment

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MUGUNDHAN – HRHNEXT

YASHIN – IDBI FEDERAL

IDBI FEDERAL
In association with Ageas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Yashin
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE [ERODE Division]. The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Yashin
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	6051
Total Guaranteed Compensation	49631
Productivity Bonus	300000
TOTAL	349631

Monthly Target :(4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
Activation	3

We will be pleased to offer on the basis of below points listed.

First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You should complete the target assigned to you with 10 NOP within 3 months period. You need to recruit min 3 candidates under you. After that you will be promoted as a Team Leader. Placement Location will be Coimbatore and Erode. Hope the communication is clear and more clarification can be sought from the undersigned.

Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Yashin

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 lives& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

MANJU EASHWARI – IDBI FEDERAL

IDBI-2

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Manju Eashwari

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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CANDIDATE SIGNATURE

KOTHAI – IDBI FEDERAL

IDBI - 3

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Kothai

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CANDIDATE SIGNATURE

SIRINITHI – IDBI FEDERAL

IDBI FEDERAL
in association with Ageas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Srinithi
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE [ERODE Division]. The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

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Annexure I Name	Srinithi
Job Title	Team Leader
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Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
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Monthly Target :(4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
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Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Srinithi

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CANDIDATE SIGNATURE

ARUN – IDBI FEDERAL

IDBI - 5

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Arun

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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CANDIDATE SIGNATURE

DHANUJA – IDBI FEDERAL

IDBI - 6

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Dhanuja

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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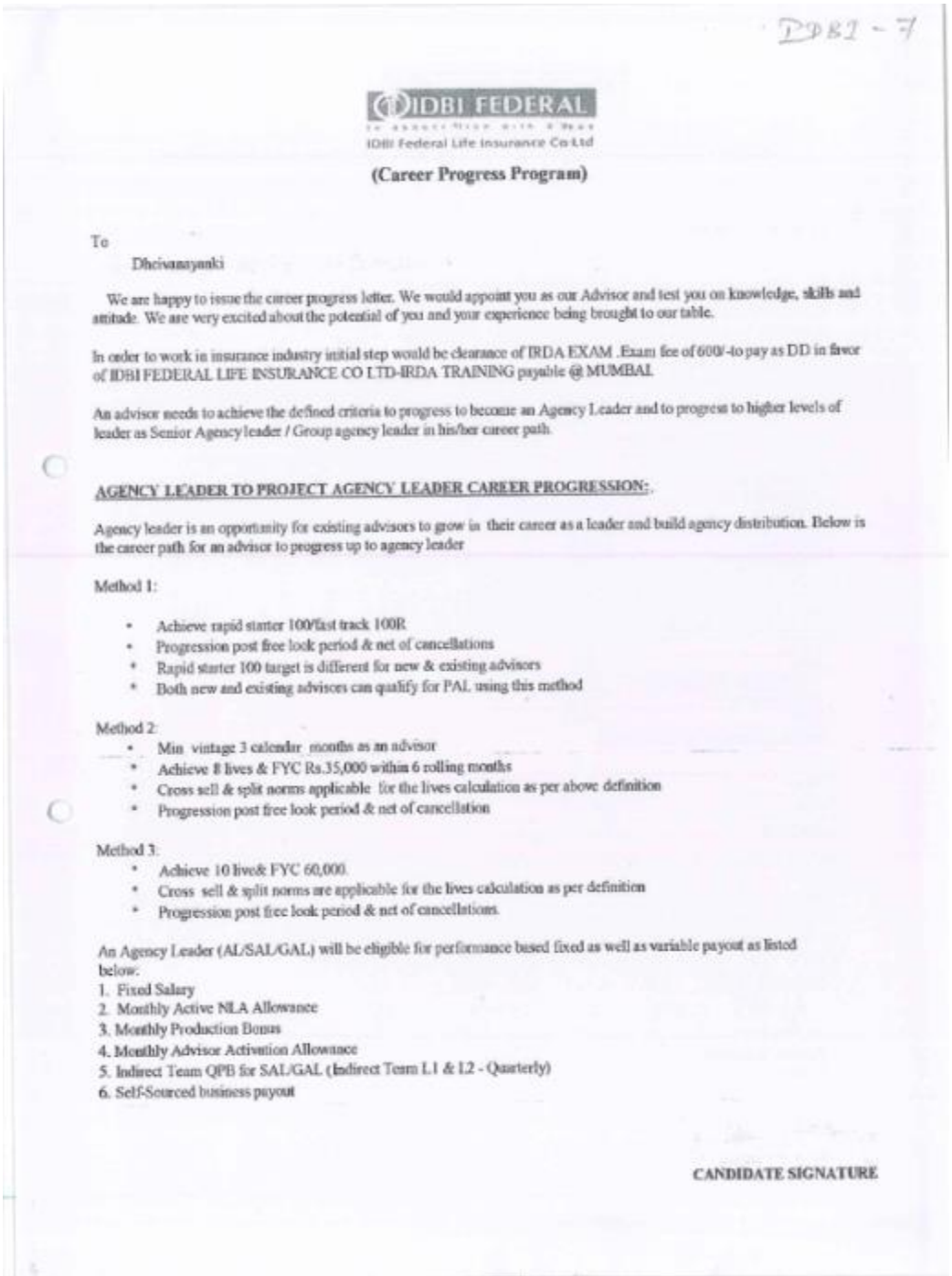
CANDIDATE SIGNATURE

DHEIVANAYAGI – IDBI FEDERAL



DBI - 7

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Dhcivanayaki

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

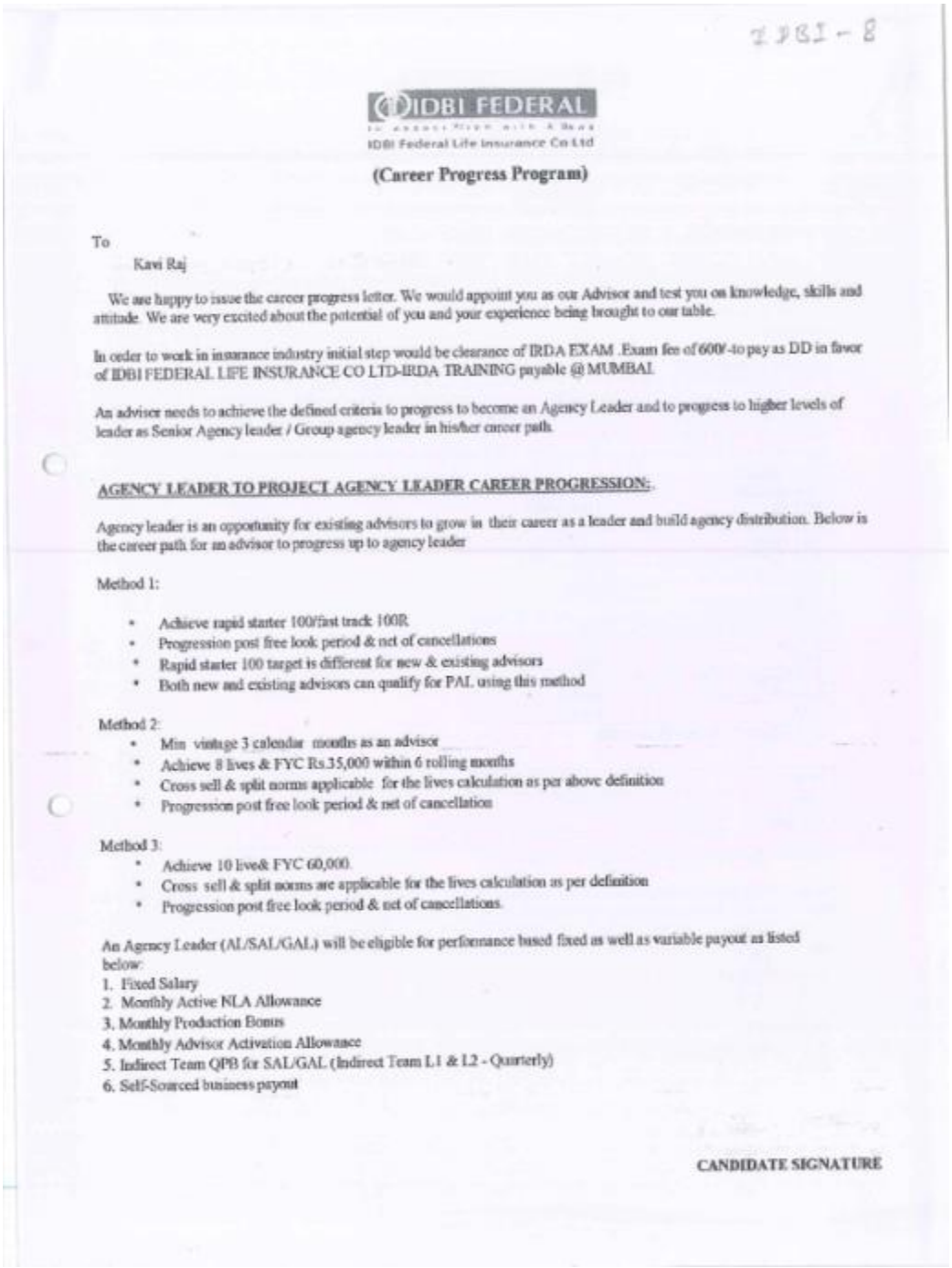
- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Term L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

KAVI RAJ – IDBI FEDERAL



IDBI FEDERAL

IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To

Kavi Raj

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An adviser needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
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- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 live& FYC 60,000.
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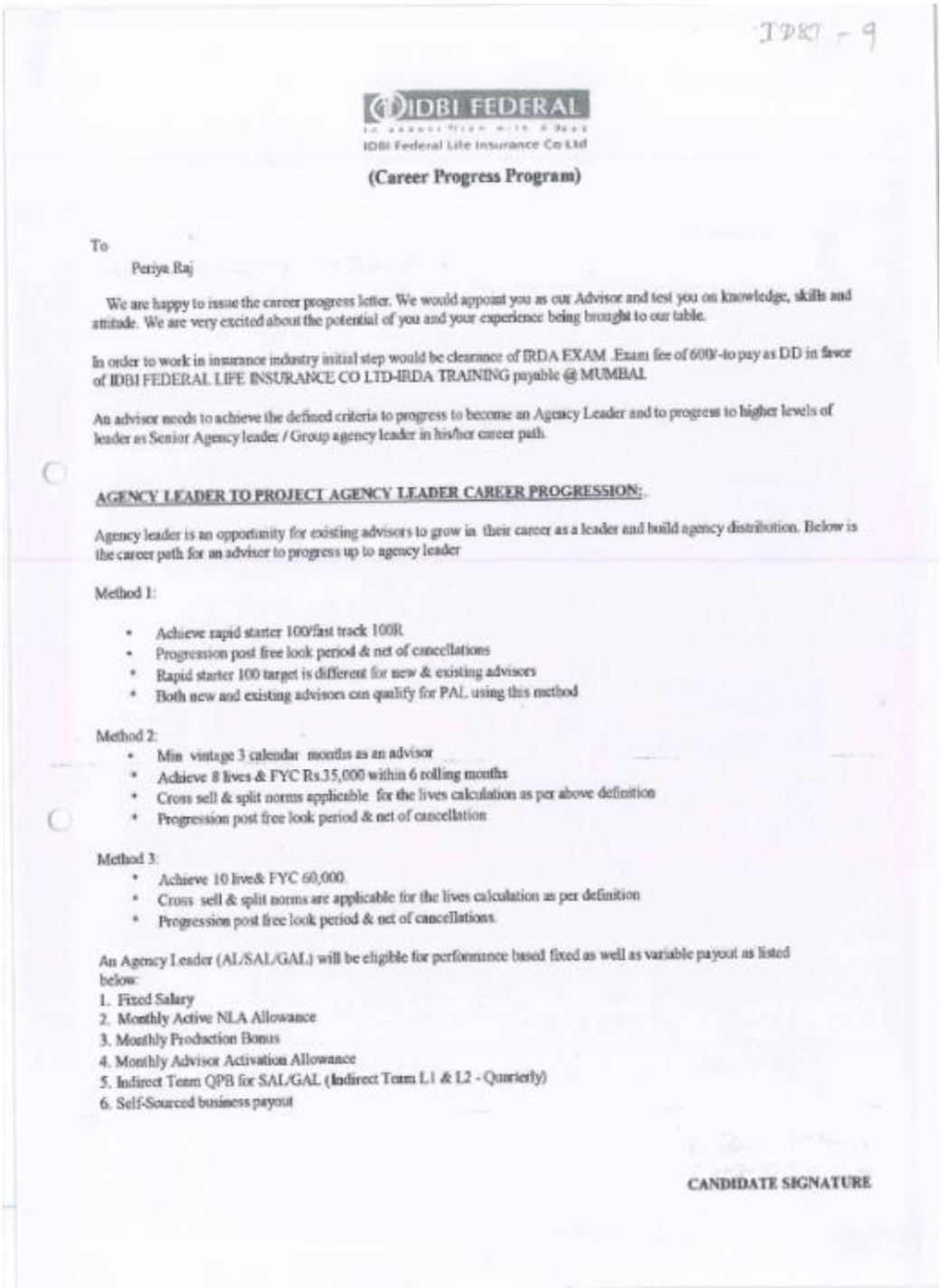
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

PERIYA RAJ – IDBI FEDERAL



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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Periya Raj

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an adviser to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

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2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

YOGESHWARAN – IDBI FEDERAL

IPBI - 10

IDBI FEDERAL
in association with Ageas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Yogeshwaran
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE (ERODE Division). The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Yogeshwaran
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	6051
Total Guaranteed Compensation	49631
Productivity Bonus	300000
TOTAL	349631

Monthly Target :(4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
Activation	3

We will be pleased to offer on the basis of below points listed.

First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You should complete the target assigned to you with 10 NOP within 3 months period. You need to recruit min 3 candidates under you. After that you will be promoted as a Team Leader. Placement Location will be Coimbatore and Erode. Hope the communication is clear and more clarification can be sought from the undersigned.

Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

IDBI FEDERAL

IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To

Yogeshwaran

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

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AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

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- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
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Method 3:

- Achieve 10 lives& FYC 60,000.
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2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

ARUN KUMAR – IDBI FEDERAL

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Arun Kumar

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

MAHIBALAN – IDBI FEDERAL

2017 - 12

IDBI FEDERAL

IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To

Mahibalan

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

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- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

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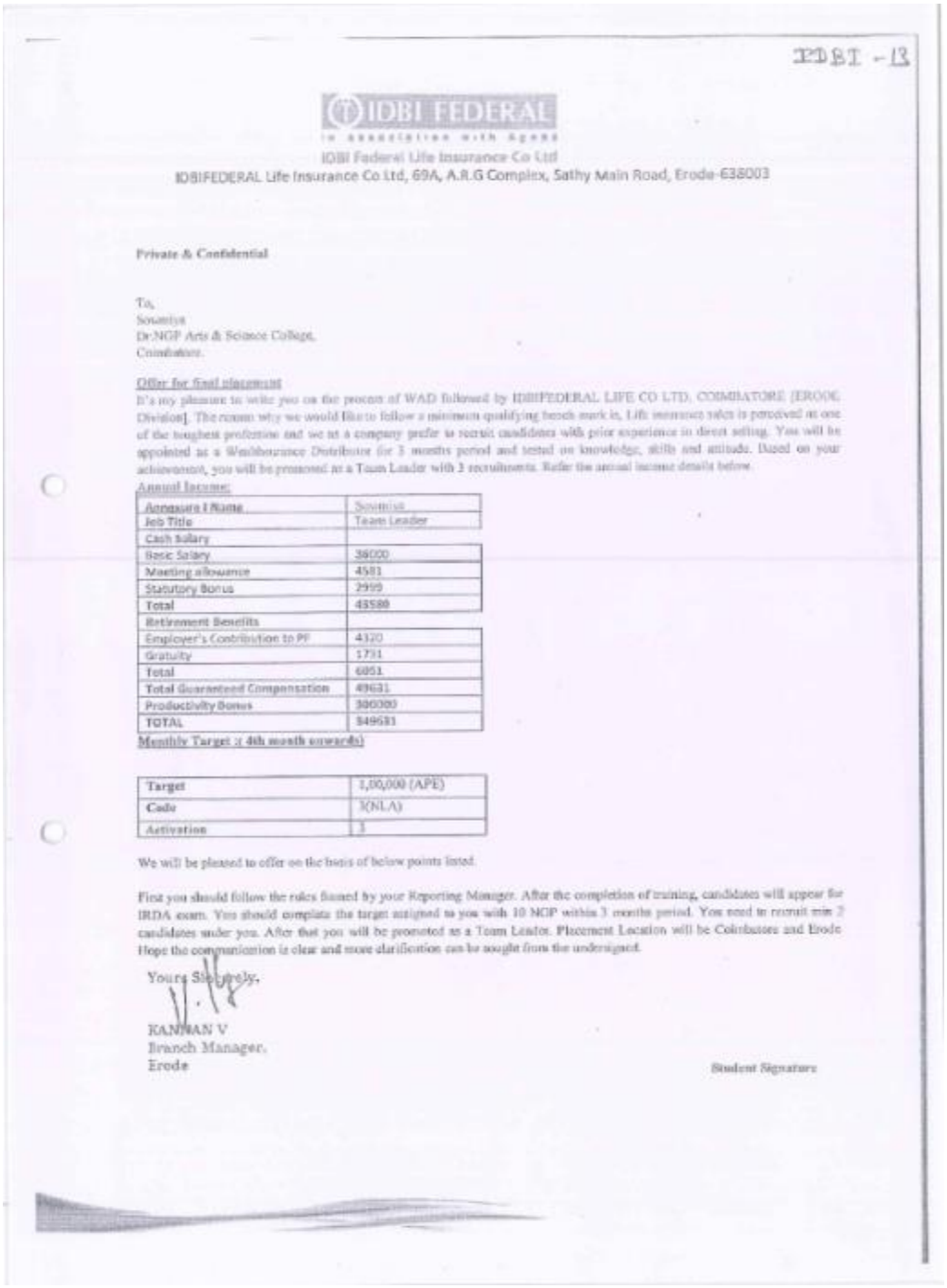
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

SOWMIYA – IDBI FEDERAL



IDBI -13

IDBI FEDERAL
in association with Ageas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Sowmiya
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE (ERODE Division). The reason why we would like to follow a minimum qualifying bench mark in, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthinsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Sowmiya
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	6051
Total Guaranteed Compensation	49631
Productivity Bonus	300000
TOTAL	349631

Monthly Target : 4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
Activation	3

We will be pleased to offer on the basis of below points listed.

First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You should complete the target assigned to you with 10 NOP within 3 months period. You need to recruit min 2 candidates under you. After that you will be promoted as a Team Leader. Placement Location will be Coimbatore and Erode Hope the communication is clear and more clarification can be sought from the undersigned.

Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

PRAVIN – IDBI FEDERAL

IDBI - 14

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Pravin Guru

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
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An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

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2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

GOKUL – IDBI FEDERAL

IDBI - 15

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Gokul

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
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4. Monthly Advisor Activation Allowance
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6. Self-Sourced business payout

CANDIDATE SIGNATURE

PRAKASH – IDBI FEDERAL

IDBI - 16

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Prakash

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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- Progression post free look period & net of cancellations
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Method 2:

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3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
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6. Self-Sourced business payout

CANDIDATE SIGNATURE

RAJINIGANTH – IDBI FEDERAL

IDBI-17

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Rajiniganth

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

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- Rapid starter 100 target is different for new & existing advisors
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- Min vintage 3 calendar months as an advisor
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4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

RAVI – IDBI FEDERAL

IDBI - 18

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Ravi

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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CANDIDATE SIGNATURE

SOWNDHARYA – IDBI FEDERAL

IDBI - 19

IDBI FEDERAL
a association with Agasa
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Sowndharya
Dr NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE [ERODE Division]. The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthinsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Sowndharya
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	6051
Total Guaranteed Compensation	49631
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Monthly Target (4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
Activation	3

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Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Sowndharya

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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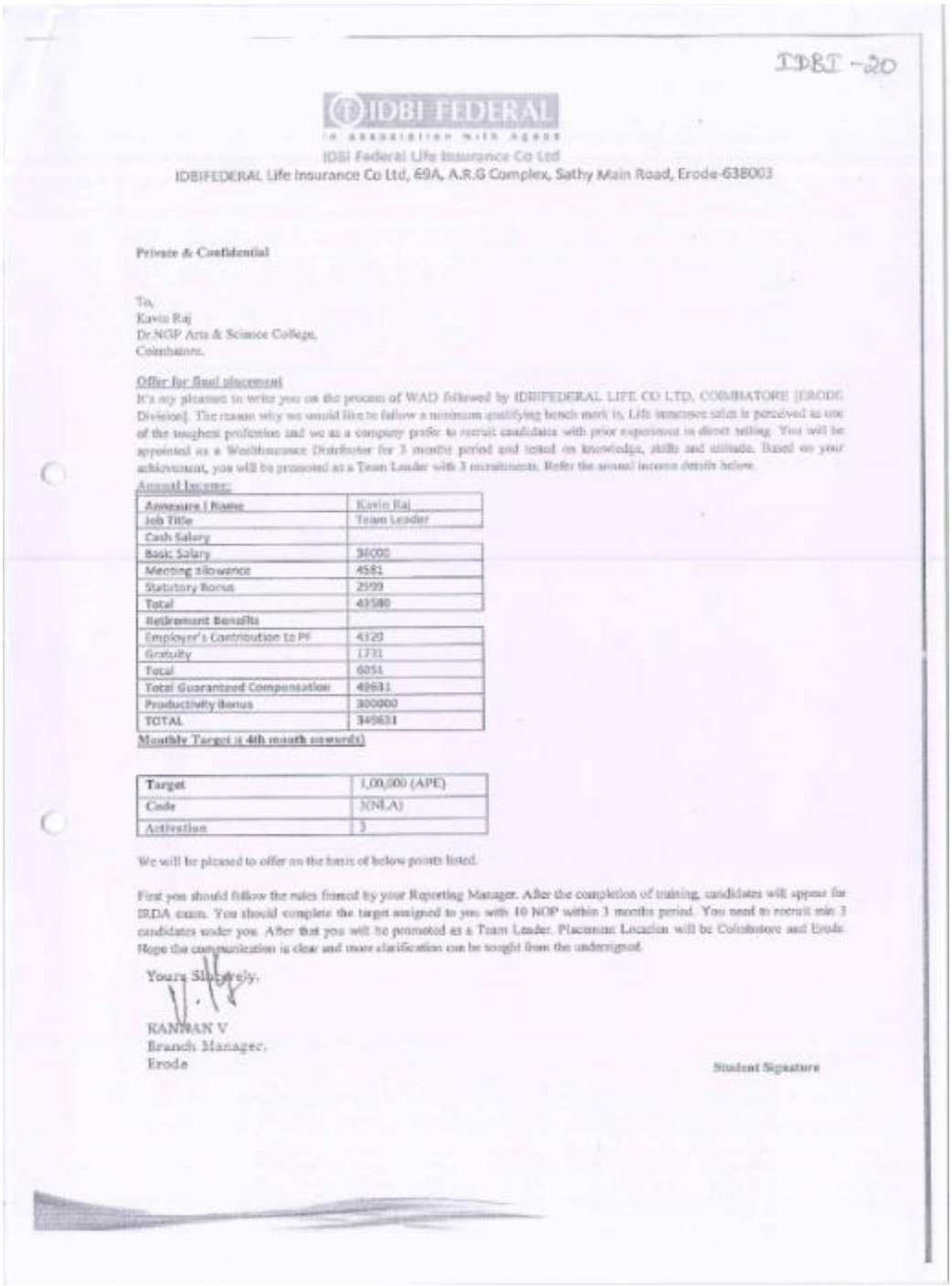
An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

KAVIN RAJ – IDBI FEDERAL



IDBI -20

IDBI FEDERAL
in association with Ageas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Kavin Raj
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE [ERODE Division]. The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthinsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Kavin Raj
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	6051
Total Guaranteed Compensation	49631
Productivity Bonus	300000
TOTAL	349631

Monthly Target (4th month onwards)

Target	1,00,000 (APE)
Code	3(NEA)
Activation	3

We will be pleased to offer on the basis of below points listed.

First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You should complete the target assigned to you with 10 NOP within 3 months period. You need to recruit min 3 candidates under you. After that you will be promoted as a Team Leader. Placement Location will be Coimbatore and Erode. Hope the communication is clear and more clarification can be sought from the undersigned.

Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

KAVIN – IDBI FEDERAL

IDBI - 21

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Kavin Ramanathan

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An adviser needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

MOHAN BABU – IDBI FEDERAL

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Mohan Babu

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

NITHISH – IDBI FEDERAL

IDBI -23

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Nithish

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency lender / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3.

- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

PREETHA – IDBI FEDERAL

IDBI - 24

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Preetha

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 lives& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

SHREE VATSAN – IDBI FEDERAL

IDBI FEDERAL
in association with Ageas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Shree Vatsan
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE [ERODE Division]. The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Shree Vatsan
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	**43580**
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	**6051**
Total Guaranteed Compensation	**49631**
Productivity Bonus	**300000**
TOTAL	**349631**

Monthly Target :(4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
Activation	3

We will be pleased to offer on the basis of below points listed.

First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You should complete the target assigned to you with 10 NOP within 3 months period. You need to recruit min 3 candidates under you. After that you will be promoted as a Team Leader. Placement Location will be Coimbatore and Erode. Hope the communication is clear and more clarification can be sought from the undersigned.

Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Shree Vatsan

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3.

- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

NARESH – IDBI FEDERAL

IDBI - 26

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Naresh

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

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AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

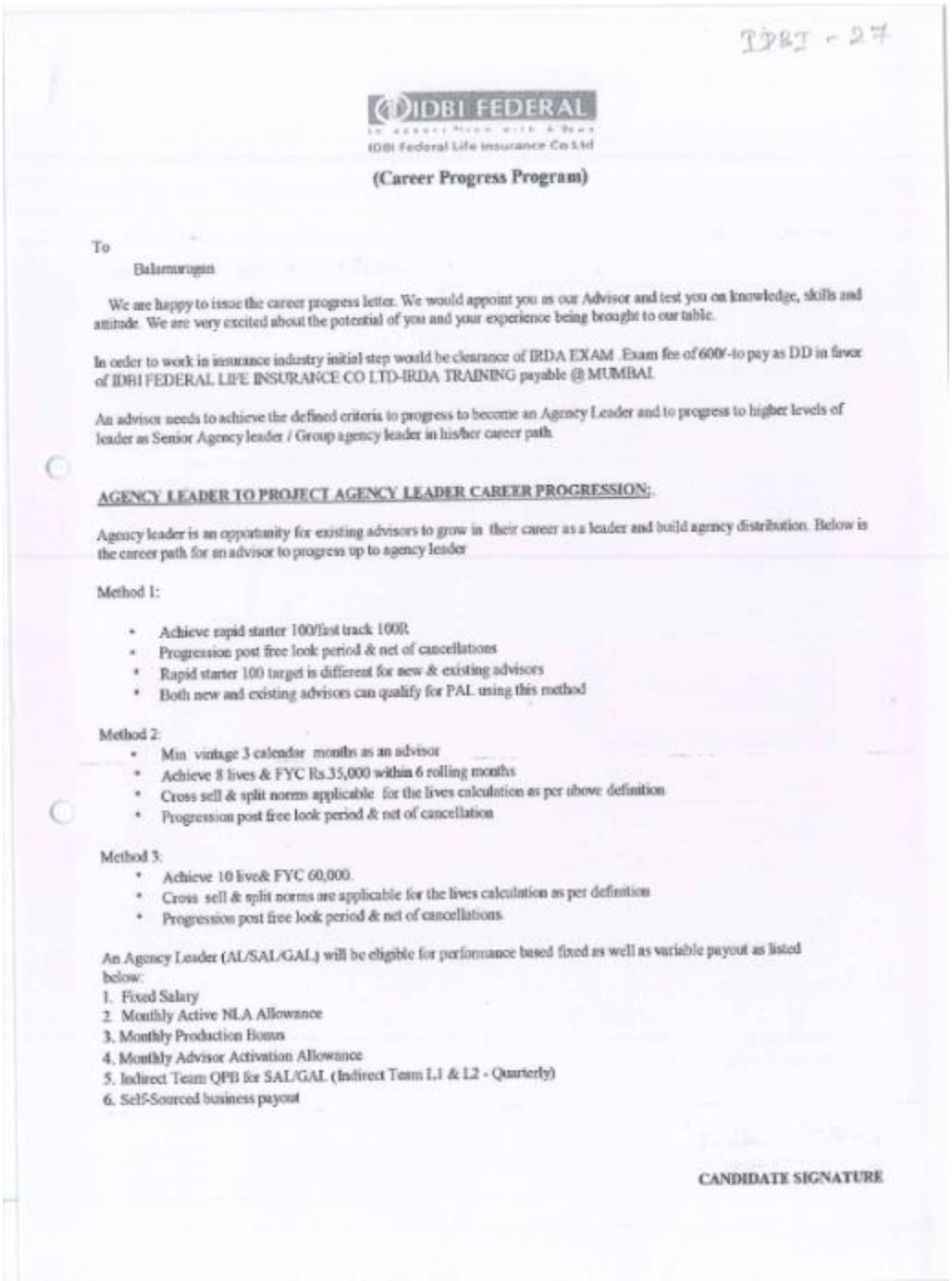
- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

BALAMURUGAN – IDBI FEDERAL



IDBI - 27

IDBI FEDERAL

IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To

Balamurugan

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100.
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

DEEPAK – IDBI FEDERAL

IDBI-26

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Deepak

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

VISHNU PRABU – IDBI FEDERAL

1911 - 29

IDBI FEDERAL
a association with Agaas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Vishnu Prabu
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE [ERODE Division]. The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Vishnu Prabu
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	6051
Total Guaranteed Compensation	49631
Productivity Bonus	300000
TOTAL	349631

Monthly Target (4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
Activation	3

We will be pleased to offer on the basis of below points listed.

First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You should complete the target assigned to you with 10 NOP within 3 months period. You need to recruit min 3 candidates under you. After that you will be promoted as a Team Leader. Placement Location will be Coimbatore and Erode. Hope the communication is clear and more clarification can be sought from the undersigned.

Yours Sincerely,

RANJAN V
Branch Manager,
Erode

Student Signature

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Vishnu Prabu

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 lives& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

JAGANATHAN – IDBI FEDERAL

IDBI-30

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Jagannathan

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
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- Achieve 10 live& FYC 60,000.
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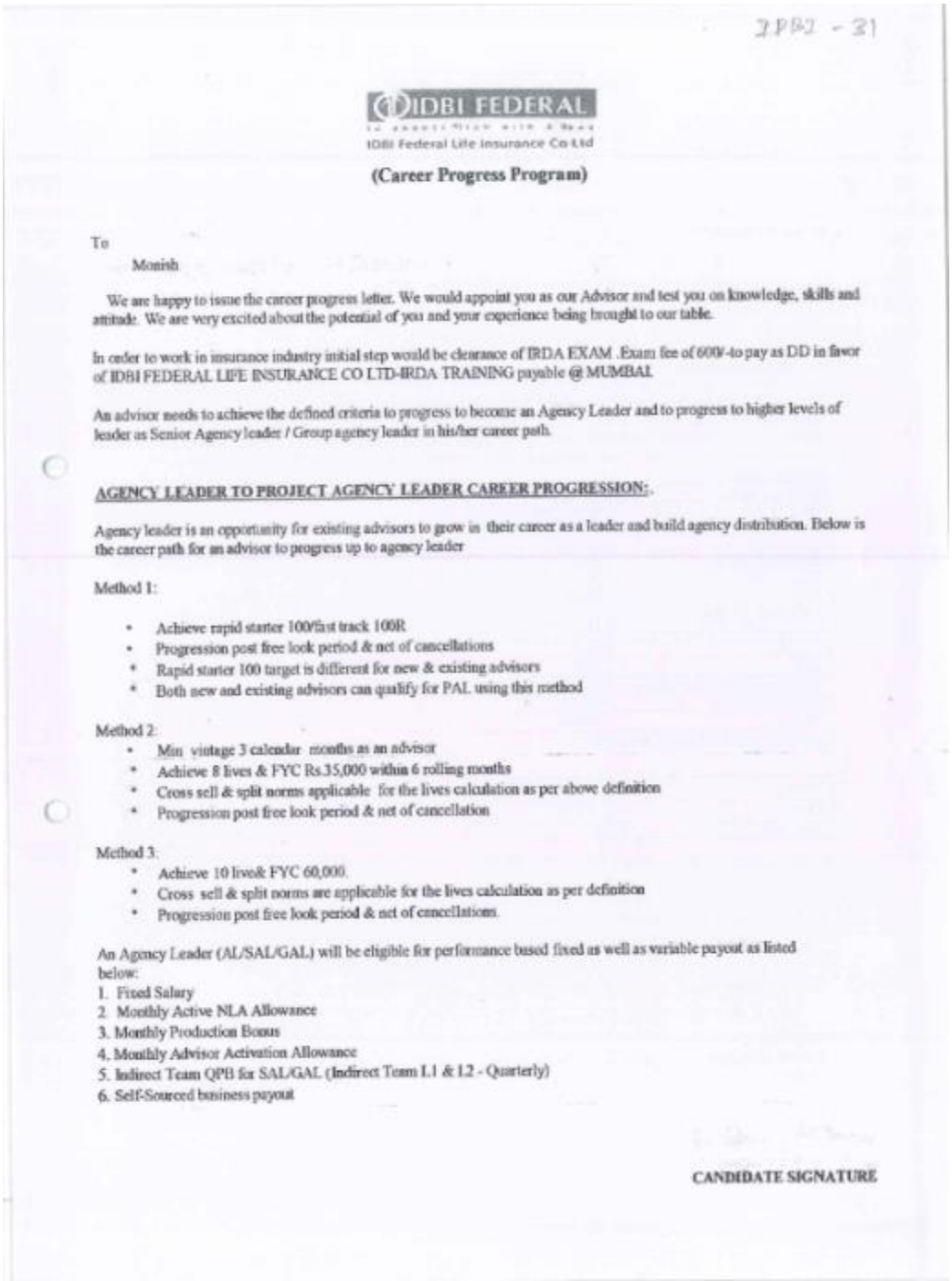
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

MONISH – IDBI FEDERAL



IPBJ - 31

IDBI FEDERAL

IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To

Monish

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 lives& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

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1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

REEGA – IDBI FEDERAL

IDBI - 32

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Reega

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AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

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Method 2:

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Method 3:

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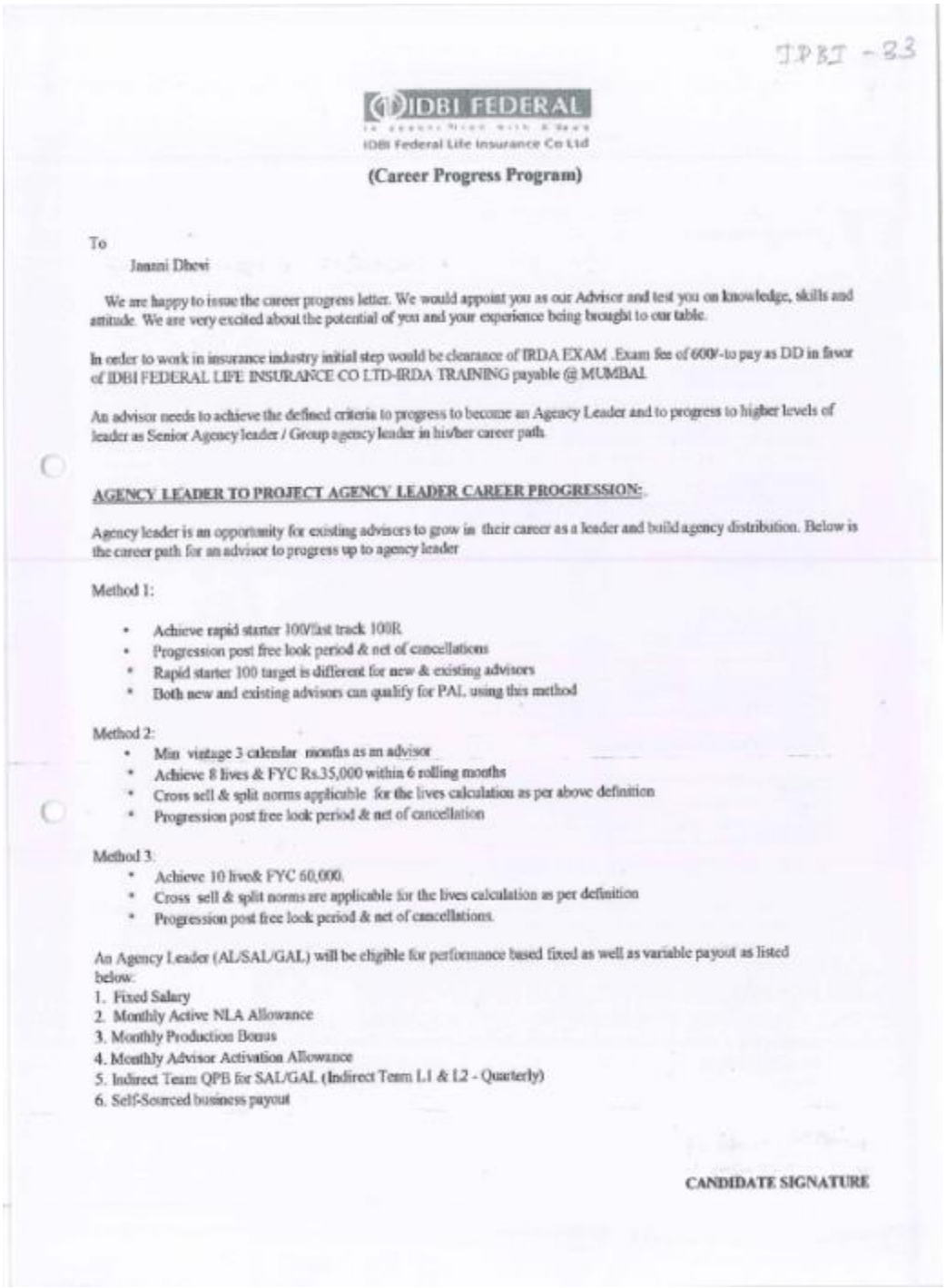
6. Self-Sourced business payout

CANDIDATE SIGNATURE

JANANI DEVI – IDBI FEDERAL



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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Janani Dhevi

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CANDIDATE SIGNATURE

LAKSHMANAN – IDBI FEDERAL

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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Lakshmanan

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CANDIDATE SIGNATURE

RAJAKUMARN – IDBI FEDERAL

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Rajakumaran

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CANDIDATE SIGNATURE

DHINESH – IDBI FEDERAL

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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Dhinesh

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CANDIDATE SIGNATURE

NANDHINI – IDBI FEDERAL

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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Nandhini

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CANDIDATE SIGNATURE

RAMYA – IDBI FEDERAL

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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Ramya

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CANDIDATE SIGNATURE

TAMIZHINI – IDBI FEDERAL

IDBI - 39

IDBI FEDERAL
in association with Ageas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Tamizhini
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE [ERODE Division]. The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Tamizhini
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	6051
Total Guaranteed Compensation	49631
Productivity Bonus	300000
TOTAL	349631

Monthly Target :(4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
Activation	3

We will be pleased to offer on the basis of below points listed.

First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You should complete the target assigned to you with 10 NOP within 3 months period. You need to recruit min 3 candidates under you. After that you will be promoted as a Team Leader. Placement Location will be Coimbatore and Erode. Hope the communication is clear and more clarification can be sought from the undersigned.

Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Tamizhini

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CANDIDATE SIGNATURE

IMMANUAEL – IDBI FEDERAL

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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Immanuel

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CANDIDATE SIGNATURE

MANOJ – IDBI FEDERAL

IDBI -41

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Manoj

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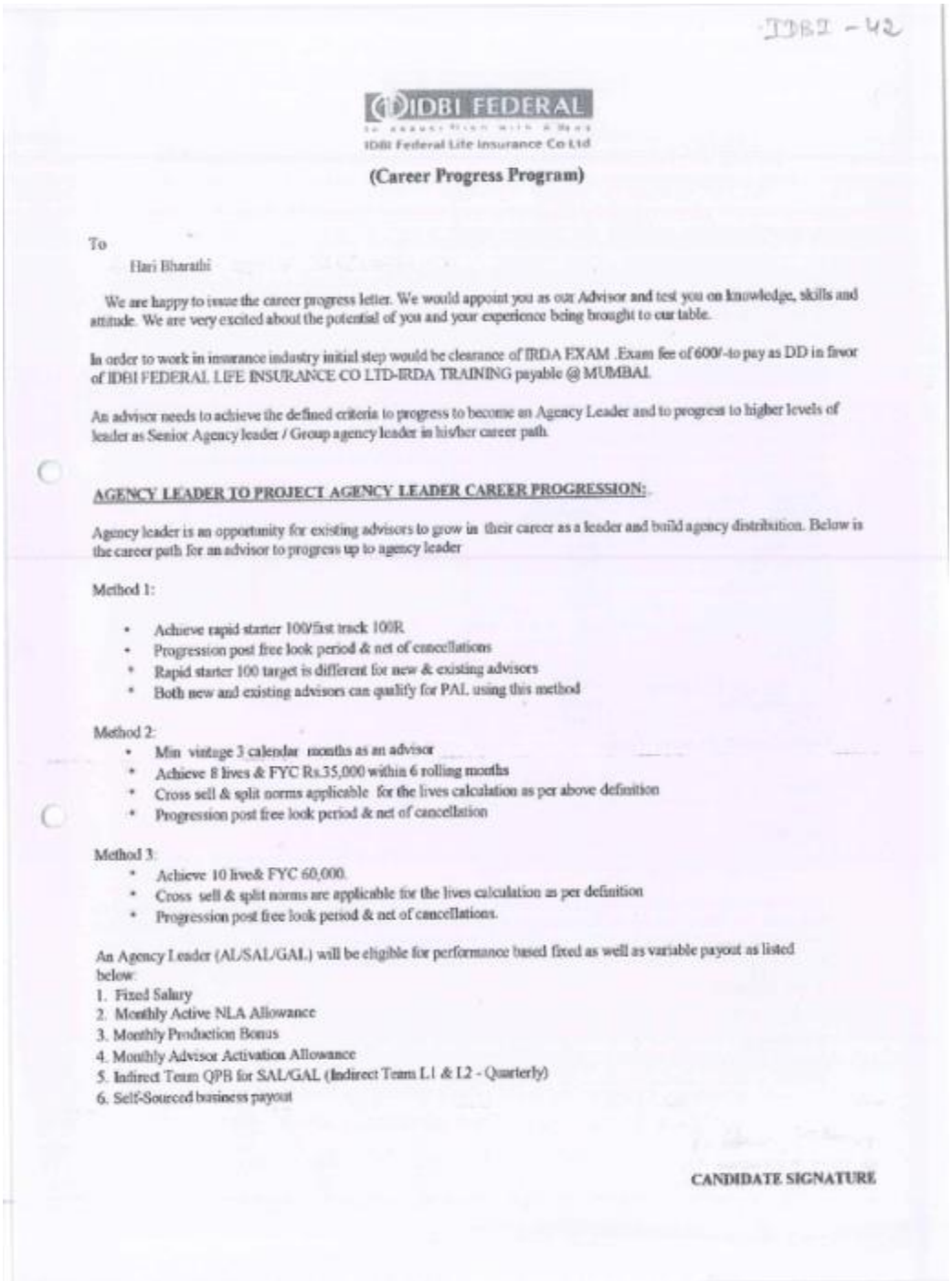
CANDIDATE SIGNATURE

HARI BHARATHI – IDBI FEDERAL



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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Hari Bharathi

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CANDIDATE SIGNATURE

KEERTHIKA – IDBI FEDERAL

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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Keerthika

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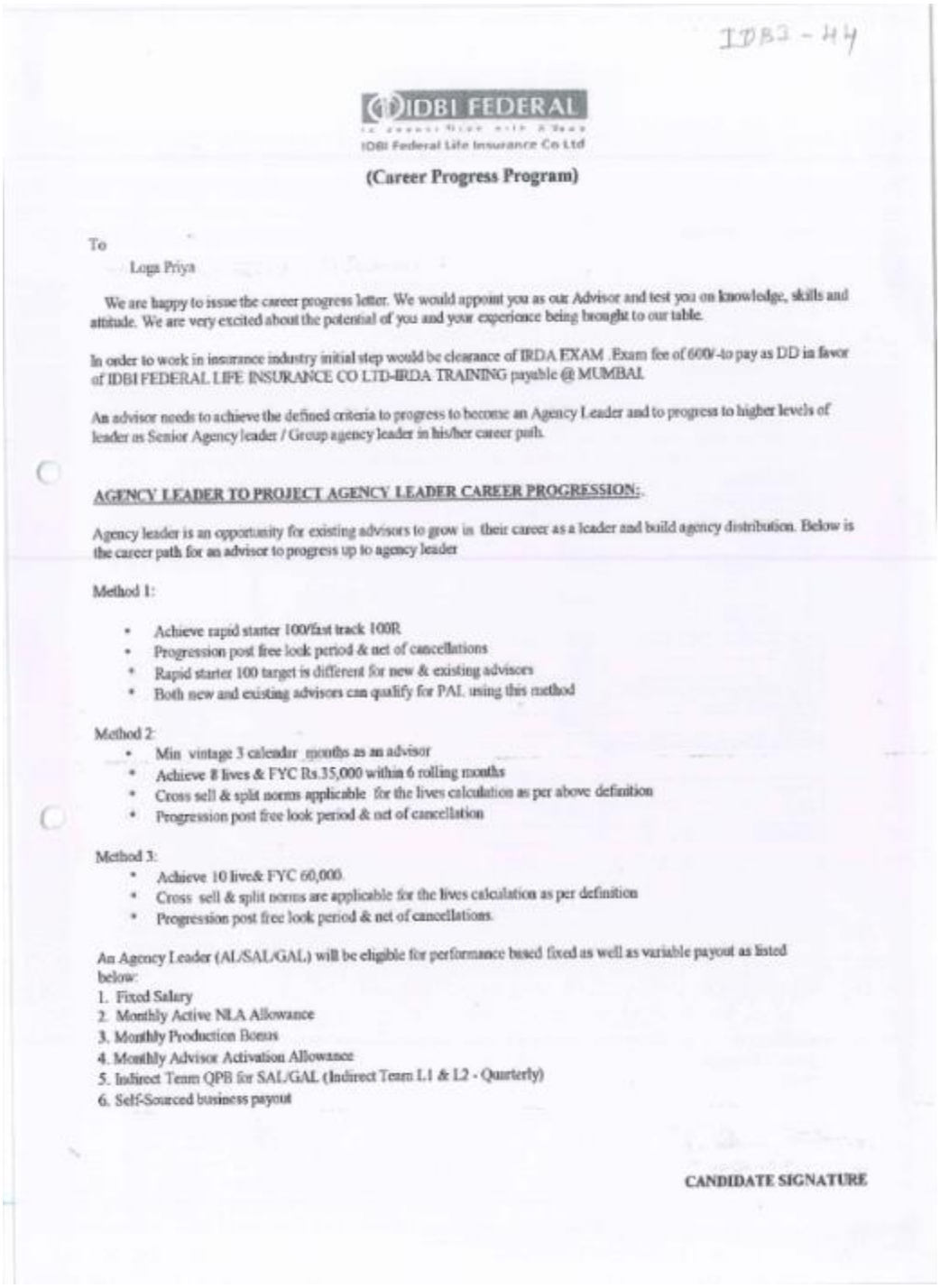
CANDIDATE SIGNATURE

LOGAPRIYA – IDBI FEDERAL



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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Loga Priya

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CANDIDATE SIGNATURE

ASHOK – IDBI FEDERAL

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IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

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We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An advisor needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

Agency leader is an opportunity for existing advisors to grow in their career as a leader and build agency distribution. Below is the career path for an advisor to progress up to agency leader

Method 1:

- Achieve rapid starter 100/fast track 100R
- Progression post free look period & net of cancellations
- Rapid starter 100 target is different for new & existing advisors
- Both new and existing advisors can qualify for PAL using this method

Method 2:

- Min vintage 3 calendar months as an advisor
- Achieve 8 lives & FYC Rs.35,000 within 6 rolling months
- Cross sell & split norms applicable for the lives calculation as per above definition
- Progression post free look period & net of cancellation

Method 3:

- Achieve 10 live& FYC 60,000.
- Cross sell & split norms are applicable for the lives calculation as per definition
- Progression post free look period & net of cancellations.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

1. Fixed Salary
2. Monthly Active NLA Allowance
3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

BHARATH KUMAR – IDBI FEDERAL

IDBI - 46

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To
Bharath Kumar

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM. Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

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3. Monthly Production Bonus
4. Monthly Advisor Activation Allowance
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6. Self-Sourced business payout

CANDIDATE SIGNATURE

PRIYADHARSHINI – IDBI FEDERAL

PDBI - 47

IDBI FEDERAL
in association with Ageas
IDBI Federal Life Insurance Co Ltd
IDBIFEDERAL Life Insurance Co Ltd, 69A, A.R.G Complex, Sathy Main Road, Erode-638003

Private & Confidential

To,
Priyadharshini
Dr.NGP Arts & Science College,
Coimbatore.

Offer for final placement

It's my pleasure to write you on the process of WAD followed by IDBIFEDERAL LIFE CO LTD, COIMBATORE [ERODE Division]. The reason why we would like to follow a minimum qualifying bench mark is, Life insurance sales is perceived as one of the toughest profession and we as a company prefer to recruit candidates with prior experience in direct selling. You will be appointed as a Wealthsurance Distributor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as a Team Leader with 3 recruitments. Refer the annual income details below.

Annual Income:

Annexure I Name	Priyadharshini
Job Title	Team Leader
Cash Salary	
Basic Salary	36000
Meeting allowance	4581
Statutory Bonus	2999
Total	43580
Retirement Benefits	
Employer's Contribution to PF	4320
Gratuity	1731
Total	6051
Total Guaranteed Compensation	49631
Productivity Bonus	300000
TOTAL	349631

Monthly Target :(4th month onwards)

Target	1,00,000 (APE)
Code	3(NLA)
Activation	3

We will be pleased to offer on the basis of below points listed.

First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You should complete the target assigned to you with 10 NOP within 3 months period. You need to recruit min 3 candidates under you. After that you will be promoted as a Team Leader. Placement Location will be Coimbatore and Erode. Hope the communication is clear and more clarification can be sought from the undersigned.

Yours Sincerely,

KANNAN V
Branch Manager,
Erode

Student Signature

IDBI FEDERAL
IDBI Federal Life Insurance Co Ltd

(Career Progress Program)

To

Priyadharshini

We are happy to issue the career progress letter. We would appoint you as our Advisor and test you on knowledge, skills and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of IRDA EXAM .Exam fee of 600/-to pay as DD in favor of IDBI FEDERAL LIFE INSURANCE CO LTD-IRDA TRAINING payable @ MUMBAI.

An adviser needs to achieve the defined criteria to progress to become an Agency Leader and to progress to higher levels of leader as Senior Agency leader / Group agency leader in his/her career path.

AGENCY LEADER TO PROJECT AGENCY LEADER CAREER PROGRESSION:

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An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed as well as variable payout as listed below:

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5. Indirect Team QPB for SAL/GAL (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

CANDIDATE SIGNATURE

ABINESH – IGENIUS

iGenius

191

Conditional Offer Letter

TO

Abinesh
DR NGP College of Arts & Science,
Coimbatore.

Sub: **Conditional offer letter of employment**

Dear **Mr. Abinesh,**

Congratulations on being offered employment with iGenius. As indicated to you during the employment application process, your offer of employment is conditioned upon **your Successful completion of Real time project and Global Certification (Microsoft, AWS, Google ,Facebook, Php, Python, Java, iOS certification** as per your skill set) including a skill test, as well as your acknowledging and signing this offer letter. It is also conditioned on your acknowledging and signing certain agreements including our (Employee handbook, confidentiality and Non-disclosure Agreement and employee agreement.

Should you meet the conditions of employment, we expect you to begin work on June 2020. You will receive a salary of 15000 to 20000(Differs based on the skill set) per month. Your job responsibilities will include those essential duties will be discussed with you during the interview, as the more specifically delineated in the attached job description in employment agreement after completion of 90 days introductory period, you will be entitled to receive the full range of company benefits as included in the summary benefit plan documents and our employee handbook.

As part of hiring process, we will be coordinating your employee organization on the first day of employment. We're required by law on the first day of employment to obtain two (2) copies of document that establish both identity and employment eligibility.

If you need any clarification please drop an email hr@igenius.co.in.

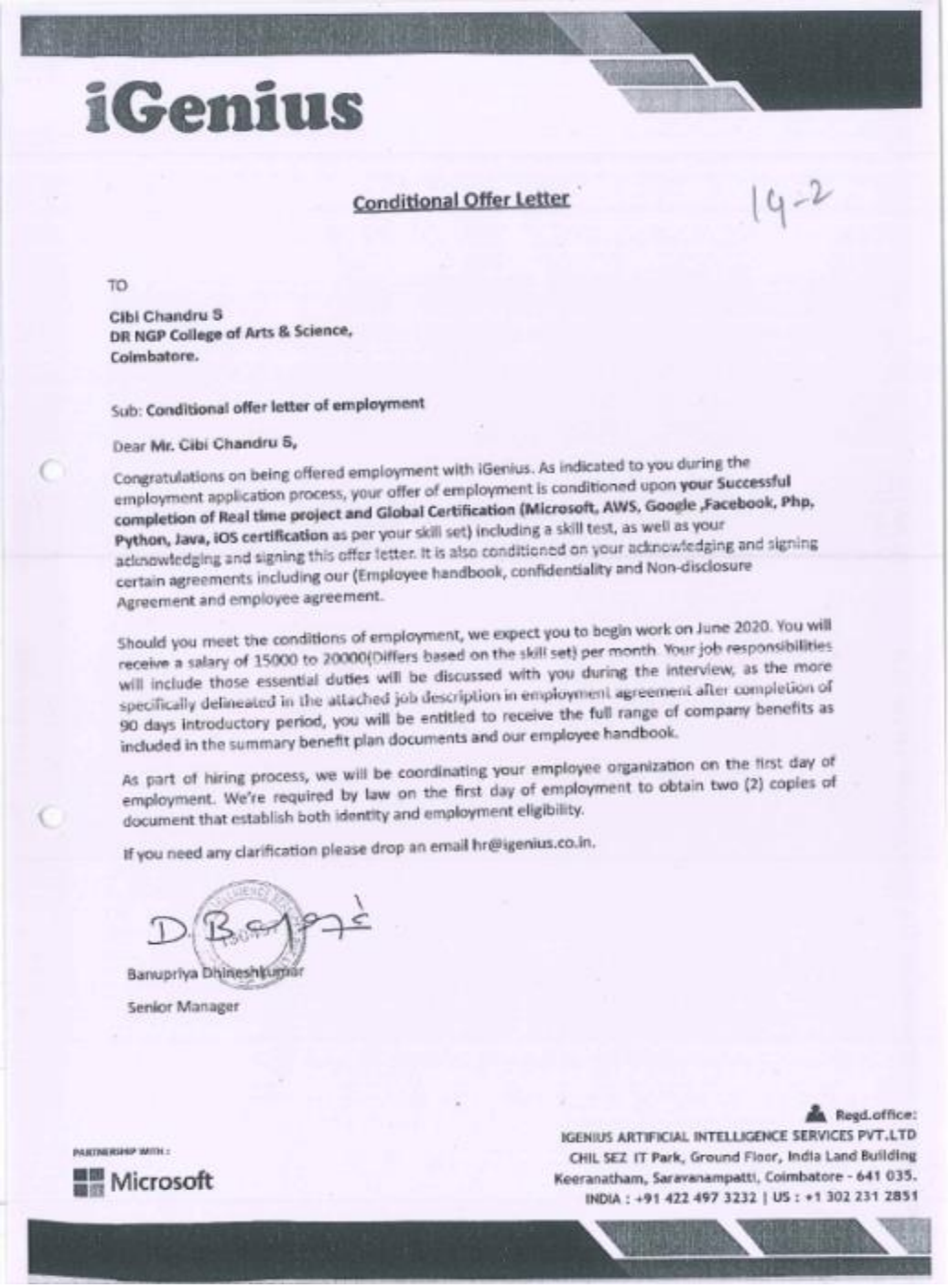
Banupriya Dhineshkumar

Senior Manager

PARTNERSHIP WITH :
Microsoft

Regd.office:
IGENIUS ARTIFICIAL INTELLIGENCE SERVICES PVT.LTD
CHIL SEZ IT Park, Ground Floor, India Land Building
Keeranatham, Saravanampatti, Coimbatore - 641 035.
INDIA : +91 422 497 3232 | US : +1 302 231 2851

CIBI CHANDRU – IGENIUS



iGenius

Conditional Offer Letter 14-2

TO

Cibi Chandru S
DR NGP College of Arts & Science,
Coimbatore.

Sub: **Conditional offer letter of employment**

Dear **Mr. Cibi Chandru S,**

Congratulations on being offered employment with iGenius. As indicated to you during the employment application process, your offer of employment is conditioned upon **your Successful completion of Real time project and Global Certification (Microsoft, AWS, Google ,Facebook, Php, Python, Java, iOS certification** as per your skill set) including a skill test, as well as your acknowledging and signing this offer letter. It is also conditioned on your acknowledging and signing certain agreements including our (Employee handbook, confidentiality and Non-disclosure Agreement and employee agreement.

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As part of hiring process, we will be coordinating your employee organization on the first day of employment. We're required by law on the first day of employment to obtain two (2) copies of document that establish both identity and employment eligibility.

If you need any clarification please drop an email hr@igenius.co.in.

D. Banupriya Dhineshkumar

Senior Manager

PARTNERSHIP WITH :
Microsoft

Regd.office:
IGENIUS ARTIFICIAL INTELLIGENCE SERVICES PVT.LTD
CHIL SEZ IT Park, Ground Floor, India Land Building
Keeranatham, Saravanampatti, Coimbatore - 641 035.
INDIA : +91 422 497 3232 | US : +1 302 231 2851

SOWMIYA E – IGENIUS

iGenius

19-3

Conditional Offer Letter

TO

Sowmiya E
DR NGP College of Arts & Science,
Coimbatore.

Sub: **Conditional offer letter of employment**

Dear **Ms. Sowmiya E,**

Congratulations on being offered employment with iGenius. As indicated to you during the employment application process, your offer of employment is conditioned upon **your Successful completion of Real time project and Global Certification (Microsoft, AWS, Google ,Facebook, Php, Python, Java, iOS certification** as per your skill set) including a skill test, as well as your acknowledging and signing this offer letter. It is also conditioned on your acknowledging and signing certain agreements including our (Employee handbook, confidentiality and Non-disclosure Agreement and employee agreement.

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As part of hiring process, we will be coordinating your employee organization on the first day of employment. We're required by law on the first day of employment to obtain two (2) copies of document that establish both identity and employment eligibility.

If you need any clarification please drop an email hr@igenius.co.in.

Banupriya Dhineshkumar

Senior Manager

PARTNERSHIP WITH :
Microsoft

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ARUN C – IGENIUS

iGenius

Conditional Offer Letter

19.4

TO

Arun C
DR NGP College of Arts & Science,
Coimbatore.

Sub: **Conditional offer letter of employment**

Dear **Mr. Arun C,**

Congratulations on being offered employment with iGenius. As indicated to you during the employment application process, your offer of employment is conditioned upon **your Successful completion of Real time project and Global Certification (Microsoft, AWS, Google ,Facebook, Php, Python, Java, iOS certification** as per your skill set) including a skill test, as well as your acknowledging and signing this offer letter. It is also conditioned on your acknowledging and signing certain agreements including our (Employee handbook, confidentiality and Non-disclosure Agreement and employee agreement.

Should you meet the conditions of employment, we expect you to begin work on June 2020. You will receive a salary of 15000 to 20000(Differs based on the skill set) per month. Your job responsibilities will include those essential duties will be discussed with you during the interview, as the more specifically delineated in the attached job description in employment agreement after completion of 90 days introductory period, you will be entitled to receive the full range of company benefits as included in the summary benefit plan documents and our employee handbook.

As part of hiring process, we will be coordinating your employee organization on the first day of employment. We're required by law on the first day of employment to obtain two (2) copies of document that establish both identity and employment eligibility.

If you need any clarification please drop an email hr@igenius.co.in.

D. Banupriya

Banupriya Dhineshkumar

Senior Manager

PARTNERSHIP WITH :
Microsoft

Regd.office:
IGENIUS ARTIFICIAL INTELLIGENCE SERVICES PVT.LTD
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NITHYA VELUSAMY – IGENIUS

iGenius

19-5

Conditional Offer Letter

TO

Nithya Velusamy
DR NGP College of Arts & Science,
Coimbatore.

Sub: **Conditional offer letter of employment**

Dear **Ms. Nithya Velusamy,**

Congratulations on being offered employment with iGenius. As indicated to you during the employment application process, your offer of employment is conditioned upon **your Successful completion of Real time project and Global Certification (Microsoft, AWS, Google ,Facebook, Php, Python, Java, iOS certification** as per your skill set) including a skill test, as well as your acknowledging and signing this offer letter. It is also conditioned on your acknowledging and signing certain agreements including our (Employee handbook, confidentiality and Non-disclosure Agreement and employee agreement.

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If you need any clarification please drop an email hr@igenius.co.in.

D. Banupriya

Banupriya Dhineshkumar.

Senior Manager

PARTNERSHIP WITH :
Microsoft

Regd.office:
IGENIUS ARTIFICIAL INTELLIGENCE SERVICES PVT.LTD
CHIL SEZ IT Park, Ground Floor, India Land Building
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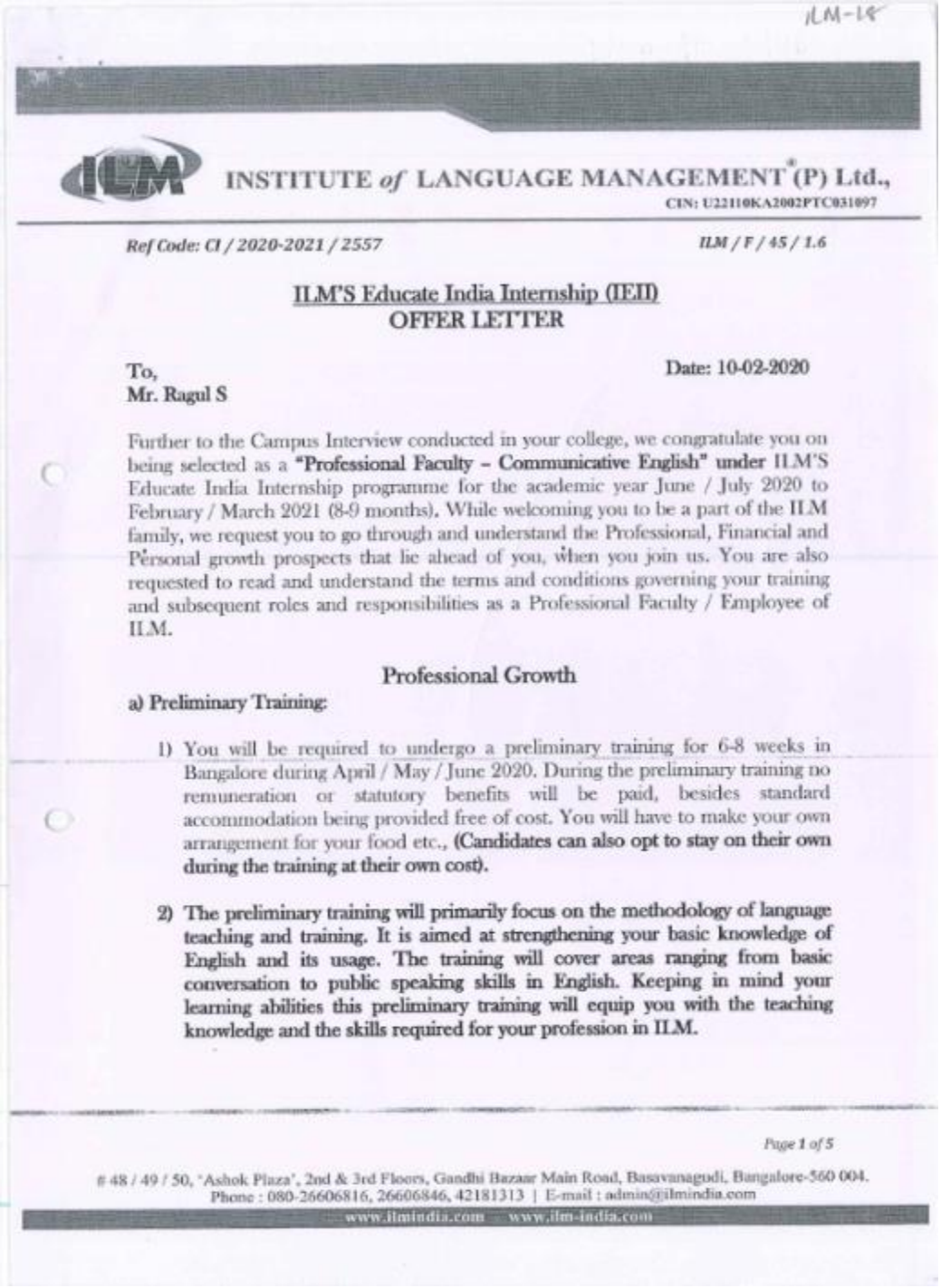
RAGUL S - ILM



ILM-14

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2557 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Ragul S

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

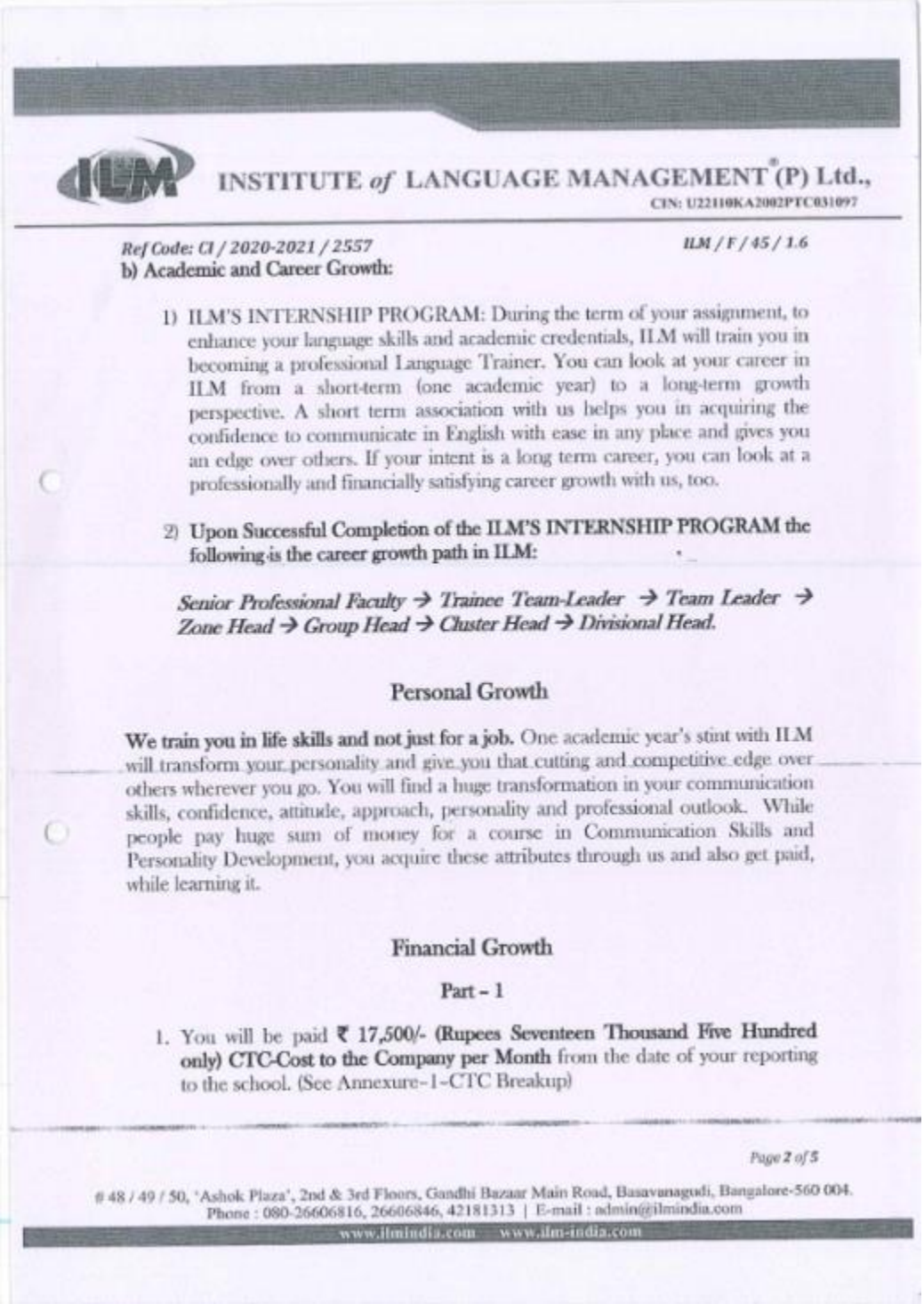
a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

Page 1 of 5

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com
www.ilmindia.com www.ilm-india.com



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CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2557 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part – 1

1. You will be paid **₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

Page 2 of 5

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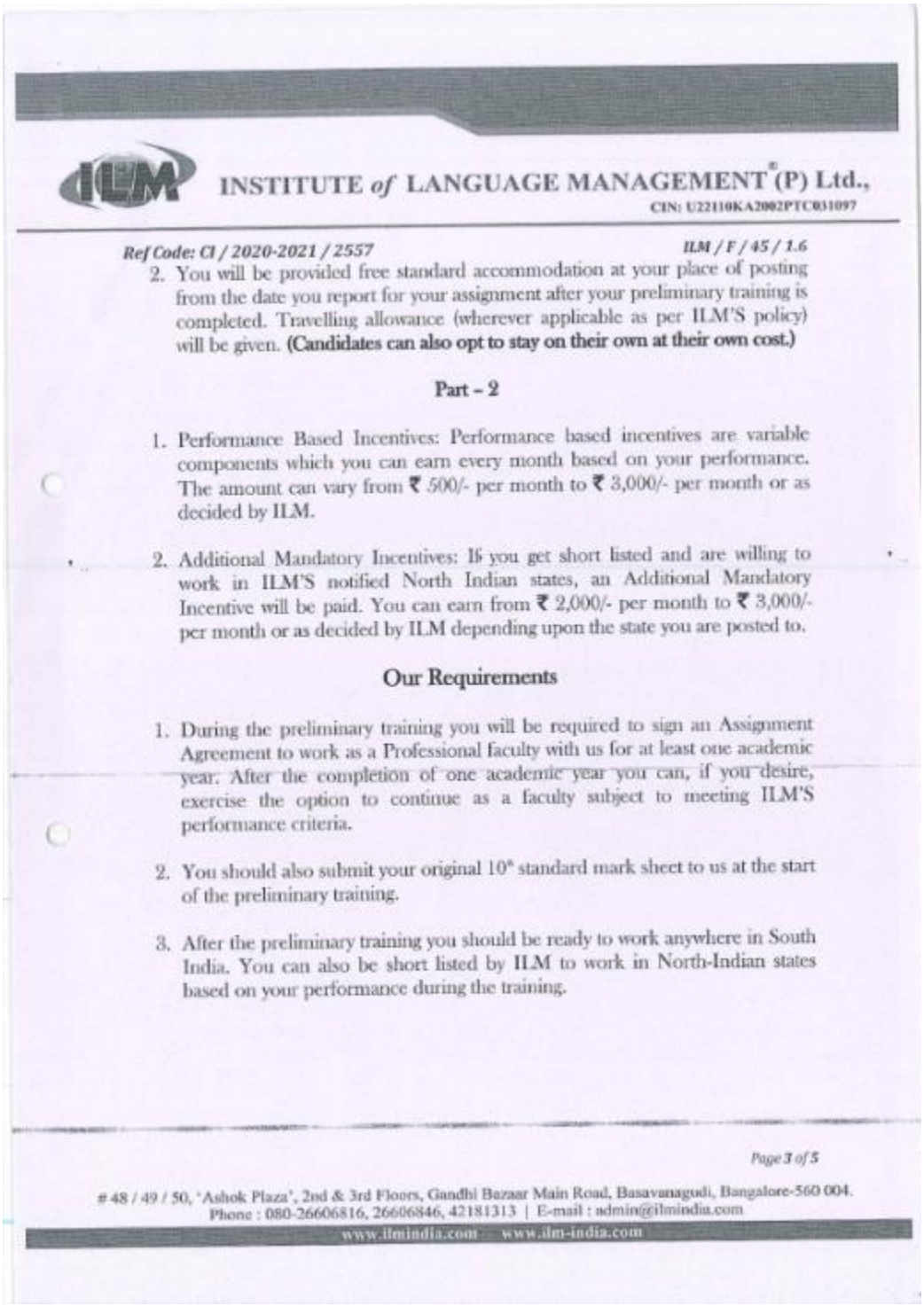

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CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2557 *ILM / F / 45 / 1.6*

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost.)**

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

Page 3 of 5

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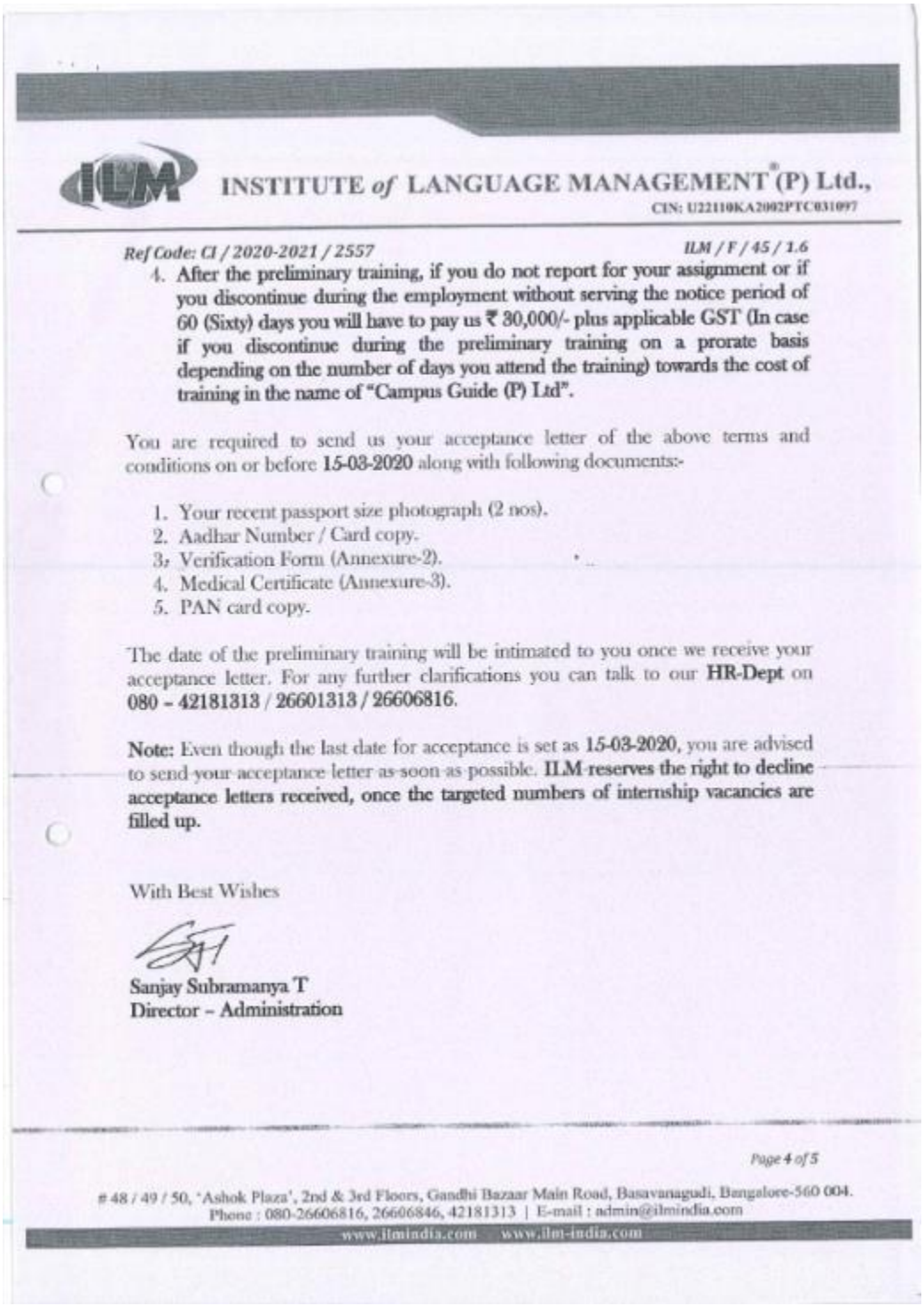

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2557 *ILM / F / 45 / 1.6*

4. **After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".**

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2020,** you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Sanjay Subramanya T
Director – Administration

Page 4 of 5

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Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com
www.ilmindia.com www.ilm-india.com

INDRA KUMAR R- ILM

ILM-19

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2592 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Indra Kumar R

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

Page 1 of 5

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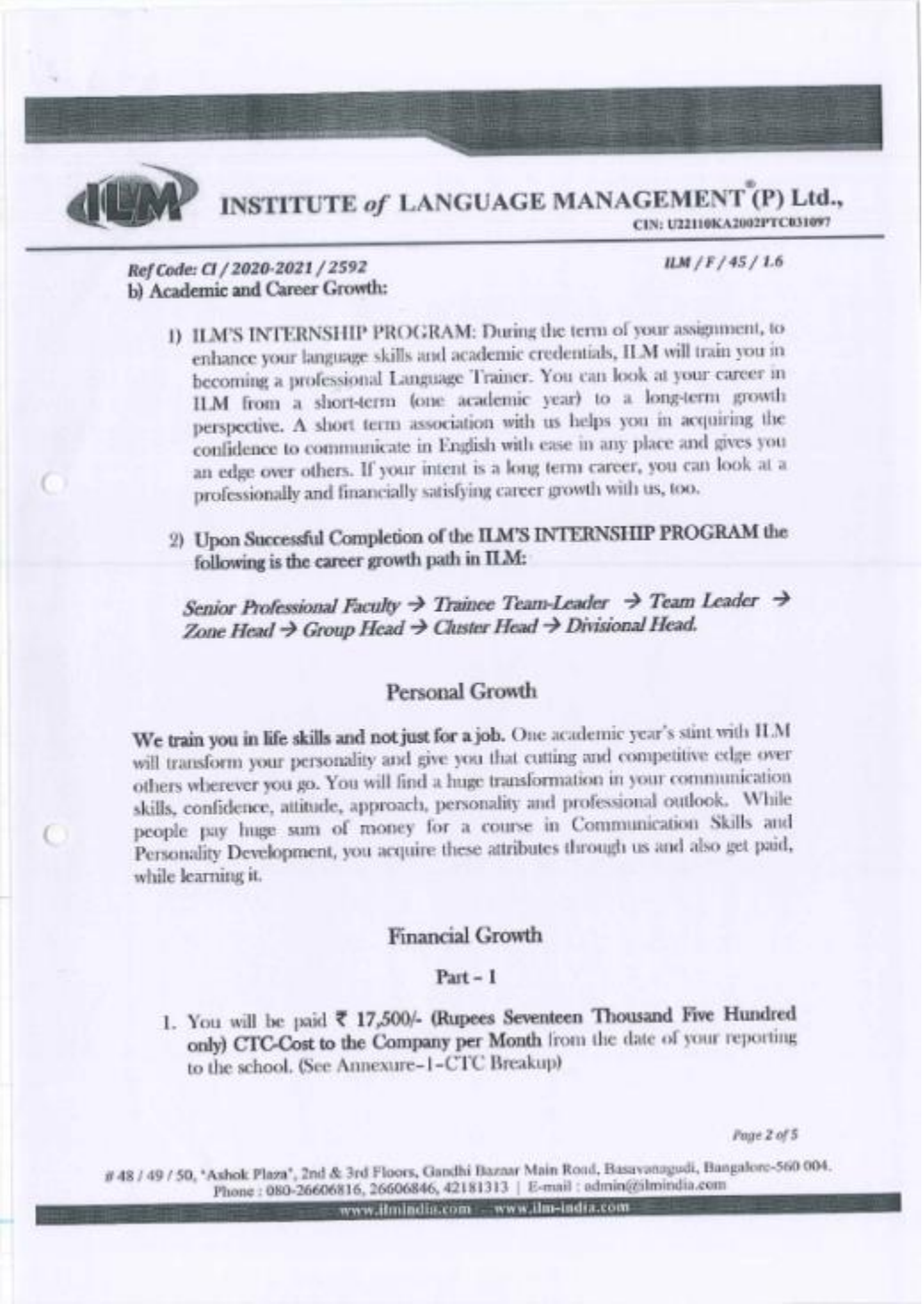
www.ilmindia.com · www.ilm-india.com



INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2592 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part - I

1. You will be paid **₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

Page 2 of 5

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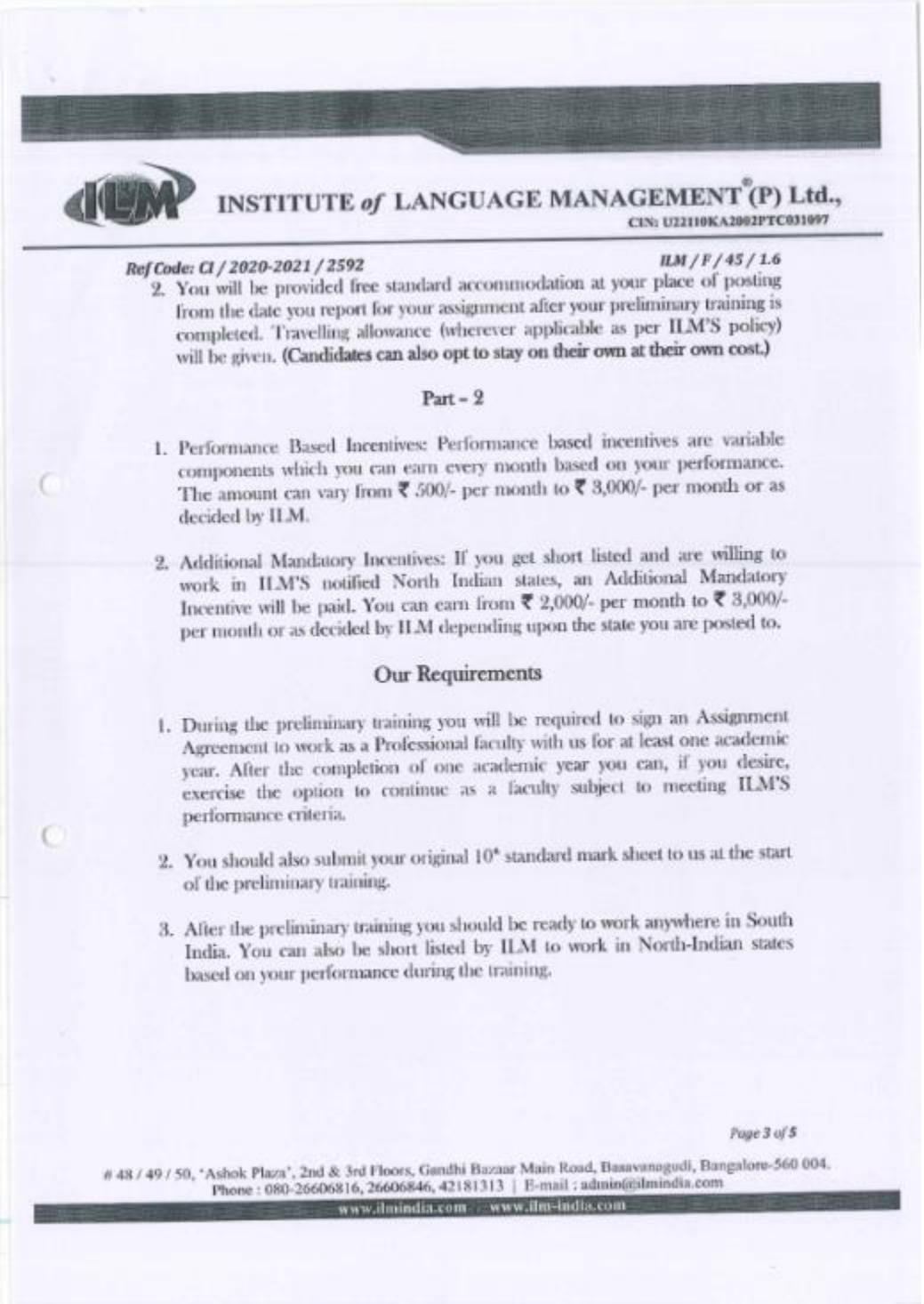

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2592 *ILM / F / 45 / 1.6*

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost.)**

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

Page 3 of 5

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Ref Code: CI / 2020-2021 / 2592 *ILM / F / 45 / 1.6*

4. After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2020**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Sanjay Subramanya T
Director – Administration

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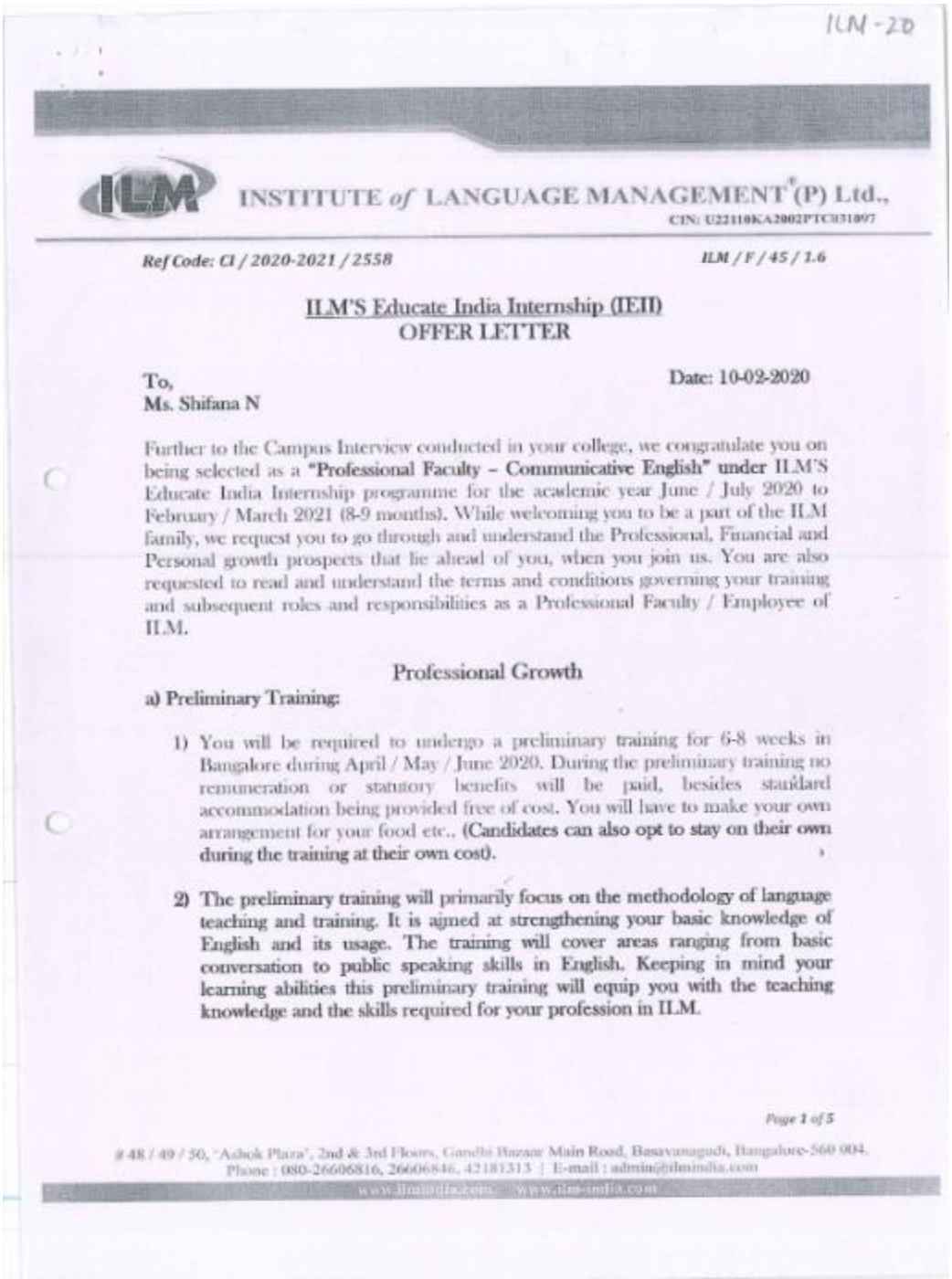
SHIFANA N - ILM



ILM - 20

INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2558 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Shifana N

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

Page 1 of 5

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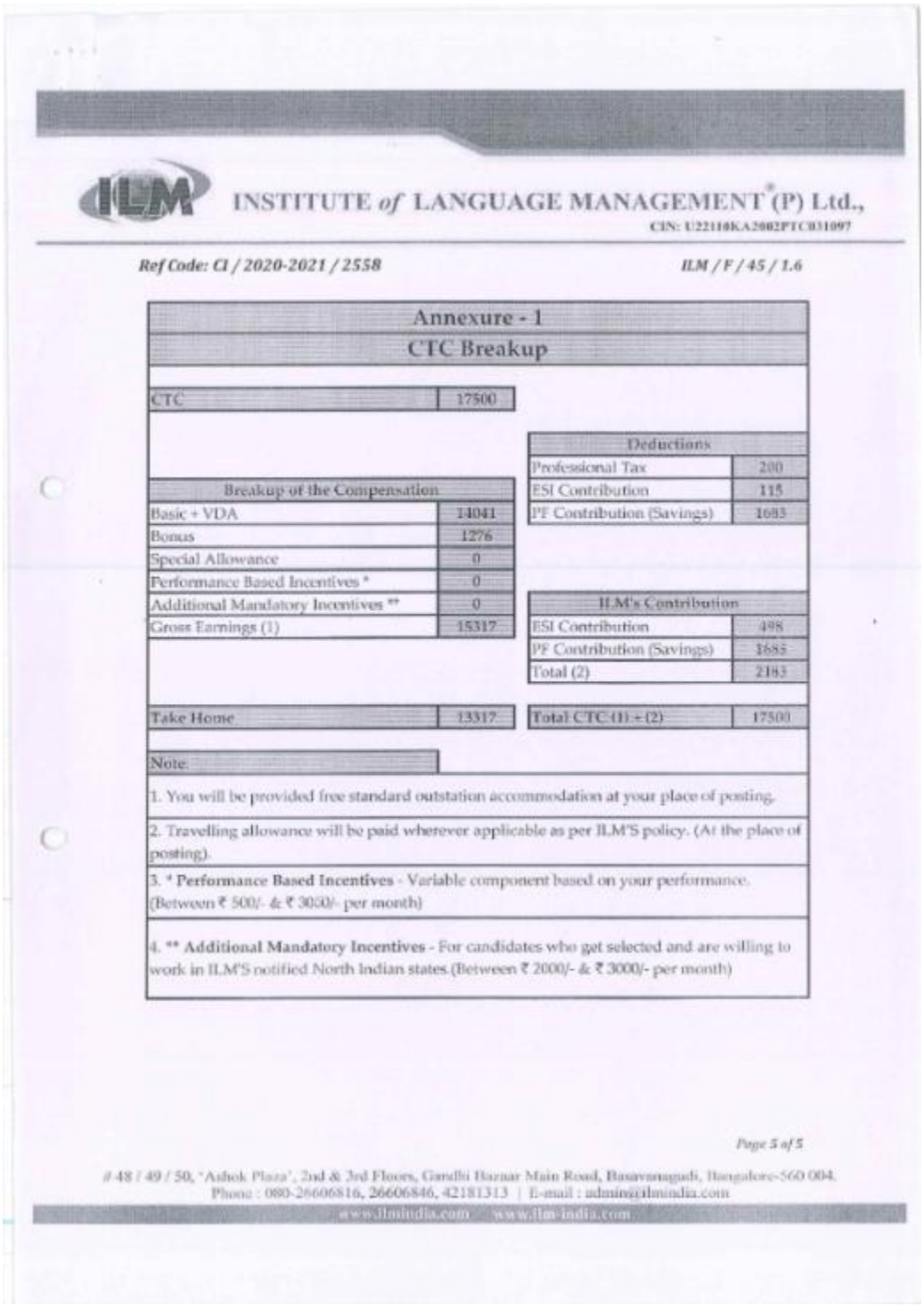

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CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2558 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1683

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3050/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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ANUDHEEP S- ILM

ILM -2.1

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2602 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. S Anudheep

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

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2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

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INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
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Ref Code: CI / 2020-2021 / 2602 *ILM / F / 45 / 1.6*

4. After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

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With Best Wishes

Sanjay Subramanya T
Director – Administration

Page 4 of 5

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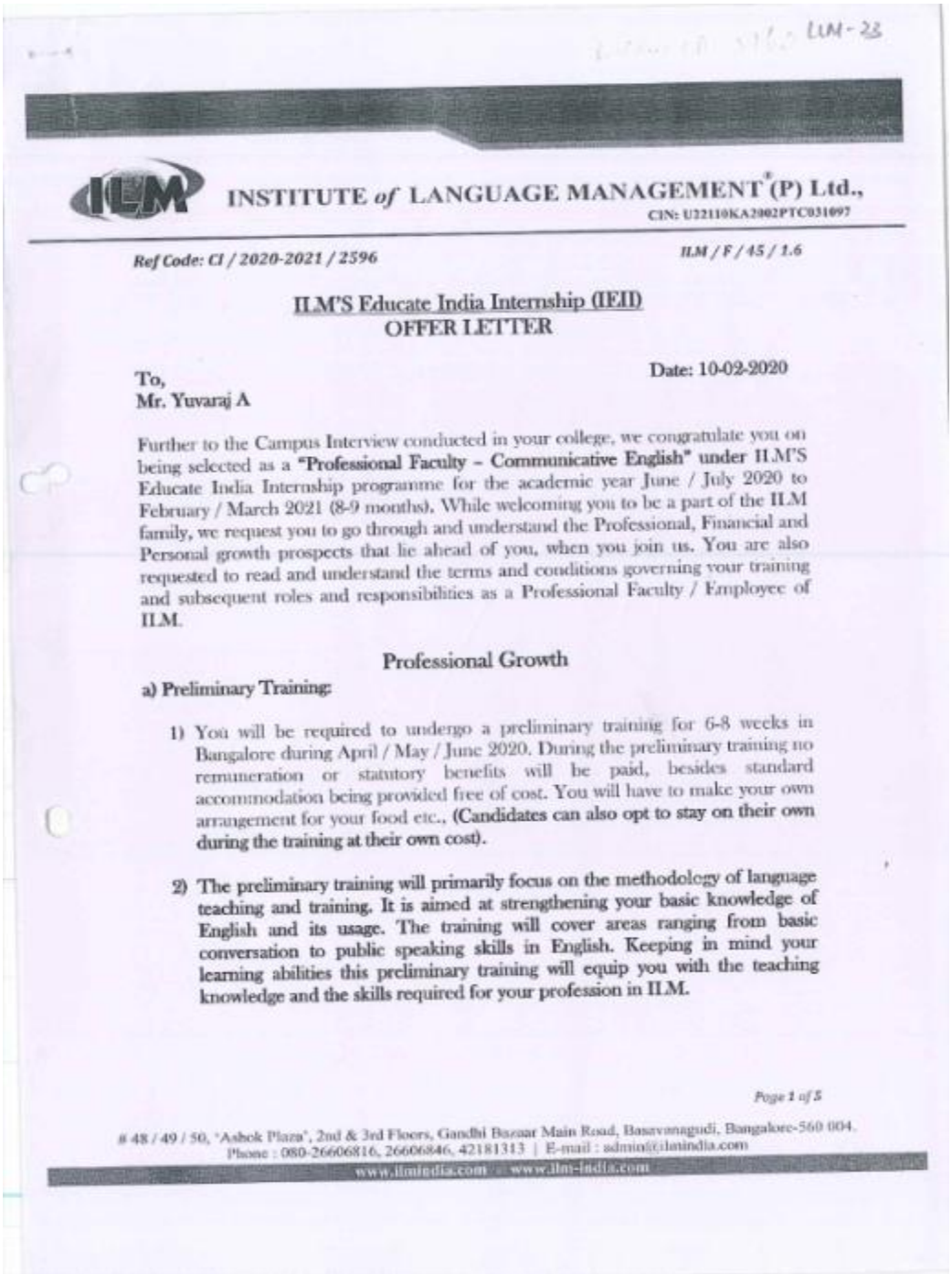
YUVARAJ A - ILM



ILM-23

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2596 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

Date: 10-02-2020

To,
Mr. Yuvaraj A

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

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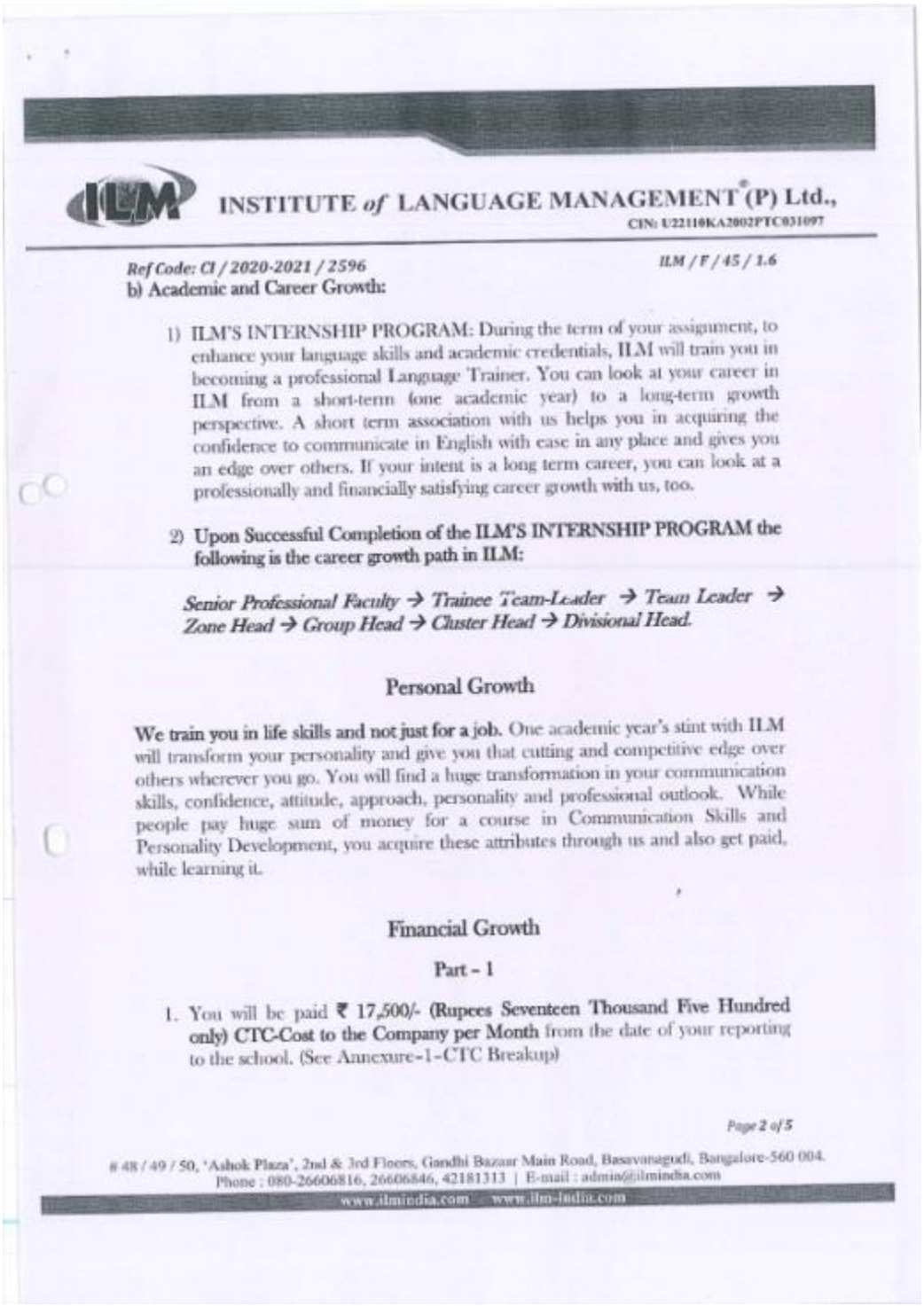

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CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2596 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part - 1

1. You will be paid **₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

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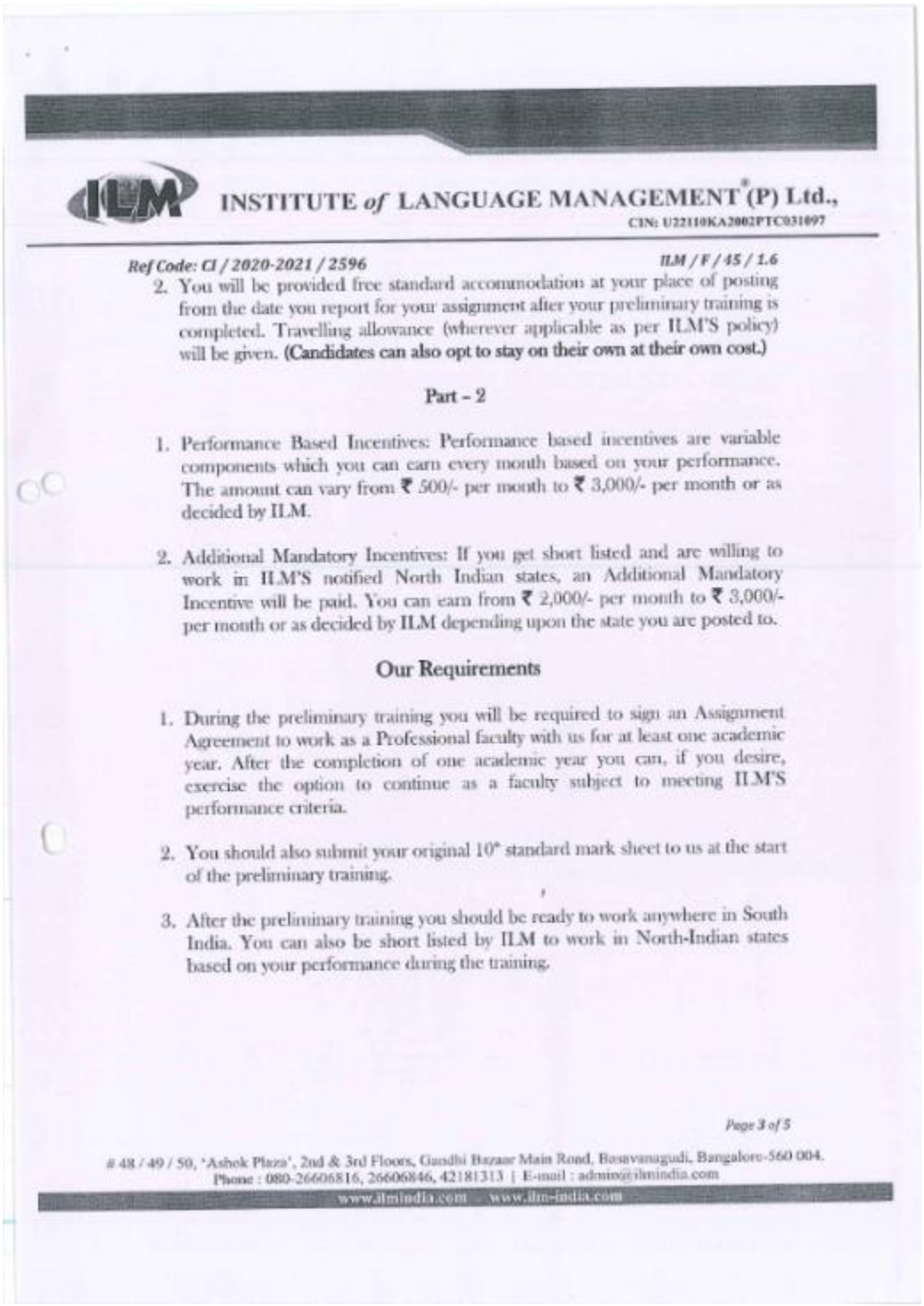

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Ref Code: CI / 2020-2021 / 2596 *ILM / F / 45 / 1.6*

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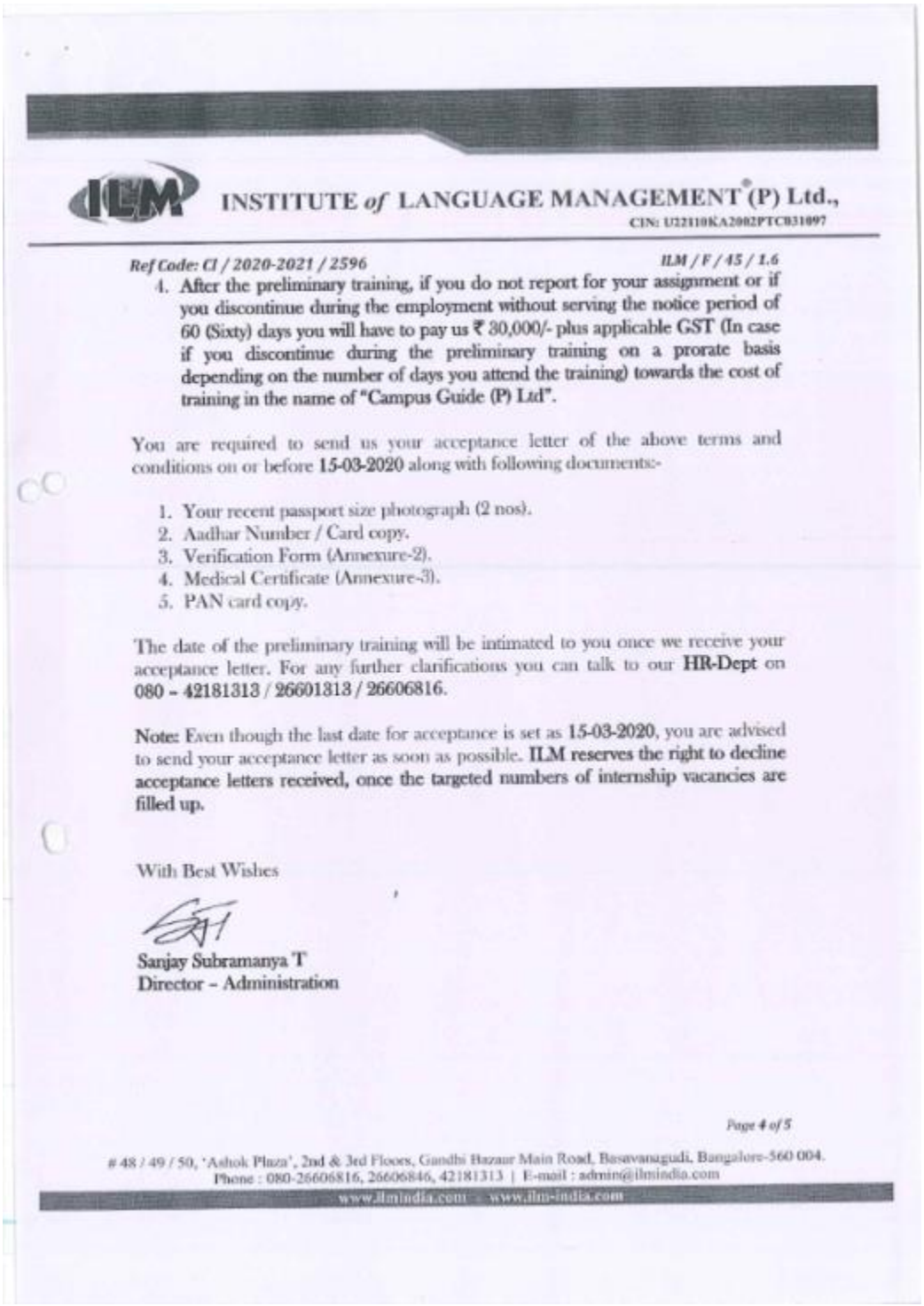

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Sanjay Subramanya T
Director – Administration

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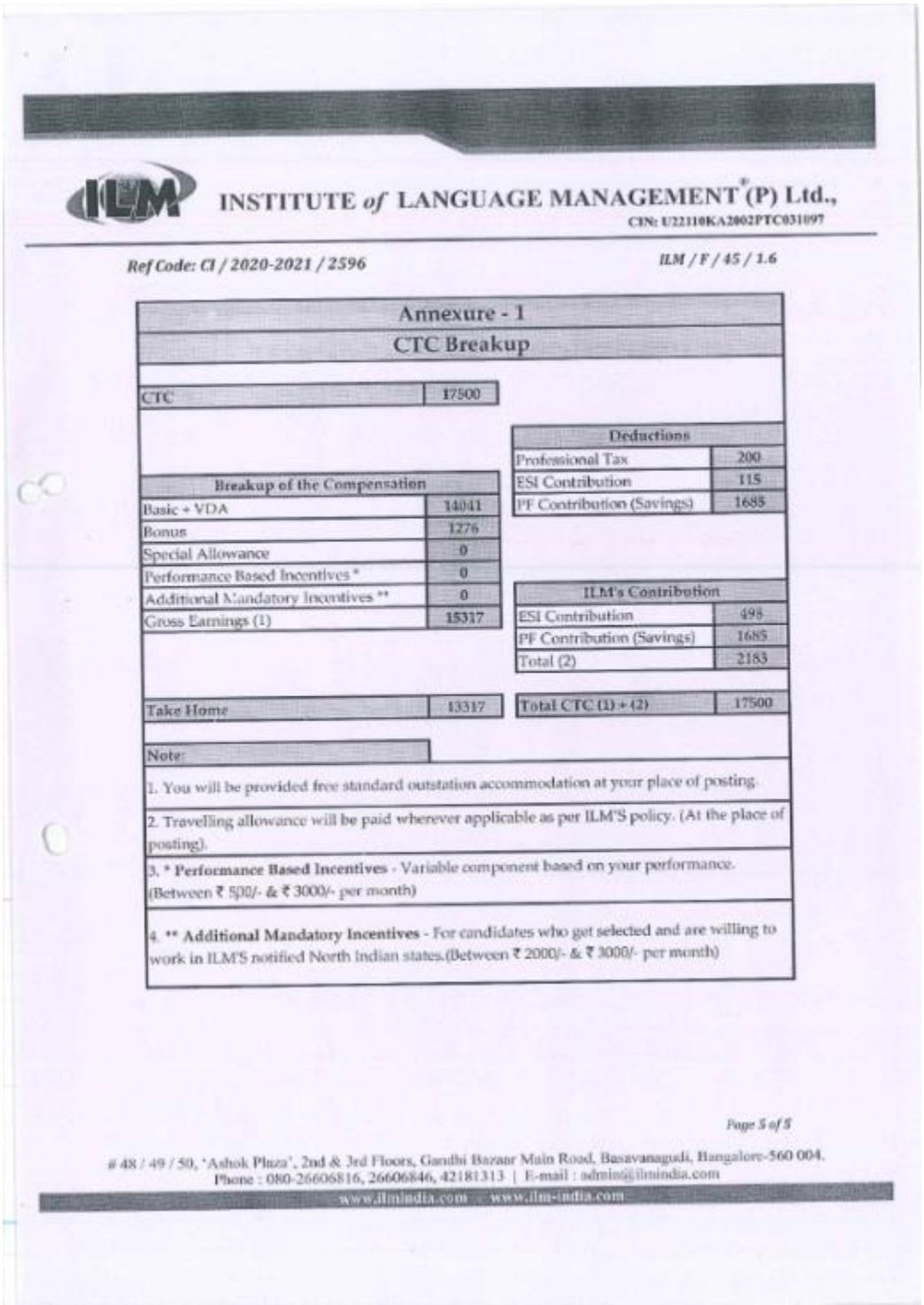

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Ref Code: CI / 2020-2021 / 2596 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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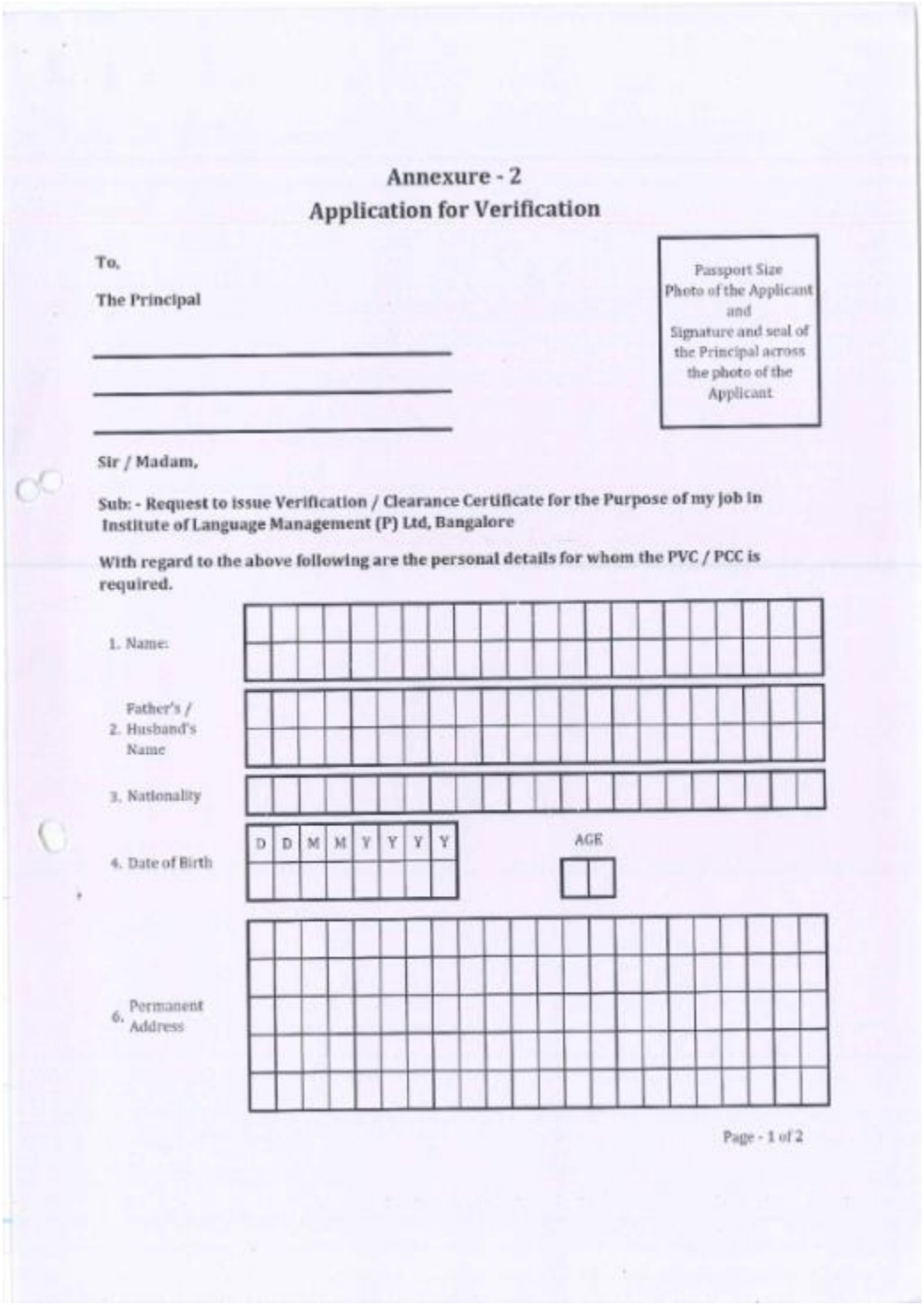


Annexure - 2
Application for Verification

To,

The Principal

_____

_____

_____

Passport Size Photo of the Applicant and Signature and seal of the Principal across the photo of the Applicant

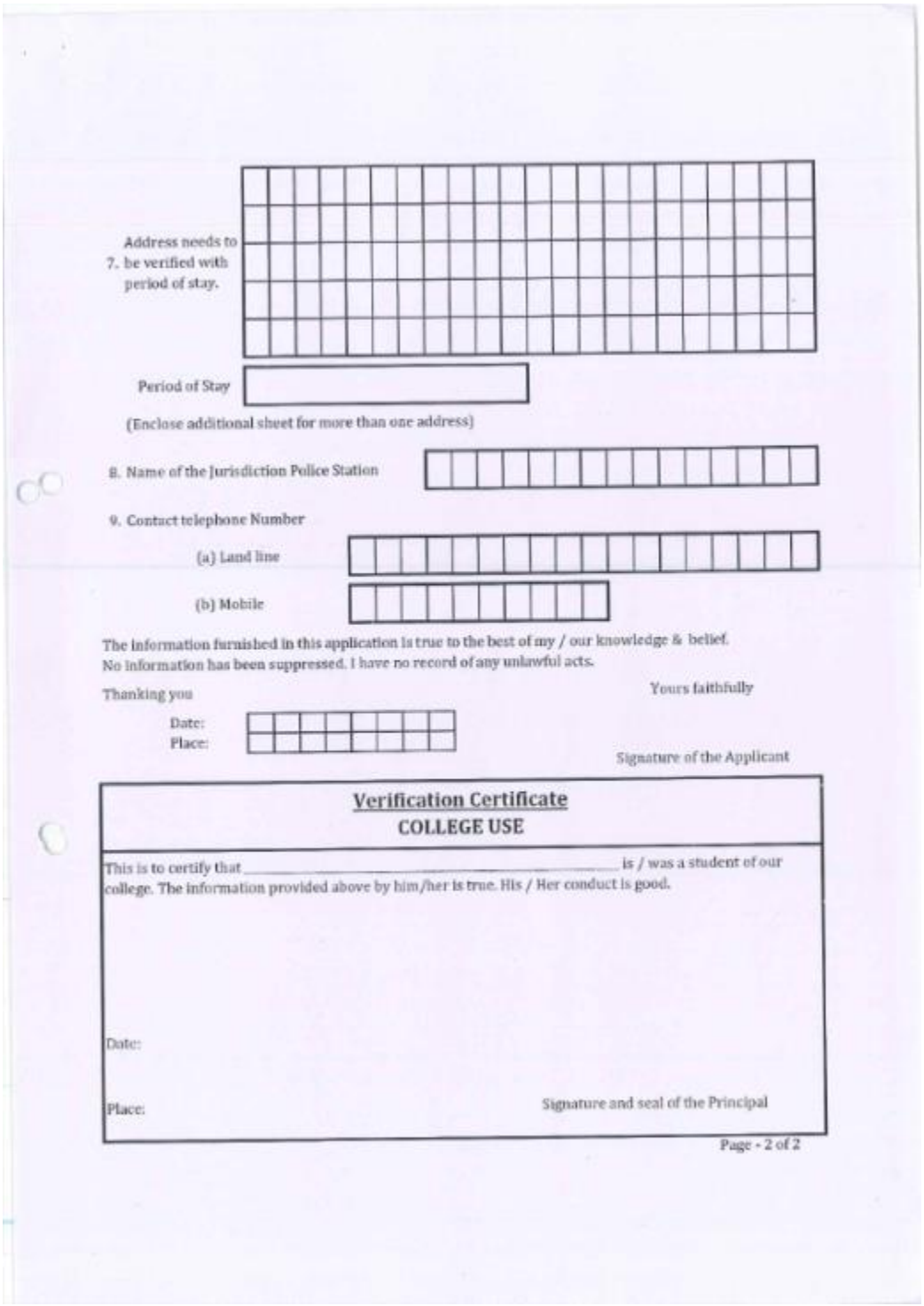
Sir / Madam,

Sub: - Request to issue Verification / Clearance Certificate for the Purpose of my job in Institute of Language Management (P) Ltd, Bangalore

With regard to the above following are the personal details for whom the PVC / PCC is required.

1. Name:
2. Father's / Husband's Name
3. Nationality
4. Date of Birth — D D M M Y Y Y Y — AGE
6. Permanent Address

Page - 1 of 2



7. Address needs to be verified with period of stay.

Period of Stay

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

9. Contact telephone Number

(a) Land line

(b) Mobile

The information furnished in this application is true to the best of my / our knowledge & belief.
No information has been suppressed. I have no record of any unlawful acts.

Thanking you

Yours faithfully

Date:
Place:

Signature of the Applicant

Verification Certificate
COLLEGE USE

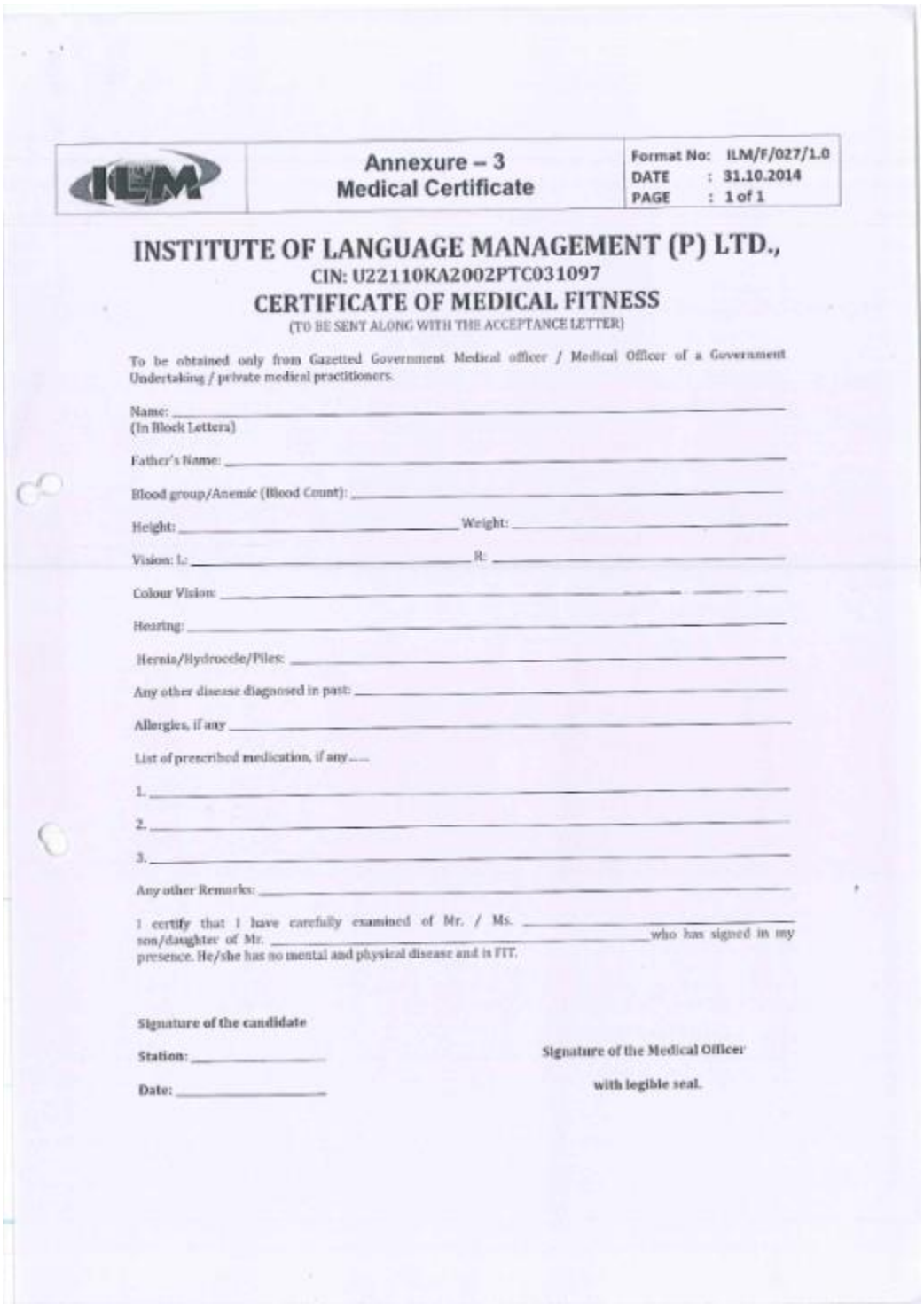
This is to certify that _____ is / was a student of our college. The information provided above by him/her is true. His / Her conduct is good.

Date:

Place:

Signature and seal of the Principal

Page - 2 of 2



	Annexure – 3 Medical Certificate	Format No: ILM/F/027/1.0 DATE : 31.10.2014 PAGE : 1 of 1

INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,

CIN: U22110KA2002PTC031097

CERTIFICATE OF MEDICAL FITNESS

(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: _____
(In Block Letters)

Father's Name: _____

Blood group/Anemic (Blood Count): _____

Height: _____ Weight: _____

Vision: L: _____ R: _____

Colour Vision: _____

Hearing: _____

Hernia/Hydrocele/Piles: _____

Any other disease diagnosed in past: _____

Allergies, if any _____

List of prescribed medication, if any.....

1. _____

2. _____

3. _____

Any other Remarks: _____

I certify that I have carefully examined of Mr. / Ms. _____ son/daughter of Mr. _____ who has signed in my presence. He/she has no mental and physical disease and is FIT.

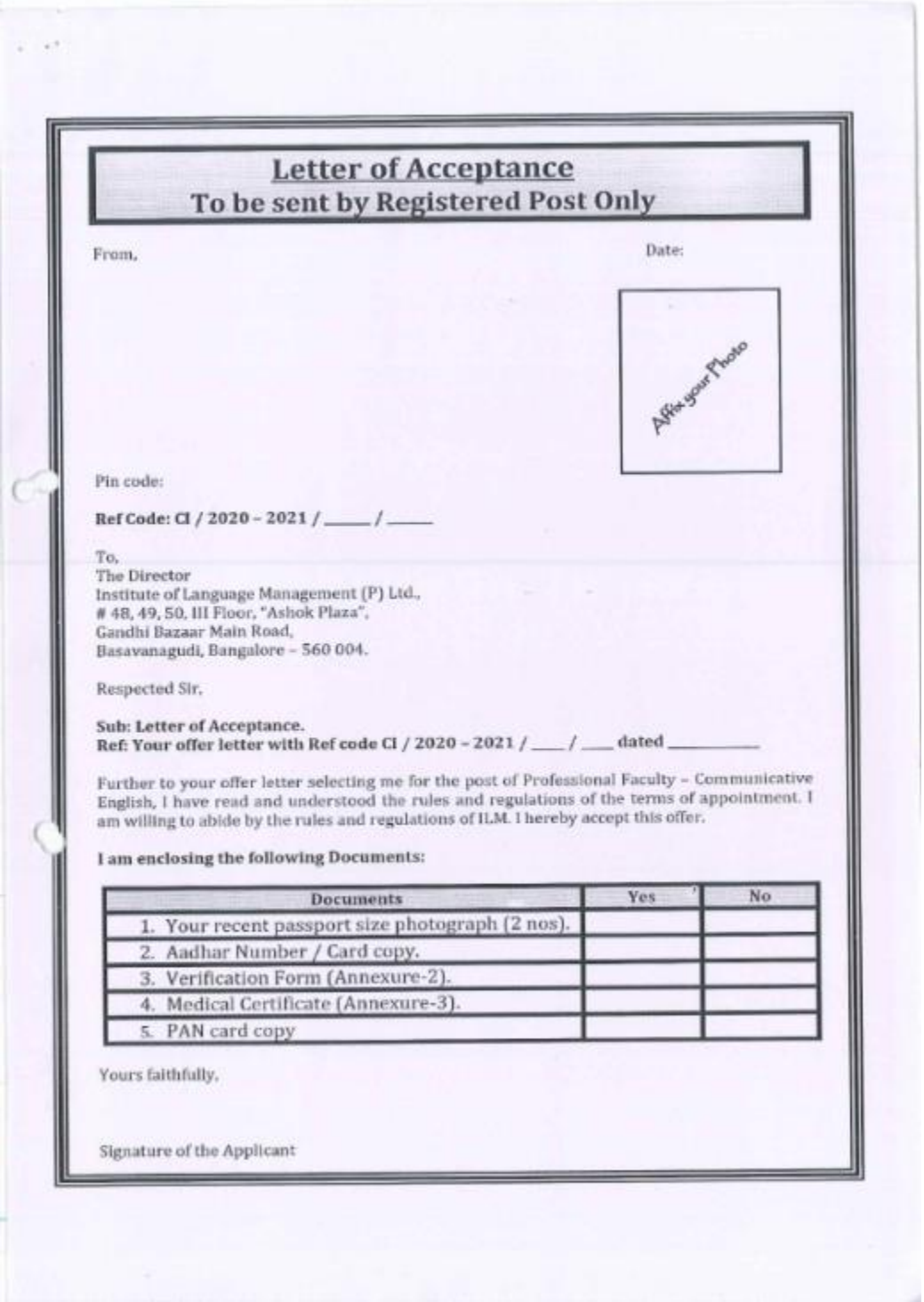
Signature of the candidate

Station: _____

Date: _____

Signature of the Medical Officer

with legible seal.



Letter of Acceptance
To be sent by Registered Post Only

From,

Date:

Affix your Photo

Pin code:

Ref Code: CI / 2020 – 2021 / _____ / _____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore – 560 004.

Respected Sir,

Sub: Letter of Acceptance.
Ref: Your offer letter with Ref code CI / 2020 – 2021 / ___ / ___ dated _____

Further to your offer letter selecting me for the post of Professional Faculty – Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

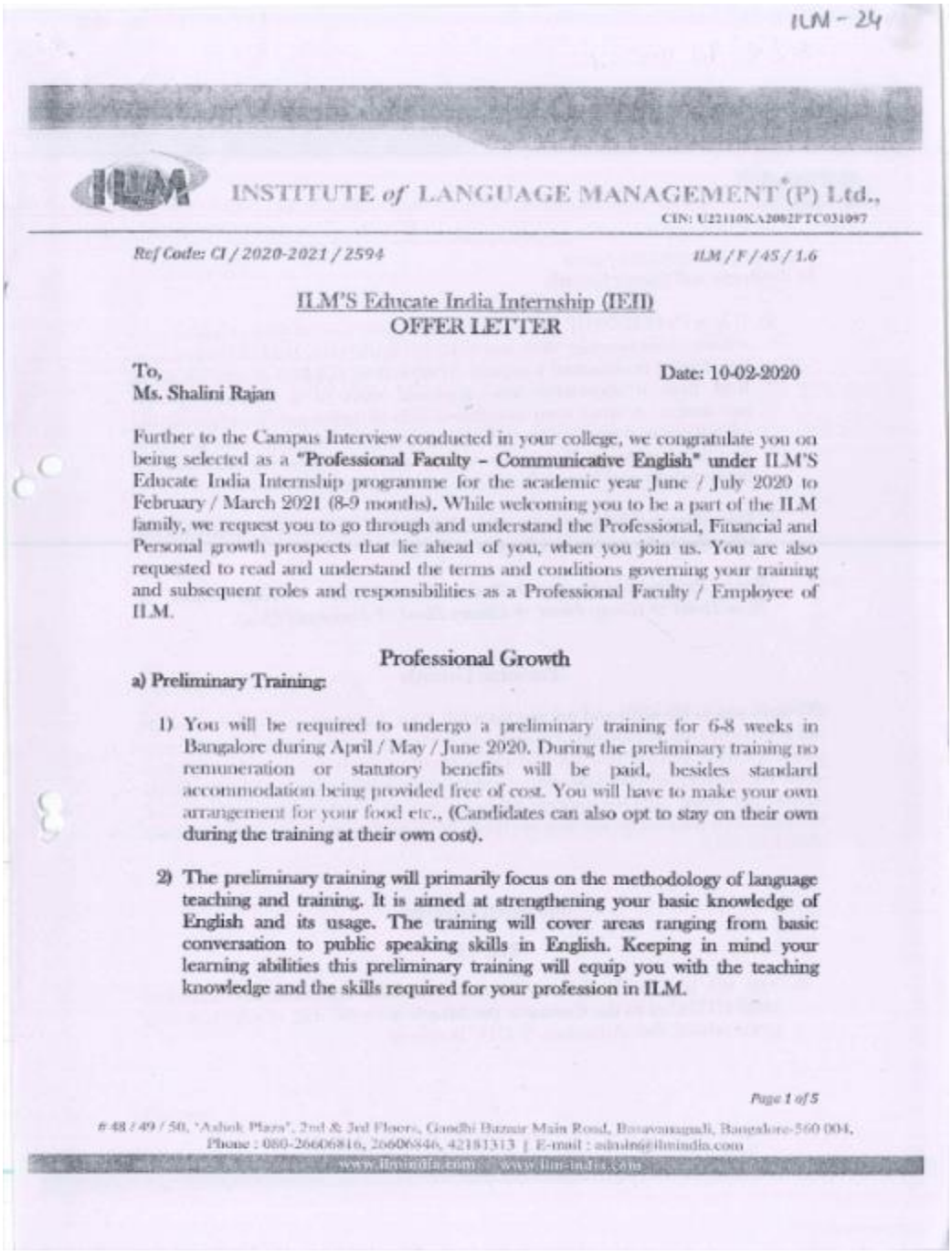
I am enclosing the following Documents:

Documents	Yes	No
1. Your recent passport size photograph (2 nos).		
2. Aadhar Number / Card copy.		
3. Verification Form (Annexure-2).		
4. Medical Certificate (Annexure-3).		
5. PAN card copy		

Yours faithfully,

Signature of the Applicant

SHALINI RAJAN- ILM



ILM - 24

INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2594 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Shalini Rajan

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).

2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

Page 1 of 5

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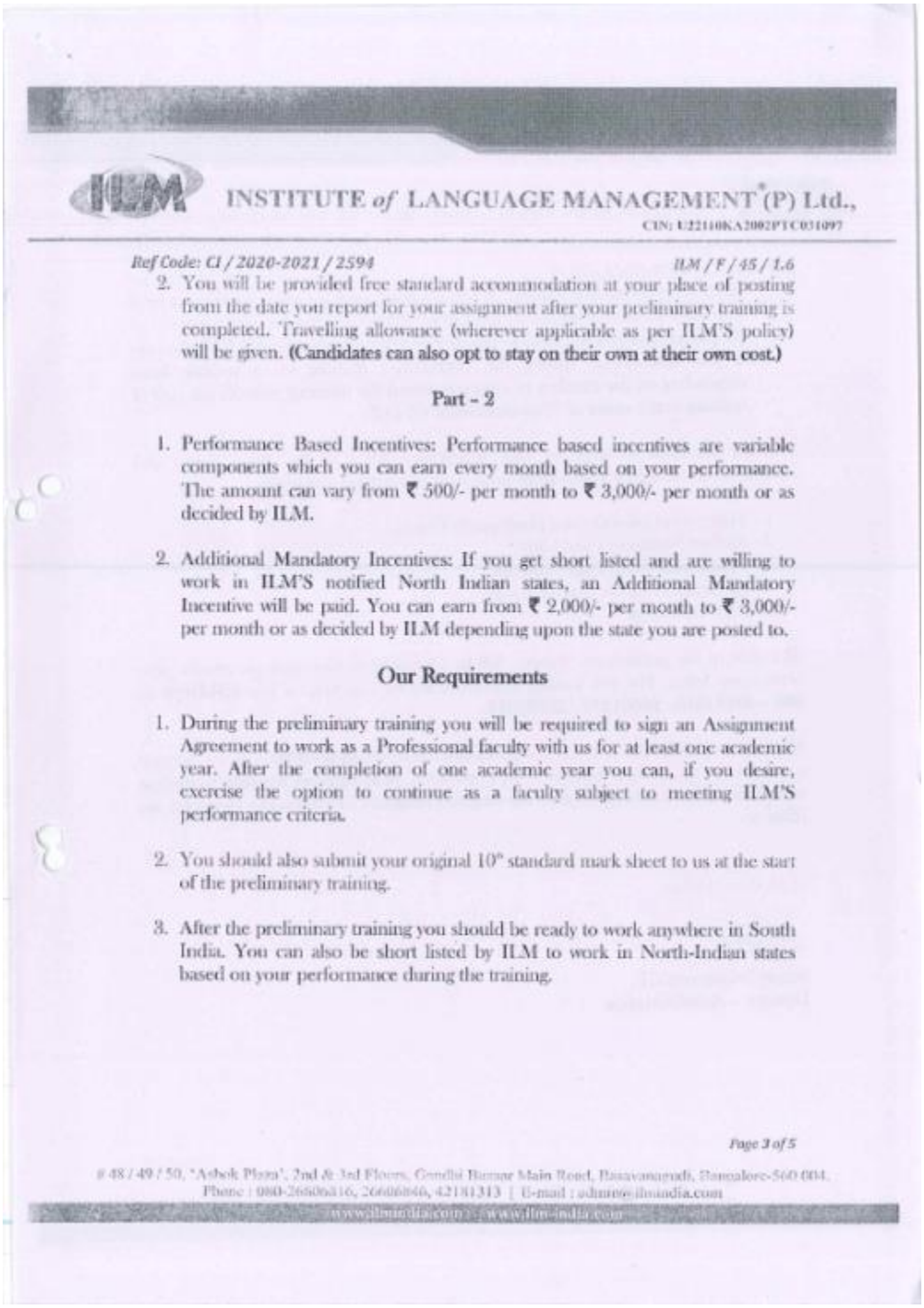

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2594 *ILM / F / 45 / 1.6*

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Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

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2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

Page 3 of 5

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YUGENDRAN R- ILM

ILM - 25

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2567 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Yugendran R

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

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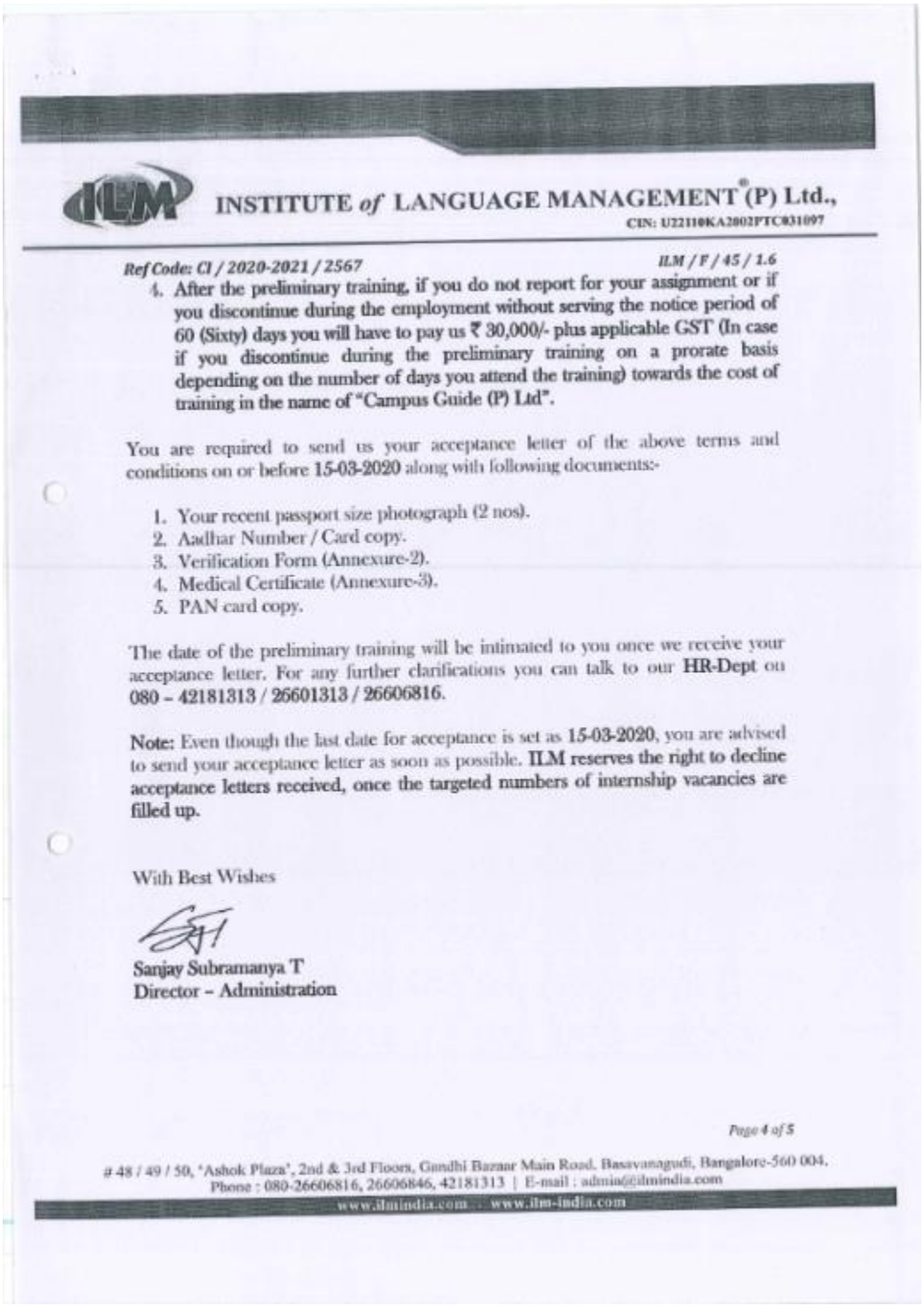

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2567 *ILM / F / 45 / 1.6*

4. After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2020**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Sanjay Subramanya T
Director – Administration

Page 4 of 5

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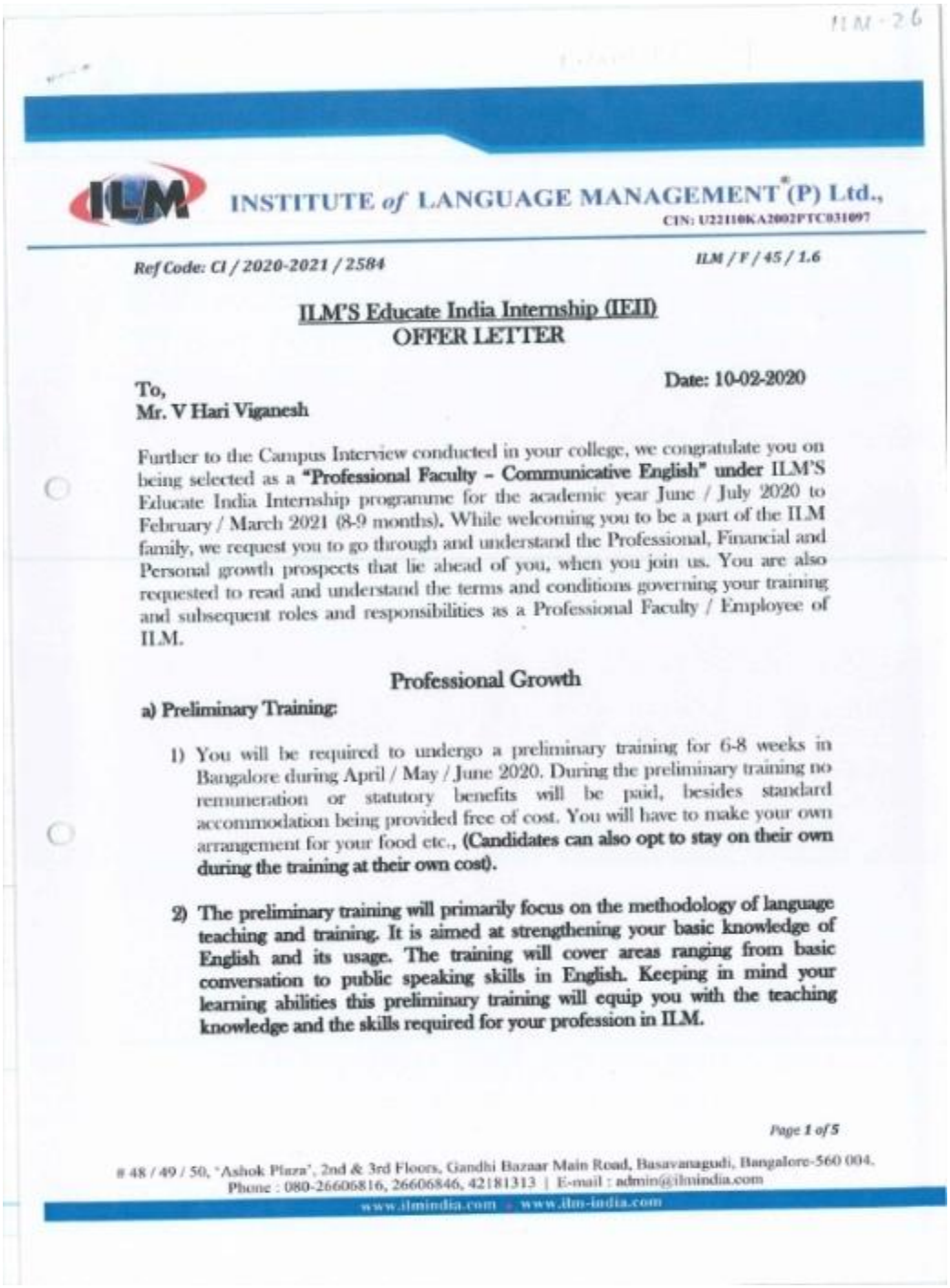
HARI VIGNESH V - ILM



ILM-26

INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2584 ILM / F / 45 / 1.6

ILM'S Educate India Internship (IEII)
OFFER LETTER

Date: 10-02-2020

To,
Mr. V Hari Viganesh

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

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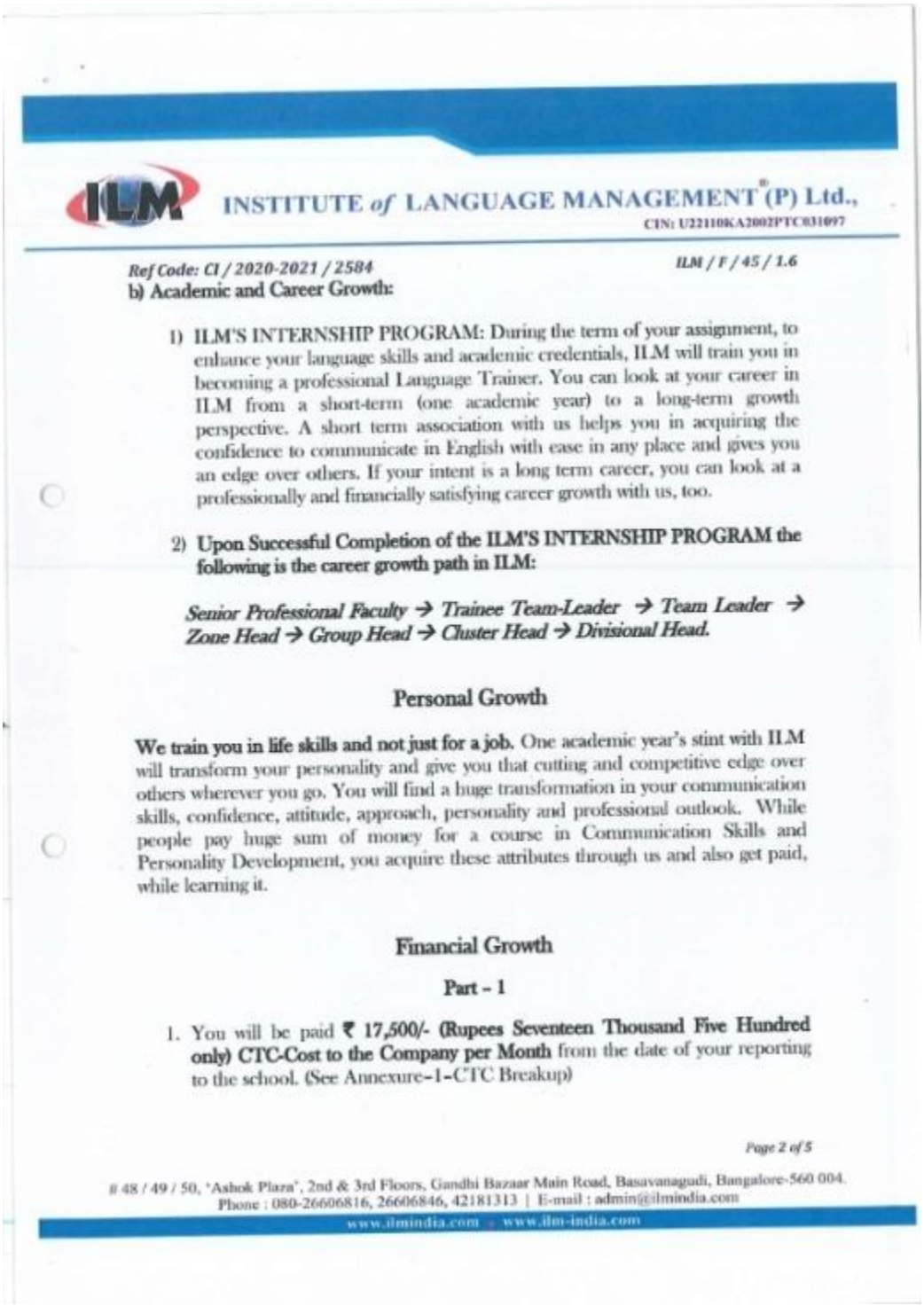

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Ref Code: CI / 2020-2021 / 2584 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part – 1

1. You will be paid **₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

Page 2 of 5

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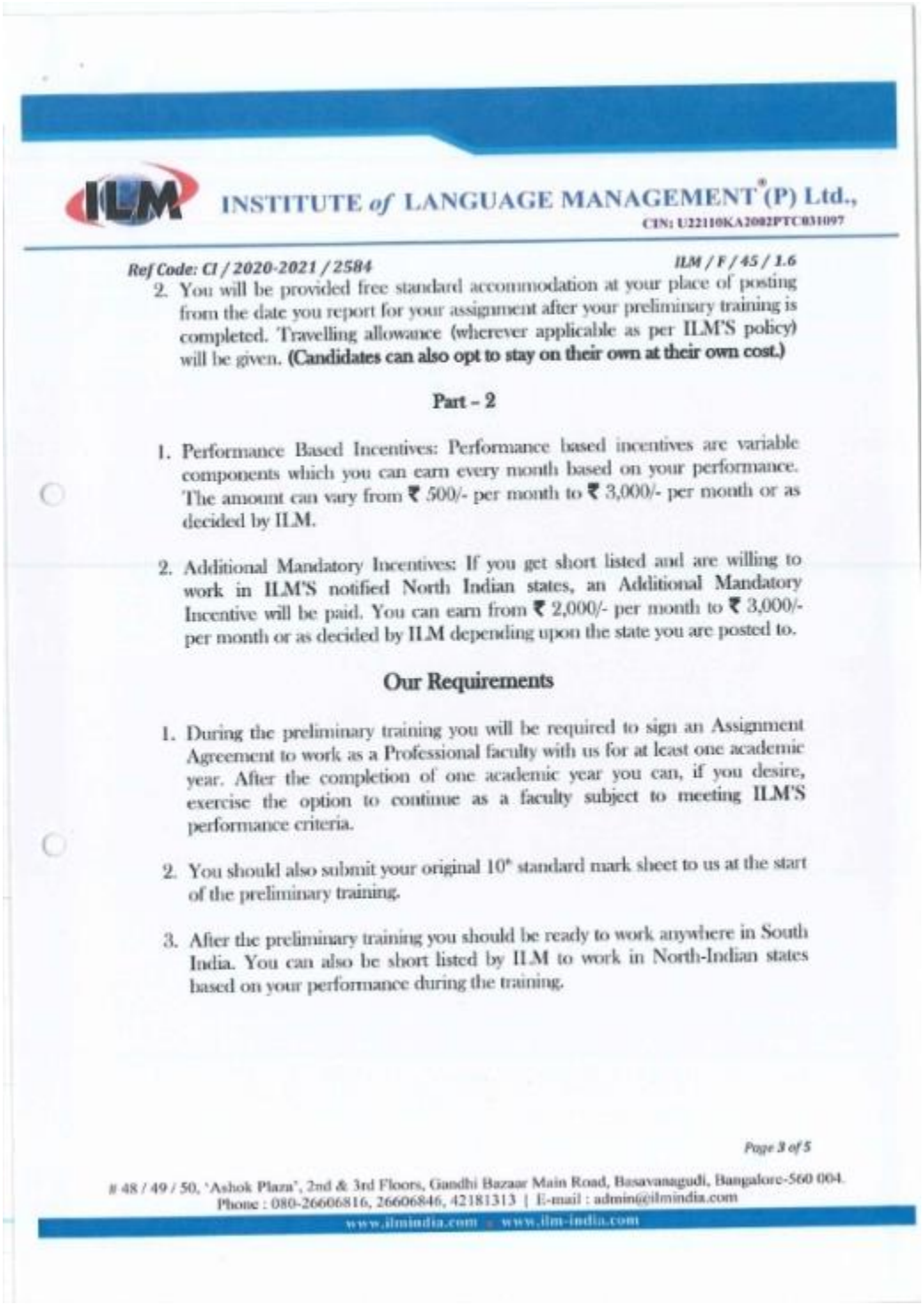

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Ref Code: CI / 2020-2021 / 2584 *ILM / F / 45 / 1.6*

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost.)**

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

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4. **After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".**

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Sanjay Subramanya T
Director – Administration

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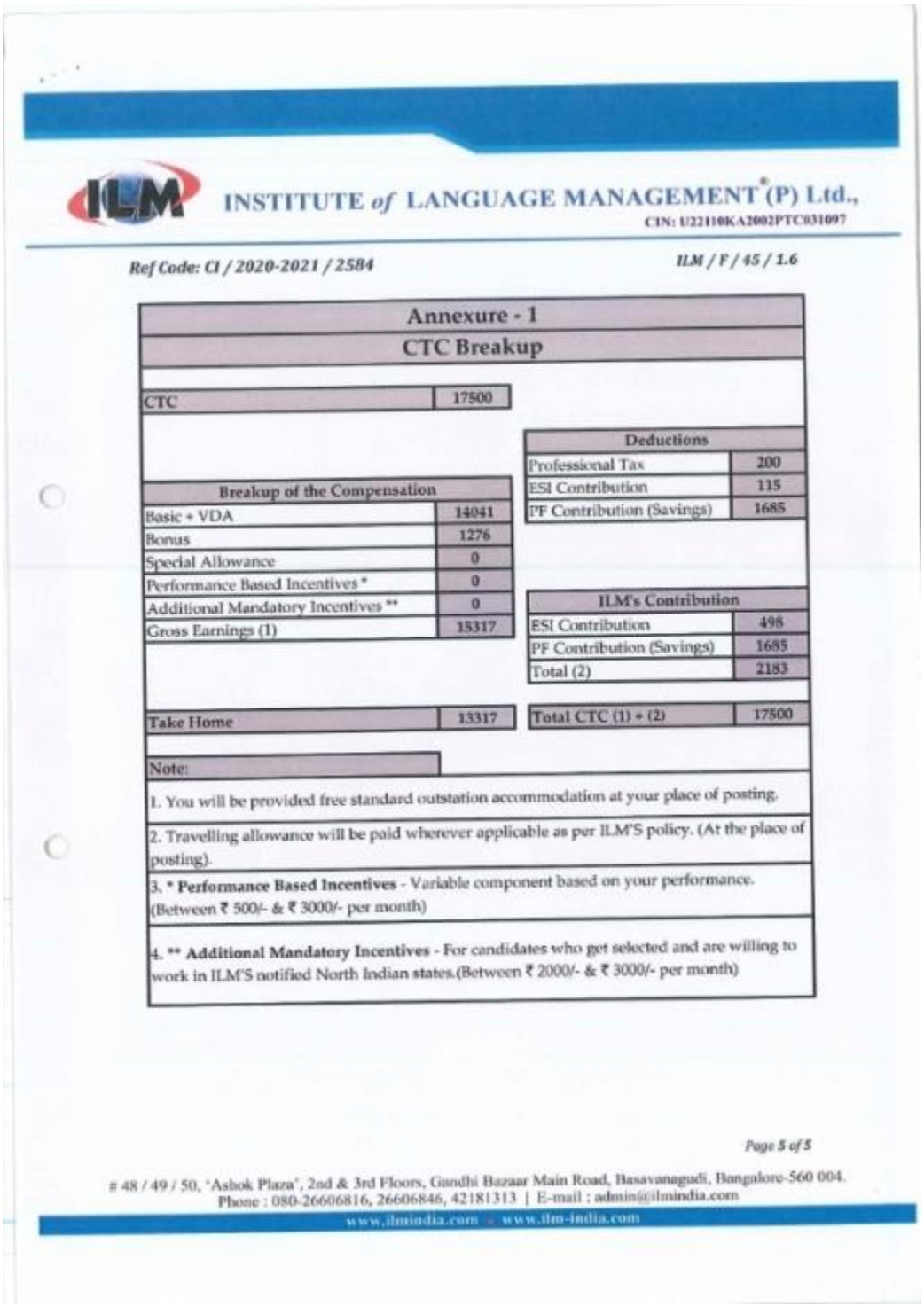

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Ref Code: CI / 2020-2021 / 2584 *ILM / F / 45 / 1.6*

Annexure - 1

CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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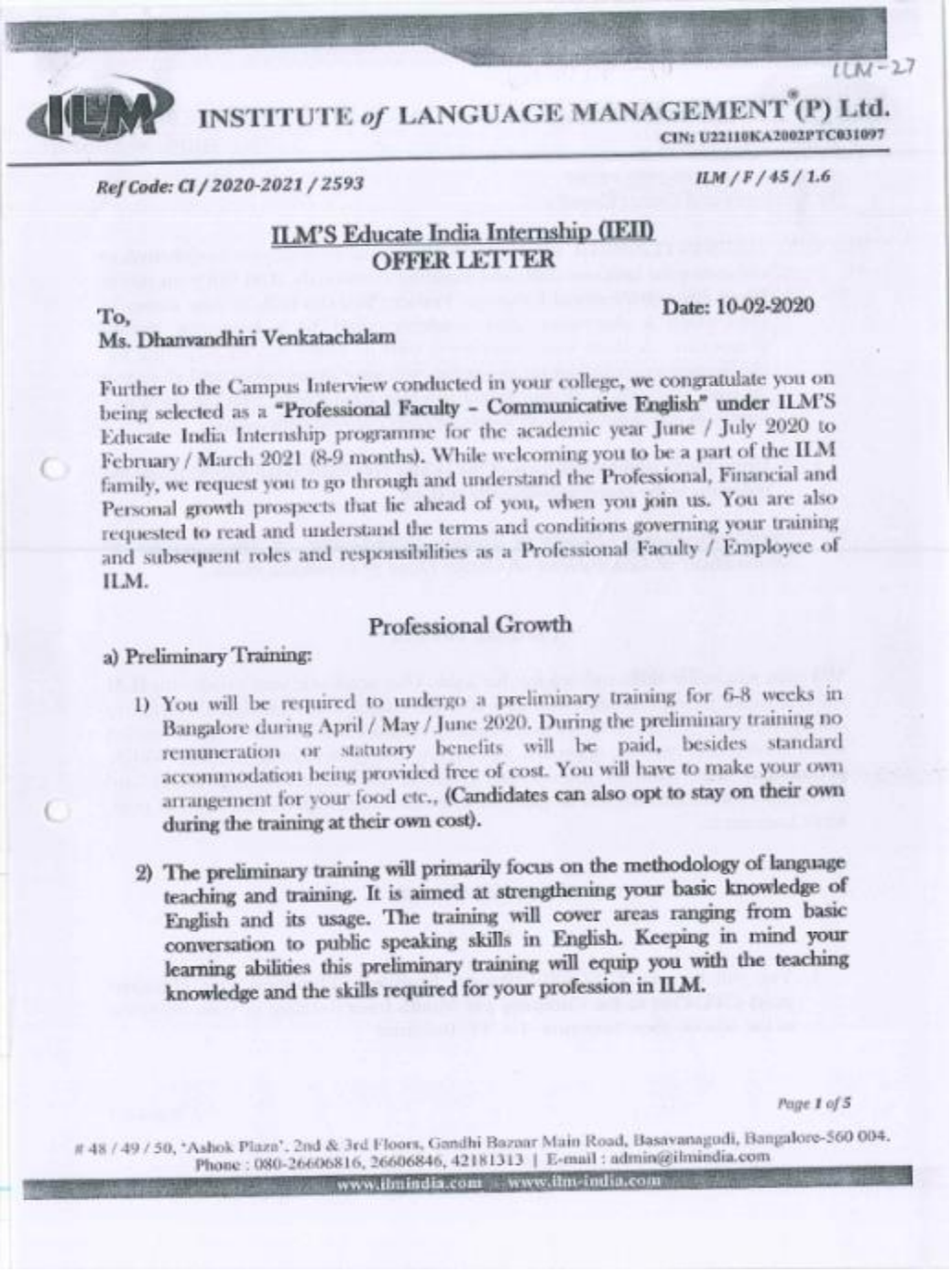
DHANVANDHIRI VENKATACHALAM- ILM



ILM - 27

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2593 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

Date: 10-02-2020

To,
Ms. Dhanvandhiri Venkatachalam

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under ILM'S** Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

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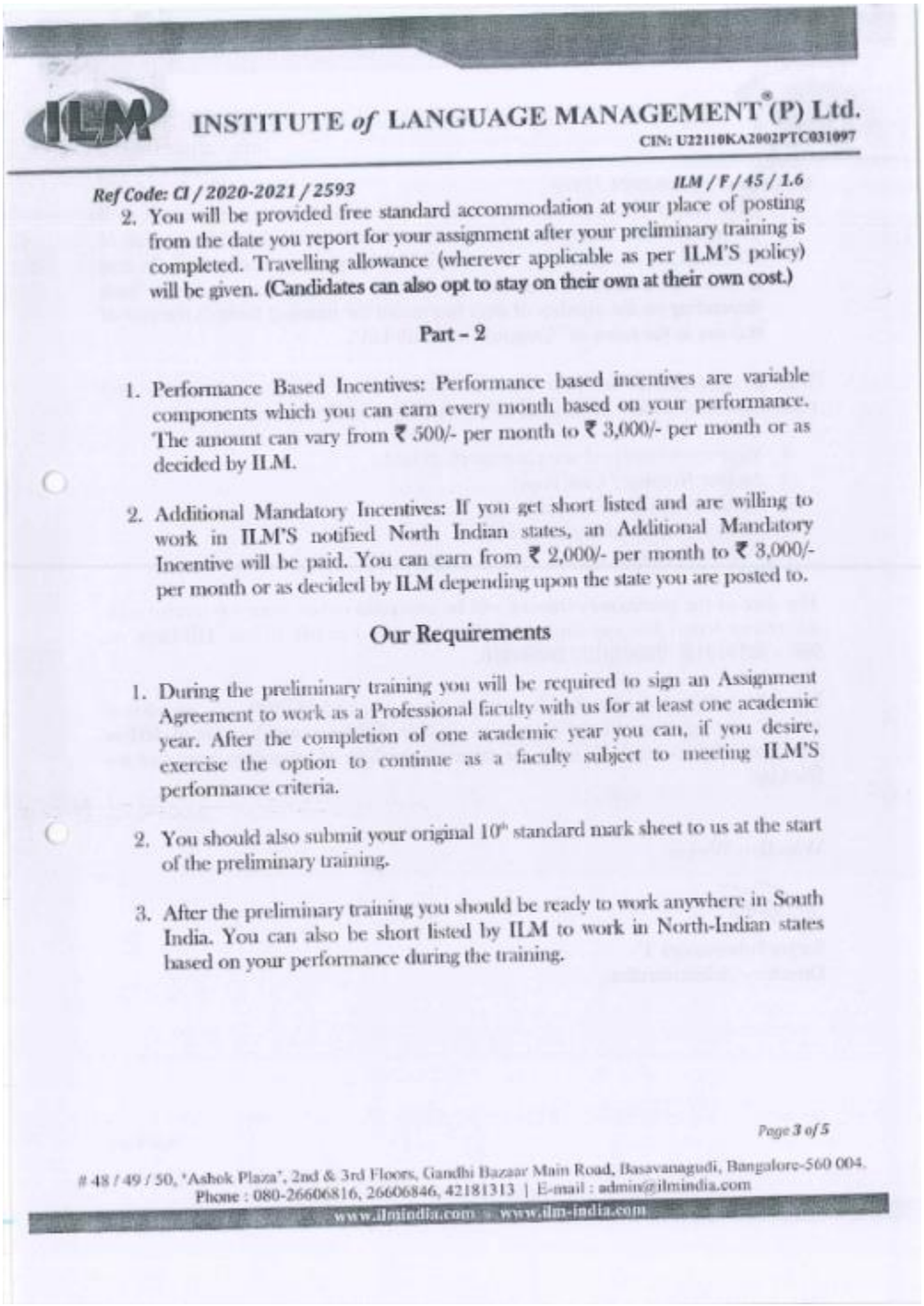

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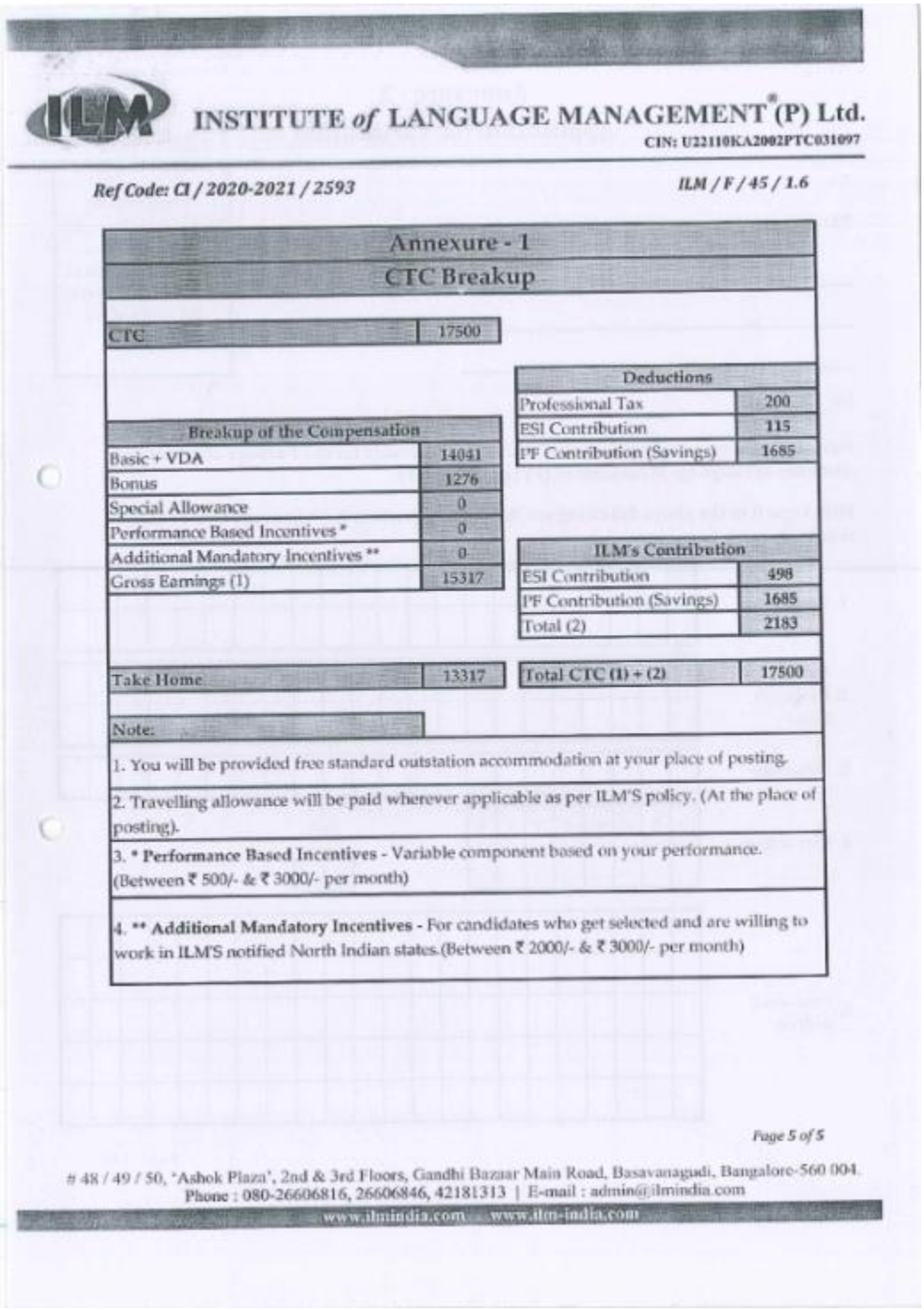

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CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2593 *ILM / F / 45 / 1.6*

Annexure - 1
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ILM's Contribution	
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www.ilmindia.com www.ilm-india.com

7. Address needs to be verified with period of stay.

Period of Stay

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

9. Contact telephone Number

(a) Land line

(b) Mobile

The information furnished in this application is true to the best of my / our knowledge & belief. No information has been suppressed. I have no record of any unlawful acts.

Thanking you

Yours faithfully

Date:
Place:

Signature of the Applicant

Verification Certificate
COLLEGE USE

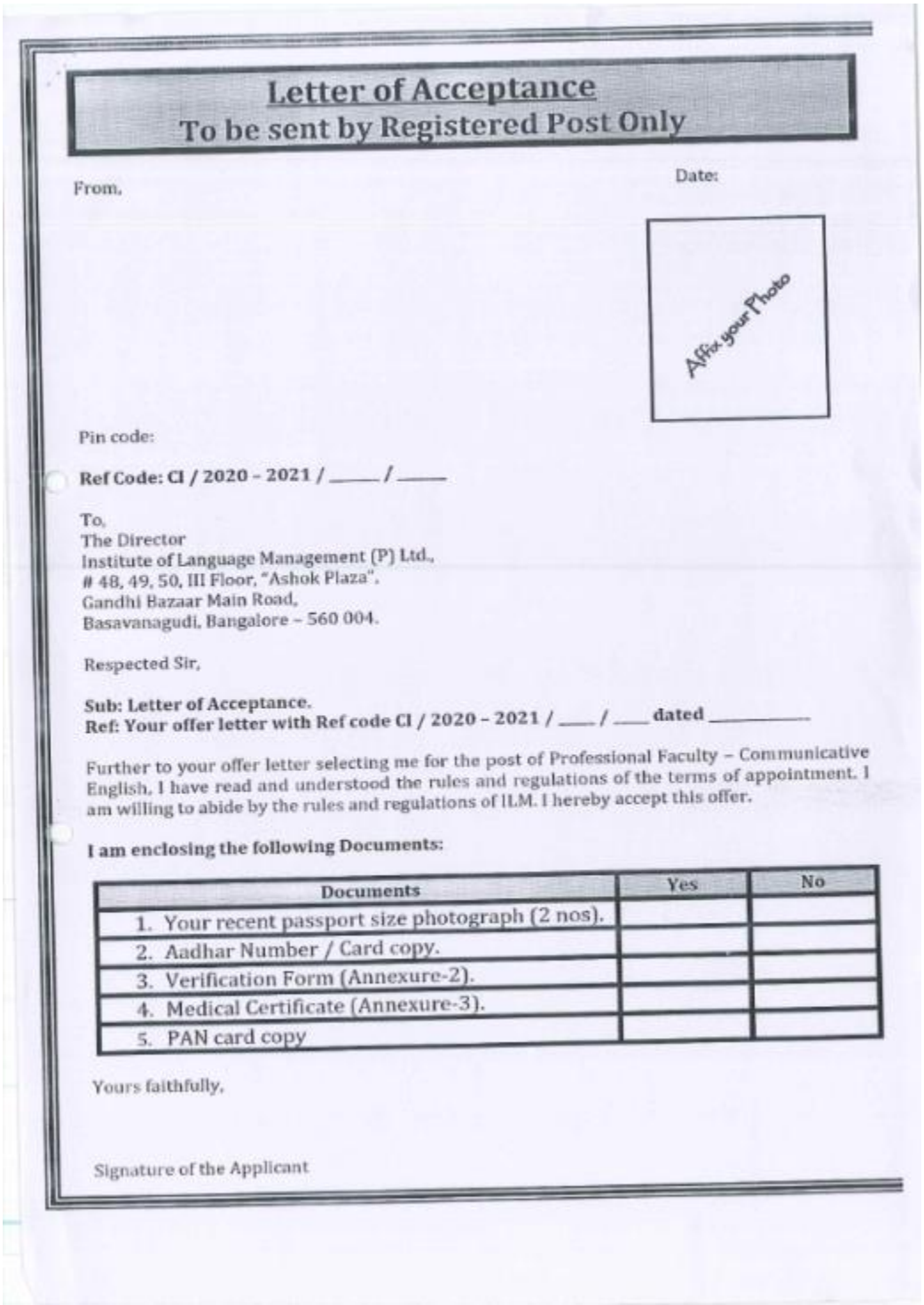
This is to certify that _____ is / was a student of our college. The information provided above by him/her is true. His / Her conduct is good.

Date:

Place:

Signature and seal of the Principal

Page - 2 of 2



Letter of Acceptance
To be sent by Registered Post Only

From,

Date:

Affix your Photo

Pin code:

Ref Code: CI / 2020 – 2021 / _____ / _____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore – 560 004.

Respected Sir,

Sub: Letter of Acceptance.
Ref: Your offer letter with Ref code CI / 2020 – 2021 / ____ / ____ dated _____

Further to your offer letter selecting me for the post of Professional Faculty – Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

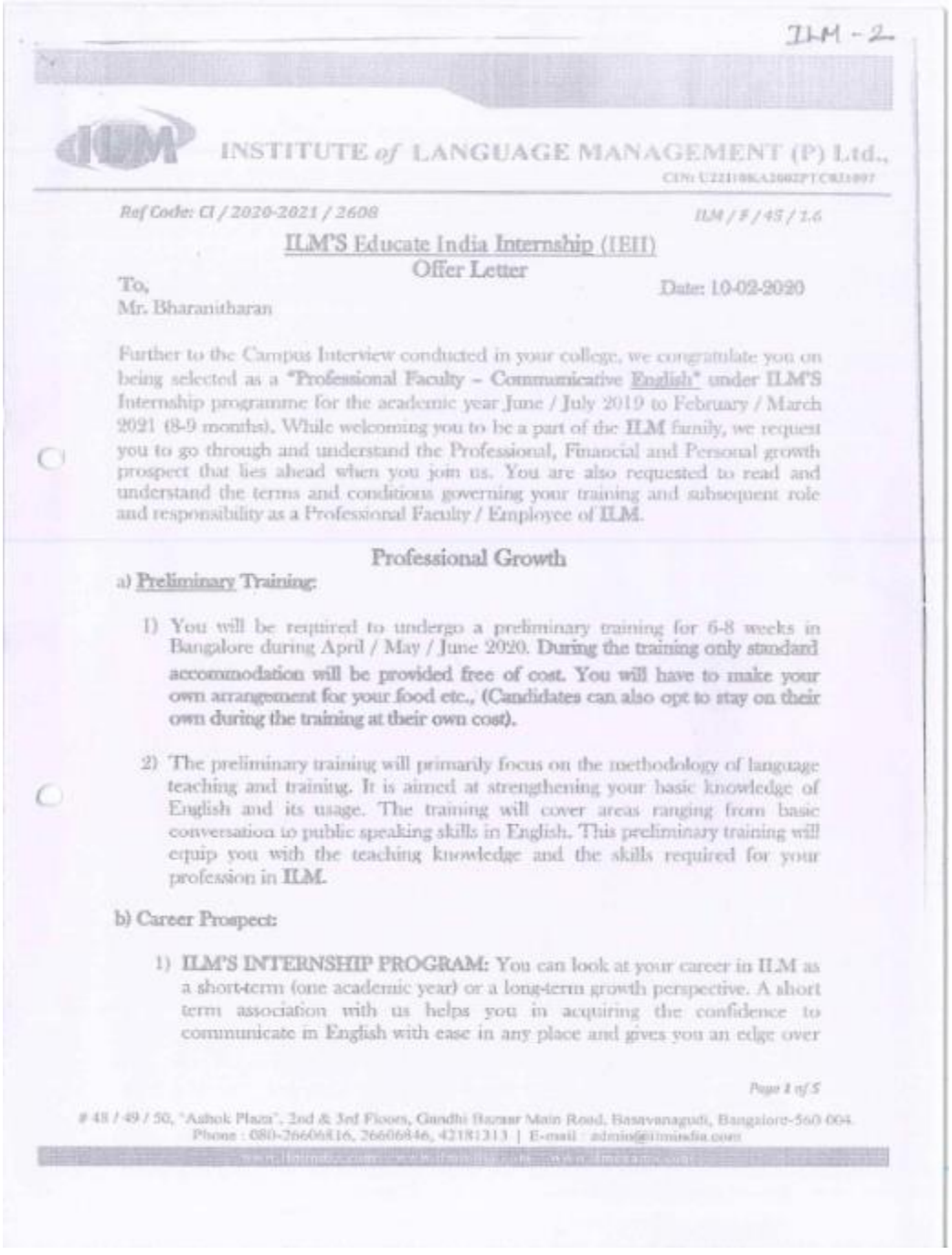
I am enclosing the following Documents:

Documents	Yes	No
1. Your recent passport size photograph (2 nos).		
2. Aadhar Number / Card copy.		
3. Verification Form (Annexure-2).		
4. Medical Certificate (Annexure-3).		
5. PAN card copy		

Yours faithfully,

Signature of the Applicant

BHARANITHARAN - ILM



ILM - 2

INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,

CIN: U22119KA2002PTC031097

Ref Code: CI / 2020-2021 / 2608 ILM / F / 45 / 1.6

ILM'S Educate India Internship (IEII)
Offer Letter

To,
Mr. Bharanitharan

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Professional Faculty – Communicative English" under ILM'S Internship programme for the academic year June / July 2019 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospect that lies ahead when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent role and responsibility as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the training only standard accommodation will be provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).

2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. This preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

b) Career Prospect:

1) ILM'S INTERNSHIP PROGRAM: You can look at your career in ILM as a short-term (one academic year) or a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over

Page 1 of 5

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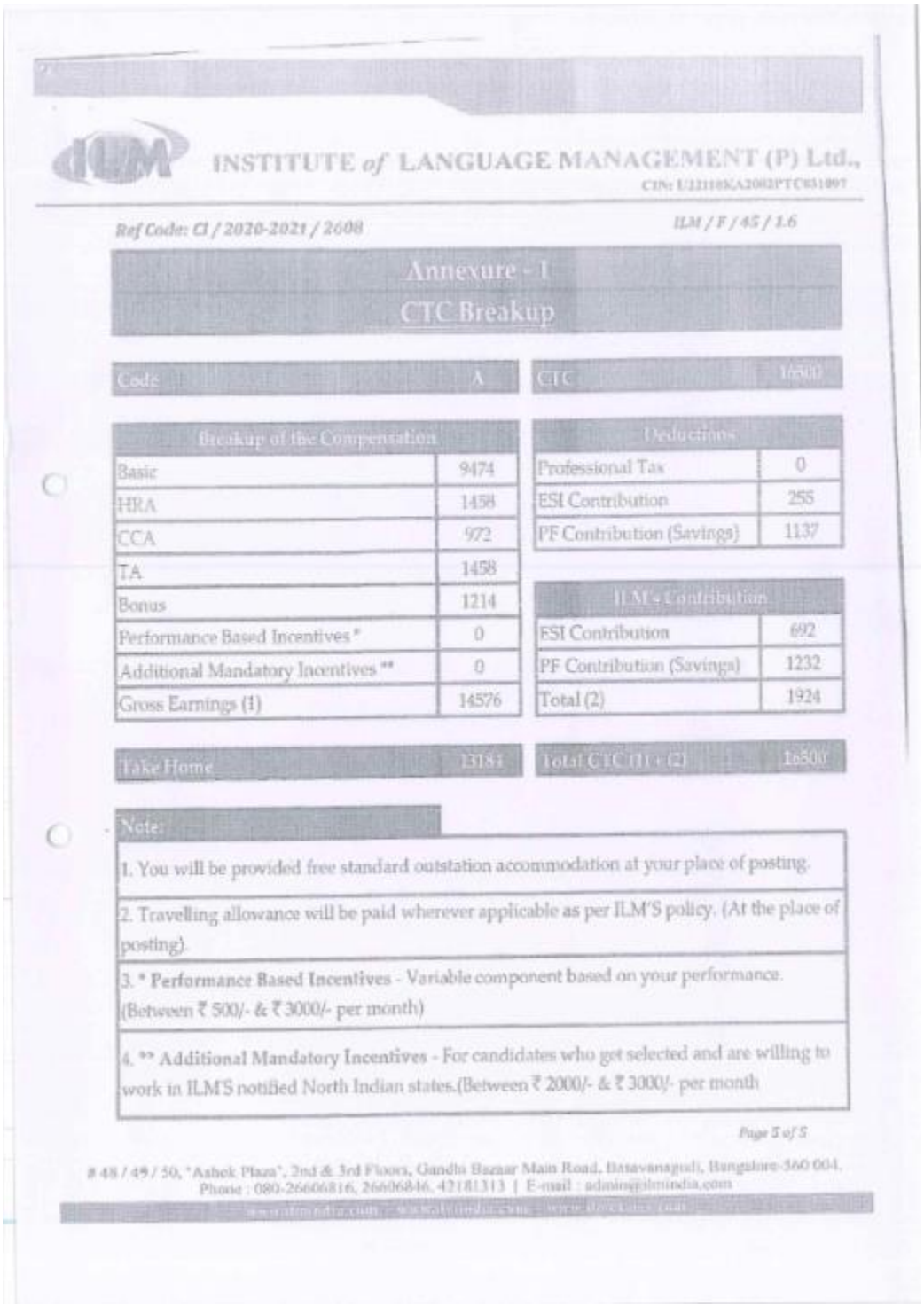
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com



INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,

CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2608 ILM / F / 45 / 1.6

Annexure - I
CTC Breakup

Code	A	CTC	16500

Breakup of the Compensation	
Basic	9474
HRA	1458
CCA	972
TA	1458
Bonus	1214
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	16576

Deductions	
Professional Tax	0
ESI Contribution	255
PF Contribution (Savings)	1137

ILM's Contribution	
ESI Contribution	692
PF Contribution (Savings)	1232
Total (2)	1924

Take Home	13184	Total CTC (1) + (2)	16500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month

Page 5 of 5

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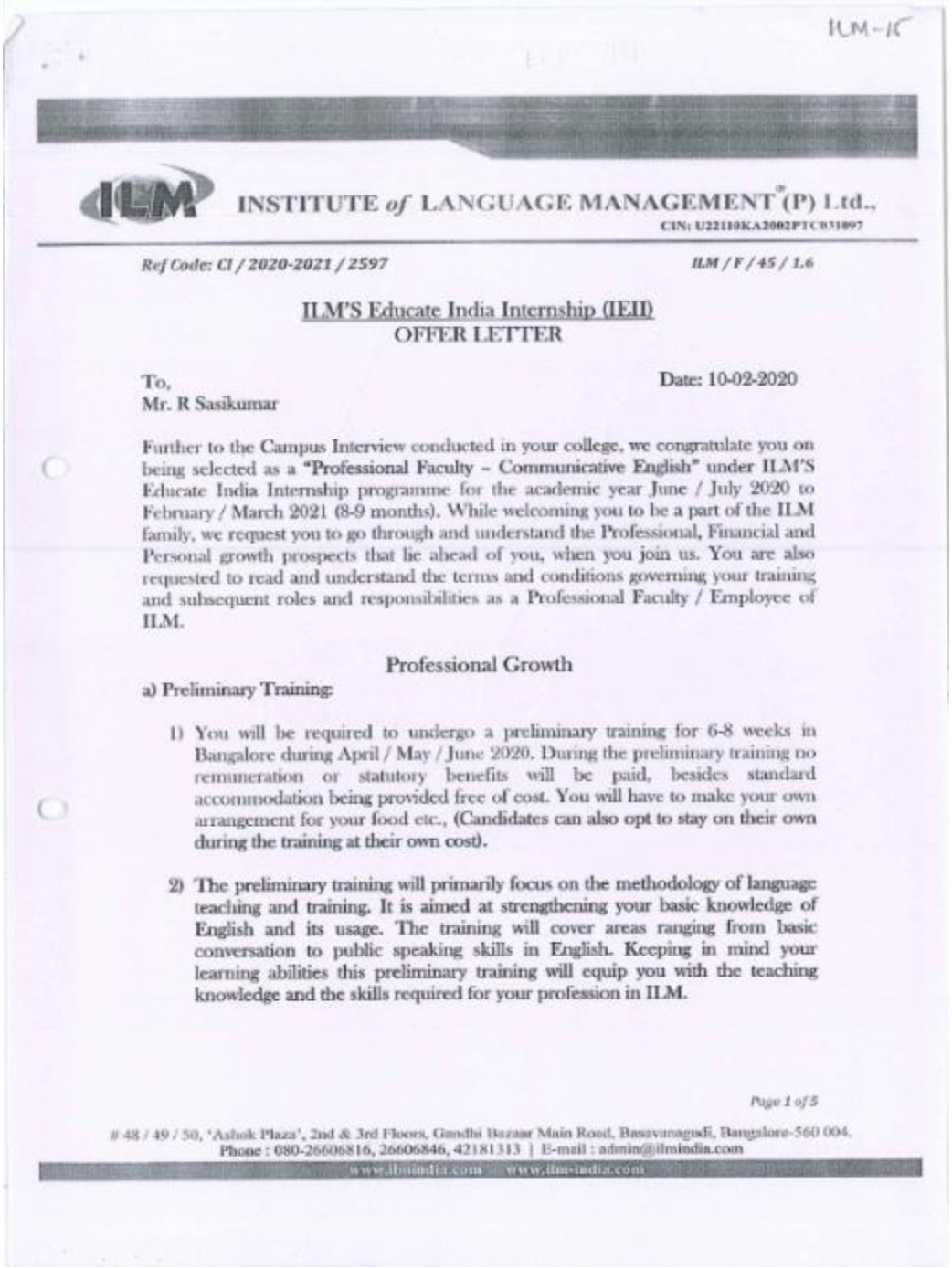
SASIKUMAR R - ILM



ILM-IC

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031897

Ref Code: CI / 2020-2021 / 2597 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. R Sasikumar

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).

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Page 1 of 5

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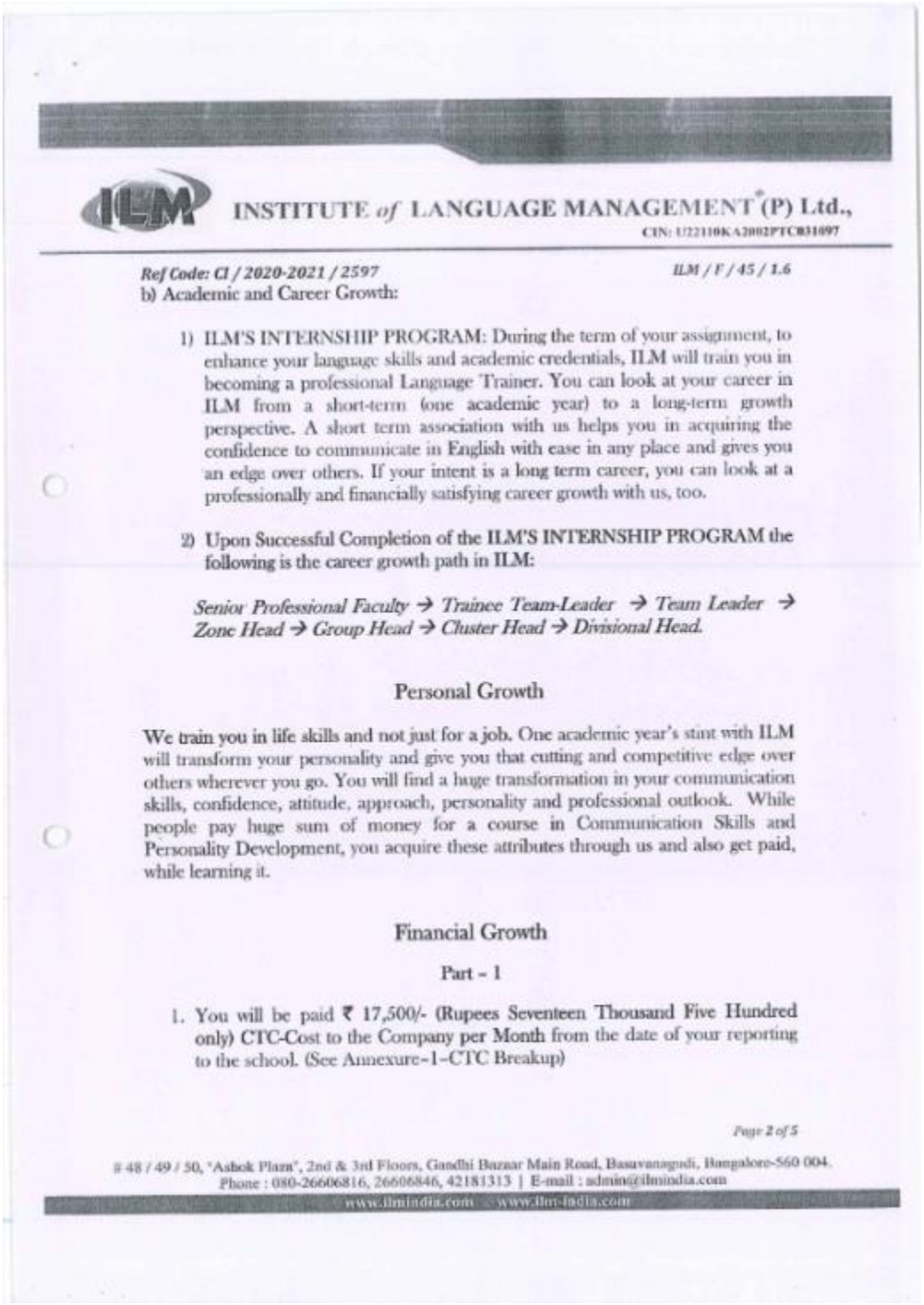

INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2597 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part – 1

1. You will be paid ₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

Page 2 of 5

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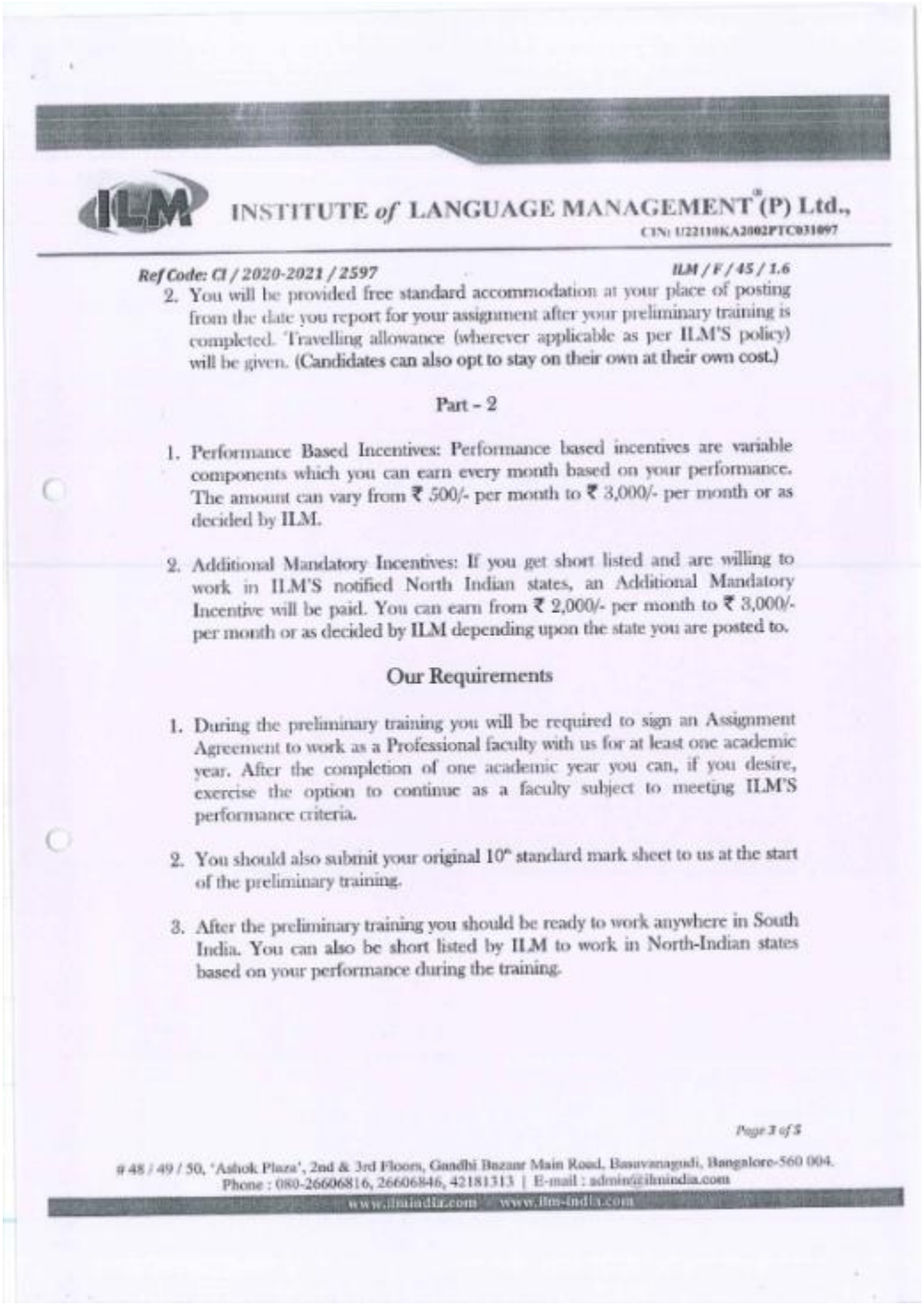

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2597 *ILM / F / 45 / 1.6*

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. (Candidates can also opt to stay on their own at their own cost.)

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

Page 2 of 3

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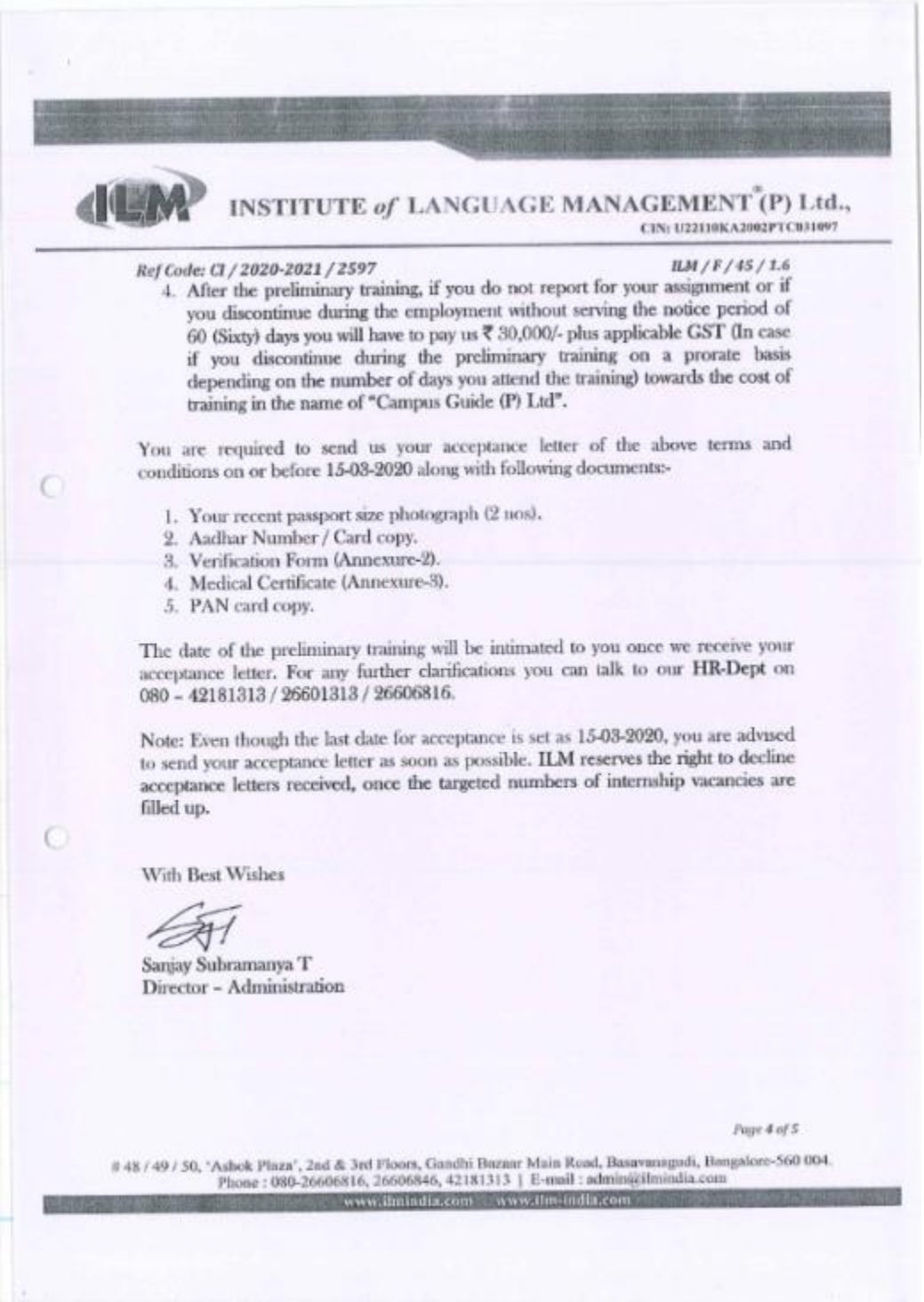

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2597 *ILM / F / 45 / 1.6*

4. After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before 15-03-2020 along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on 080 – 42181313 / 26601313 / 26606816.

Note: Even though the last date for acceptance is set as 15-03-2020, you are advised to send your acceptance letter as soon as possible. ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Sanjay Subramanya T
Director – Administration

Page 4 of 5

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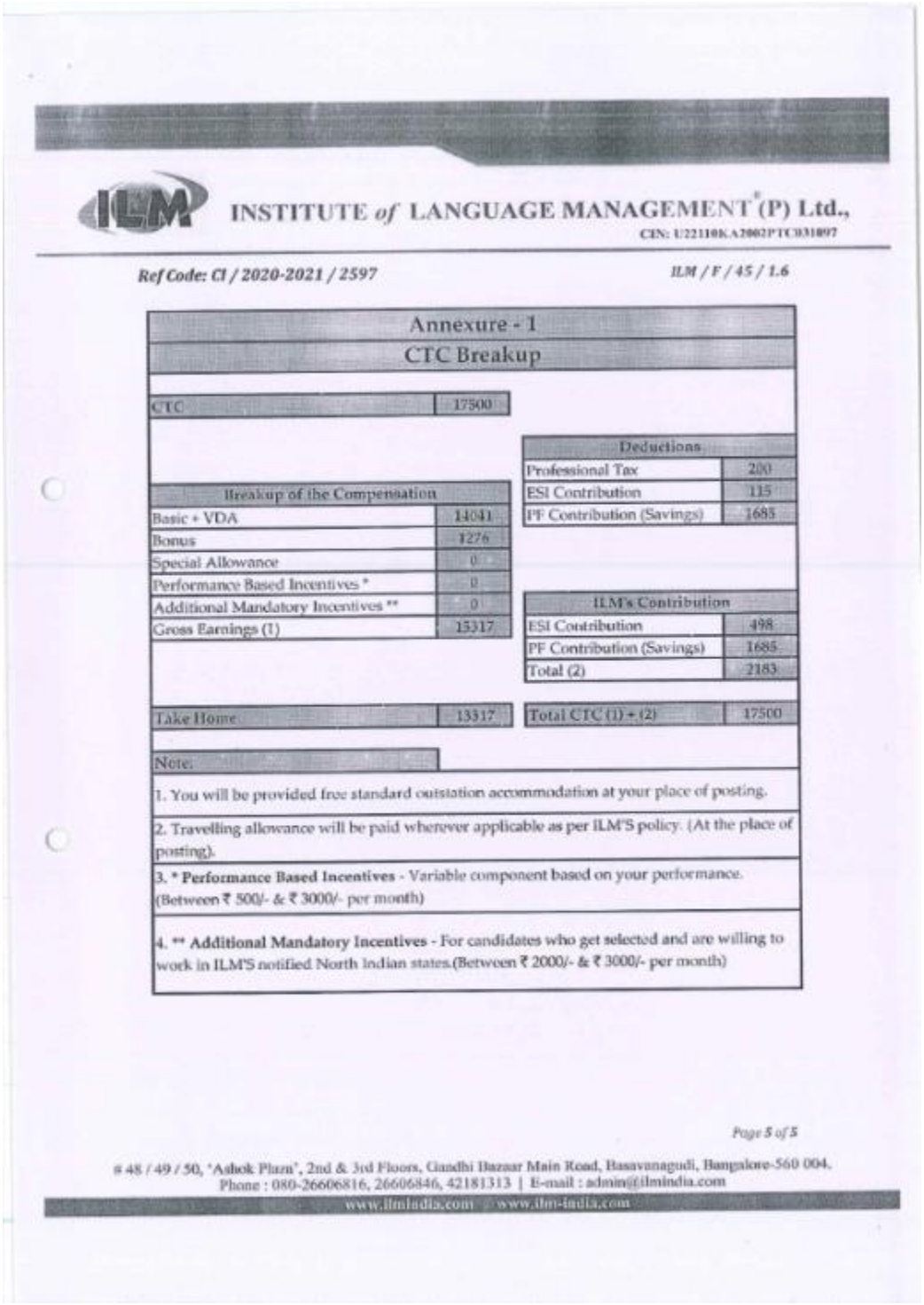

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031897

Ref Code: CI / 2020-2021 / 2597 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

Page 5 of 5

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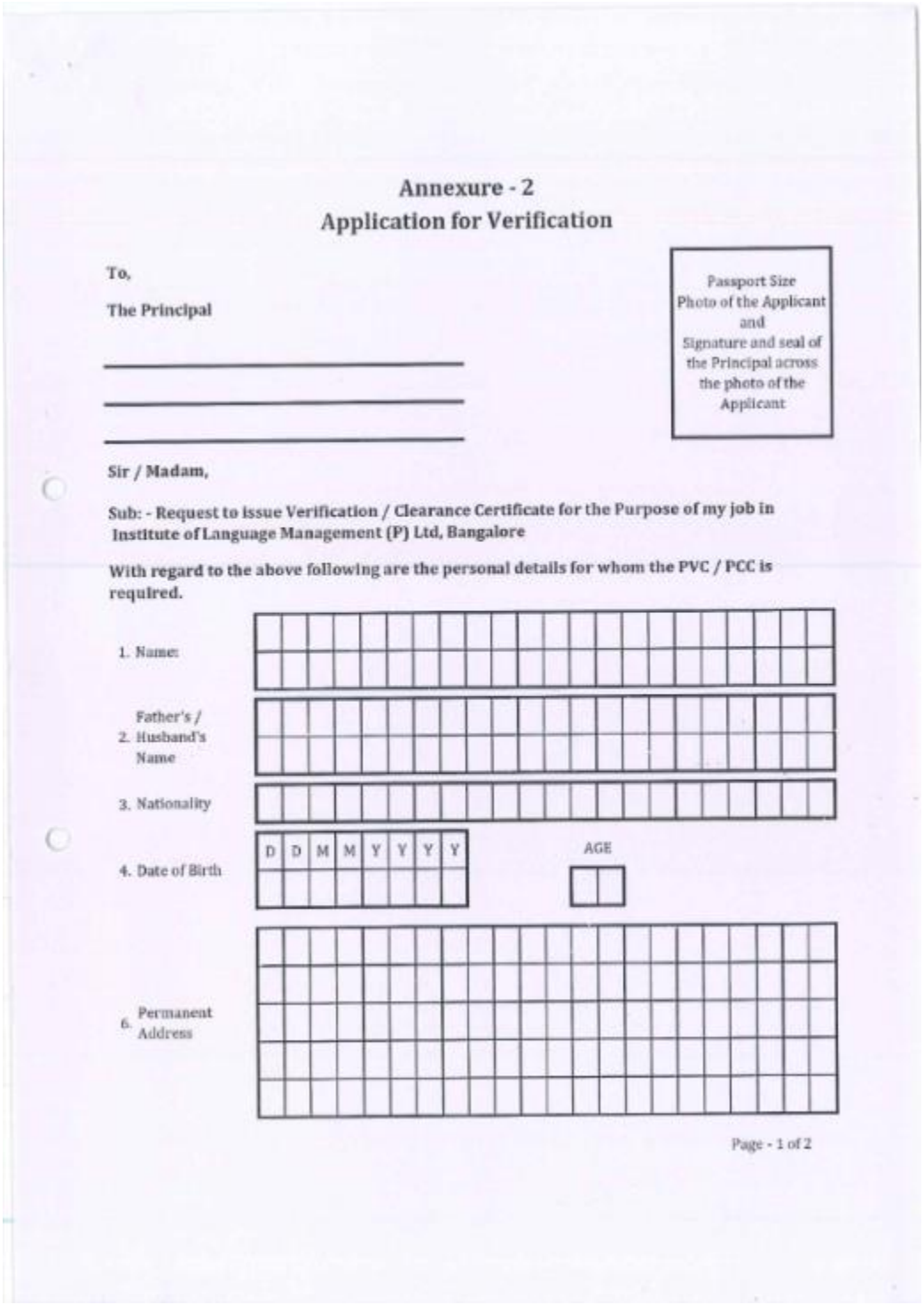


Annexure - 2
Application for Verification

To,

The Principal

_____

_____

_____

Passport Size Photo of the Applicant and Signature and seal of the Principal across the photo of the Applicant

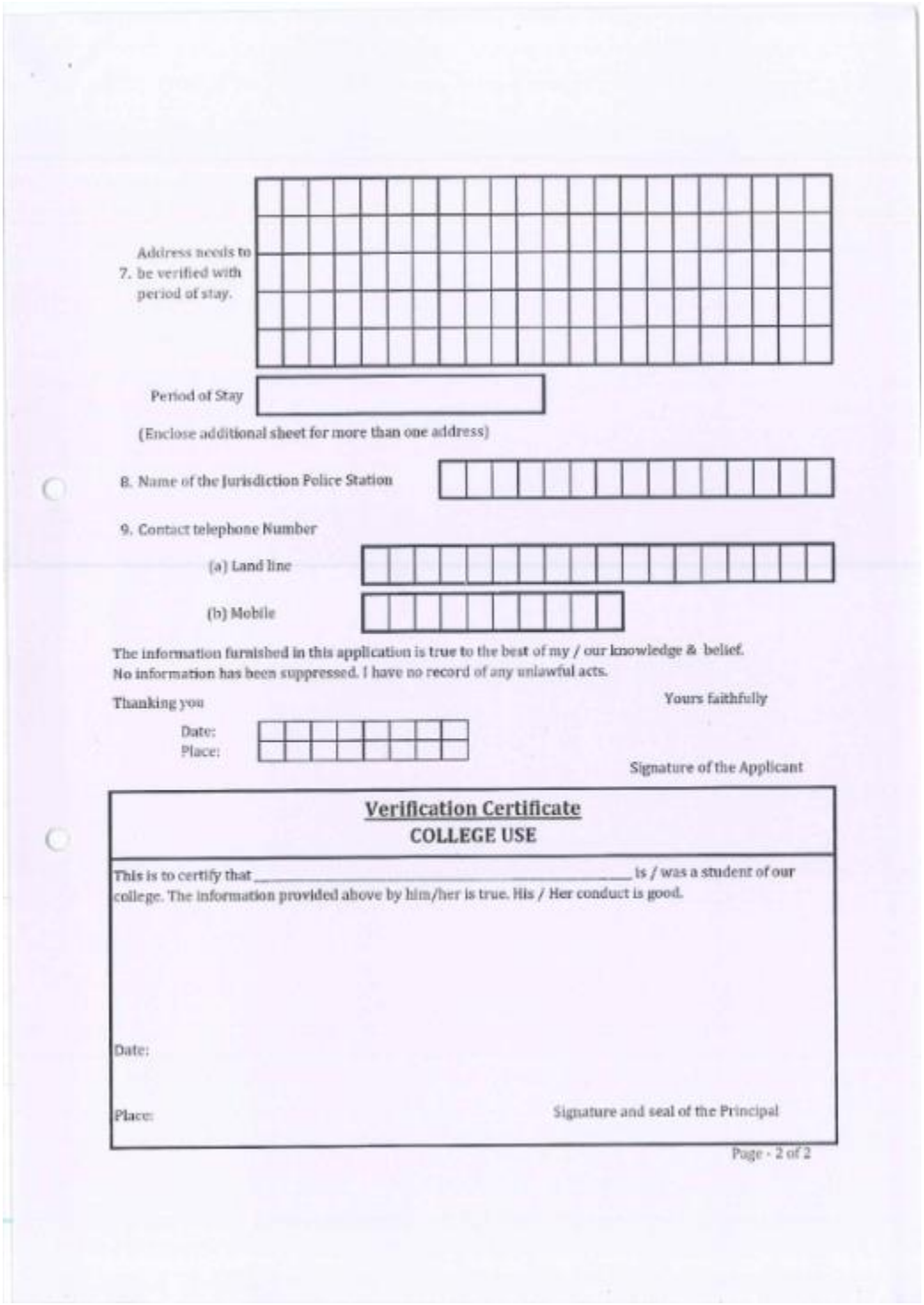
Sir / Madam,

Sub: - Request to issue Verification / Clearance Certificate for the Purpose of my job in Institute of Language Management (P) Ltd, Bangalore

With regard to the above following are the personal details for whom the PVC / PCC is required.

1. Name:
2. Father's / Husband's Name
3. Nationality
4. Date of Birth — D D M M Y Y Y Y — AGE
6. Permanent Address

Page - 1 of 2



7. Address needs to be verified with period of stay.

Period of Stay

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

9. Contact telephone Number

(a) Land line

(b) Mobile

The information furnished in this application is true to the best of my / our knowledge & belief.
No information has been suppressed. I have no record of any unlawful acts.

Thanking you

Yours faithfully

Date:
Place:

Signature of the Applicant

Verification Certificate
COLLEGE USE

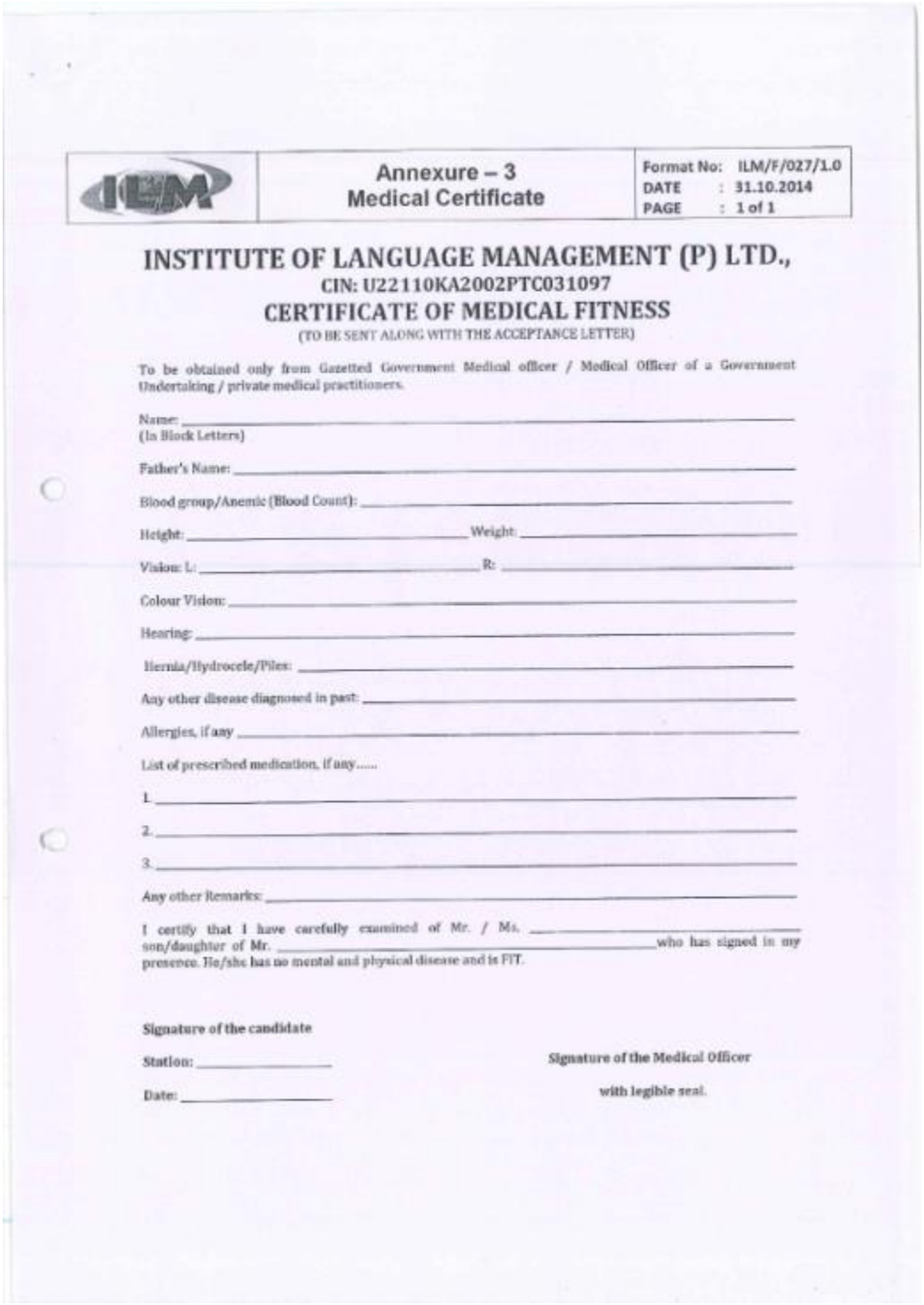
This is to certify that _____ is / was a student of our college. The information provided above by him/her is true. His / Her conduct is good.

Date:

Place:

Signature and seal of the Principal

Page - 2 of 2



	Annexure – 3 Medical Certificate	Format No: ILM/F/027/1.0 DATE : 31.10.2014 PAGE : 1 of 1

INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,

CIN: U22110KA2002PTC031097

CERTIFICATE OF MEDICAL FITNESS

(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: _____
(In Block Letters)

Father's Name: _____

Blood group/Anemic (Blood Count): _____

Height: _____ Weight: _____

Vision: L: _____ R: _____

Colour Vision: _____

Hearing: _____

Hernia/Hydrocele/Piles: _____

Any other disease diagnosed in past: _____

Allergies, if any _____

List of prescribed medication, if any.....

1. _____

2. _____

3. _____

Any other Remarks: _____

I certify that I have carefully examined of Mr. / Ms. _____ son/daughter of Mr. _____ who has signed in my presence. He/she has no mental and physical disease and is FIT.

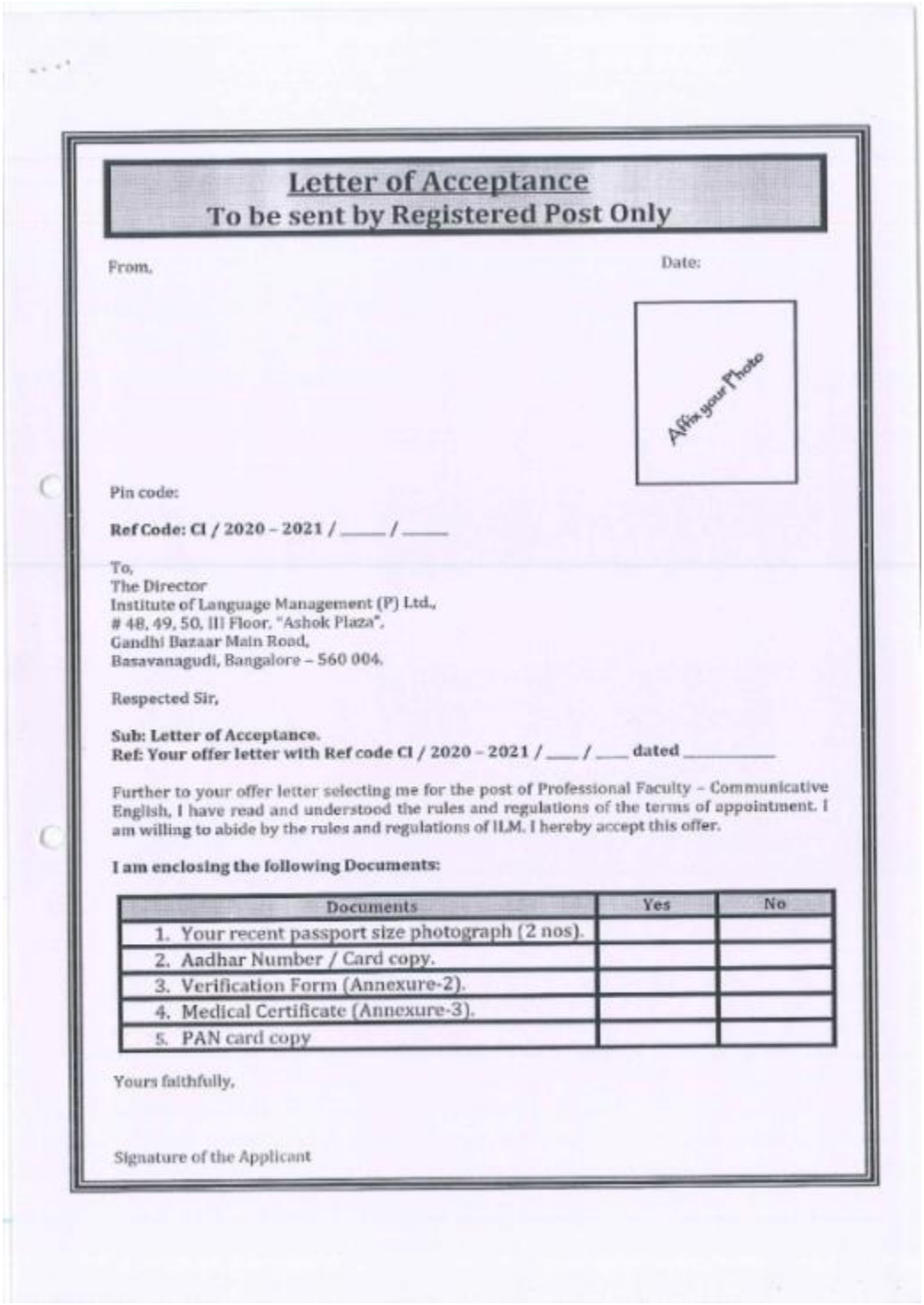
Signature of the candidate

Station: _____

Date: _____

Signature of the Medical Officer

with legible seal.



Letter of Acceptance
To be sent by Registered Post Only

From,

Date:

Affix your Photo

Pin code:

Ref Code: CI / 2020 – 2021 / _____ / _____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore – 560 004.

Respected Sir,

Sub: Letter of Acceptance.
Ref: Your offer letter with Ref code CI / 2020 – 2021 / ___ / ___ dated _____

Further to your offer letter selecting me for the post of Professional Faculty – Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

I am enclosing the following Documents:

Documents	Yes	No
1. Your recent passport size photograph (2 nos).		
2. Aadhar Number / Card copy.		
3. Verification Form (Annexure-2).		
4. Medical Certificate (Annexure-3).		
5. PAN card copy		

Yours faithfully,

Signature of the Applicant

VARUN.V - ILM

ILM-16

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2552 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

Date: 10-02-2020

To,
Mr. Varun V

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

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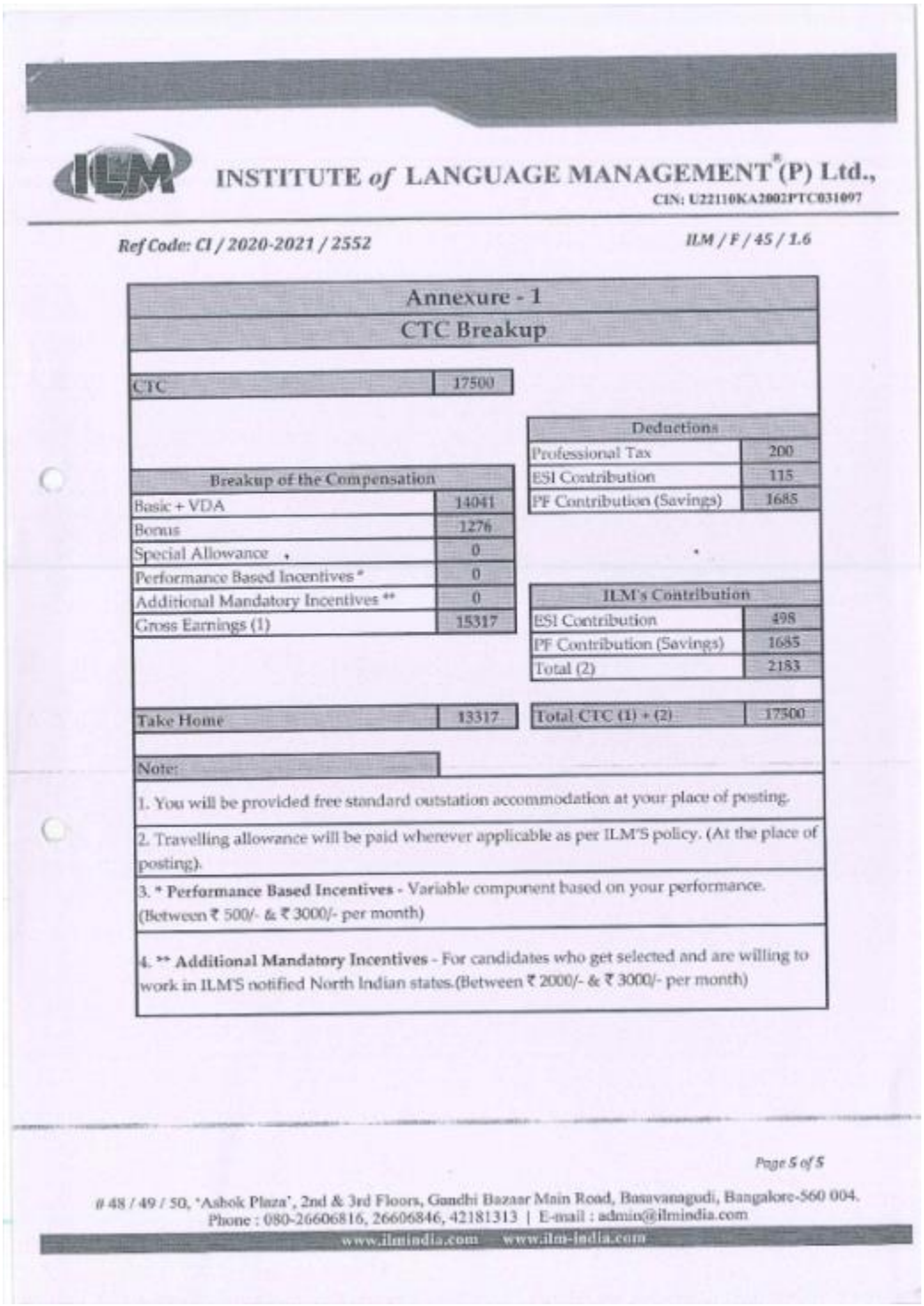

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2552 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
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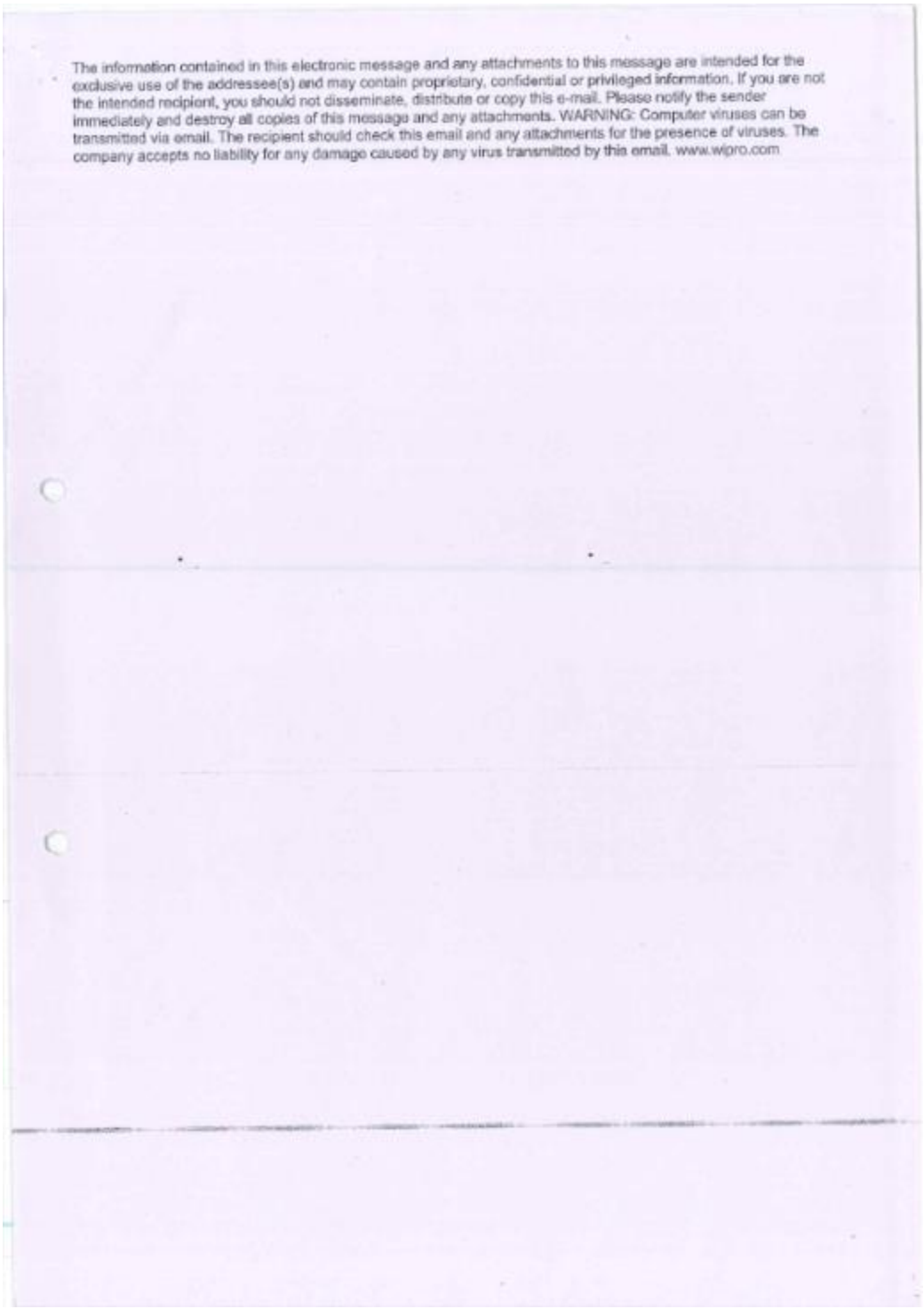
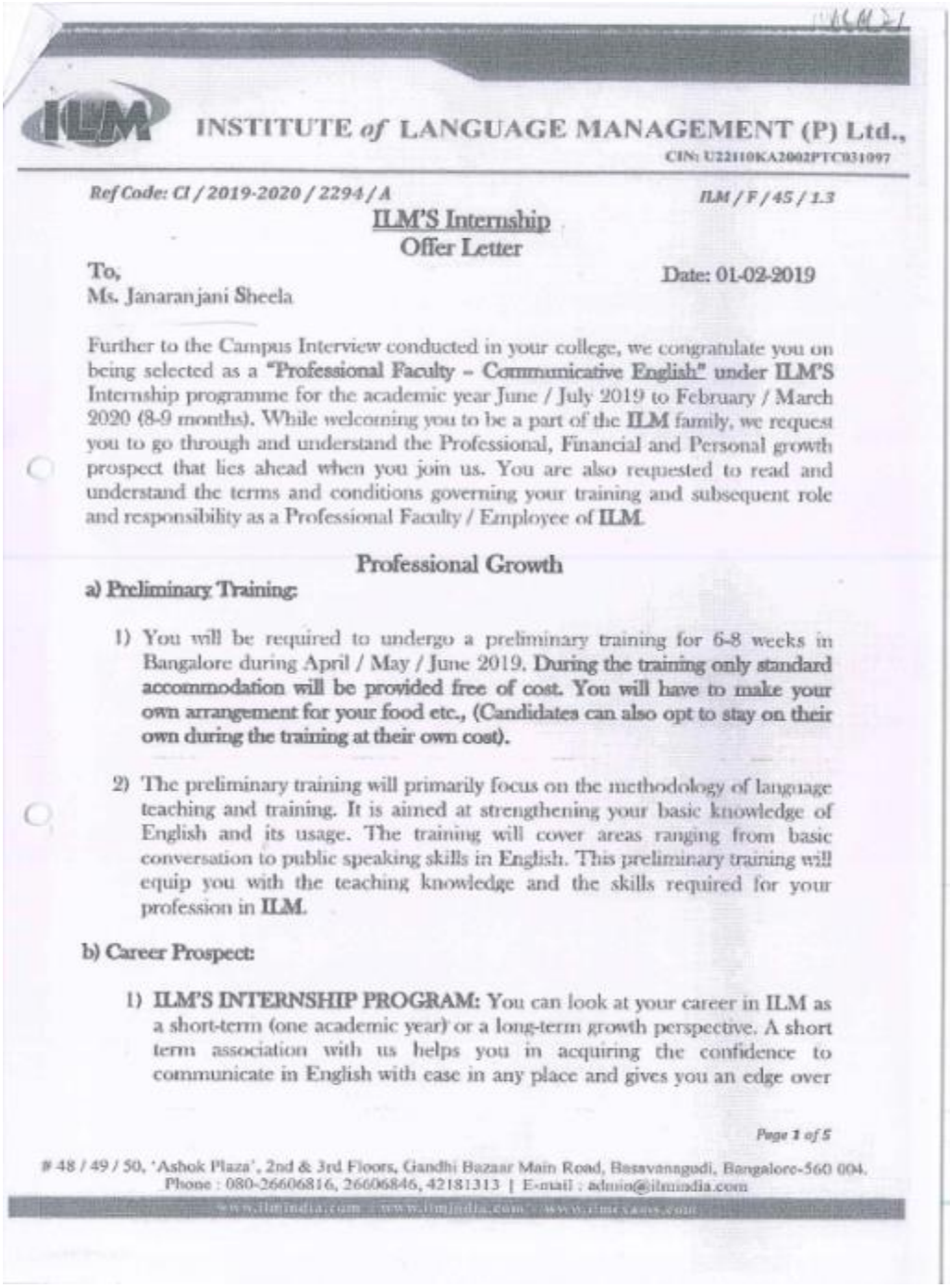

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

JANARANJANI SHEELA- ILM



INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2019-2020 / 2294 / A *ILM / F / 45 / 1.3*

ILM'S Internship
Offer Letter

To,
Ms. Janaranjani Sheela

Date: 01-02-2019

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under **ILM'S** Internship programme for the academic year June / July 2019 to February / March 2020 (8-9 months). While welcoming you to be a part of the **ILM** family, we request you to go through and understand the Professional, Financial and Personal growth prospect that lies ahead when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent role and responsibility as a Professional Faculty / Employee of **ILM**.

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2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. This preliminary training will equip you with the teaching knowledge and the skills required for your profession in **ILM**.

b) Career Prospect:

1) **ILM'S INTERNSHIP PROGRAM:** You can look at your career in ILM as a short-term (one academic year) or a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over

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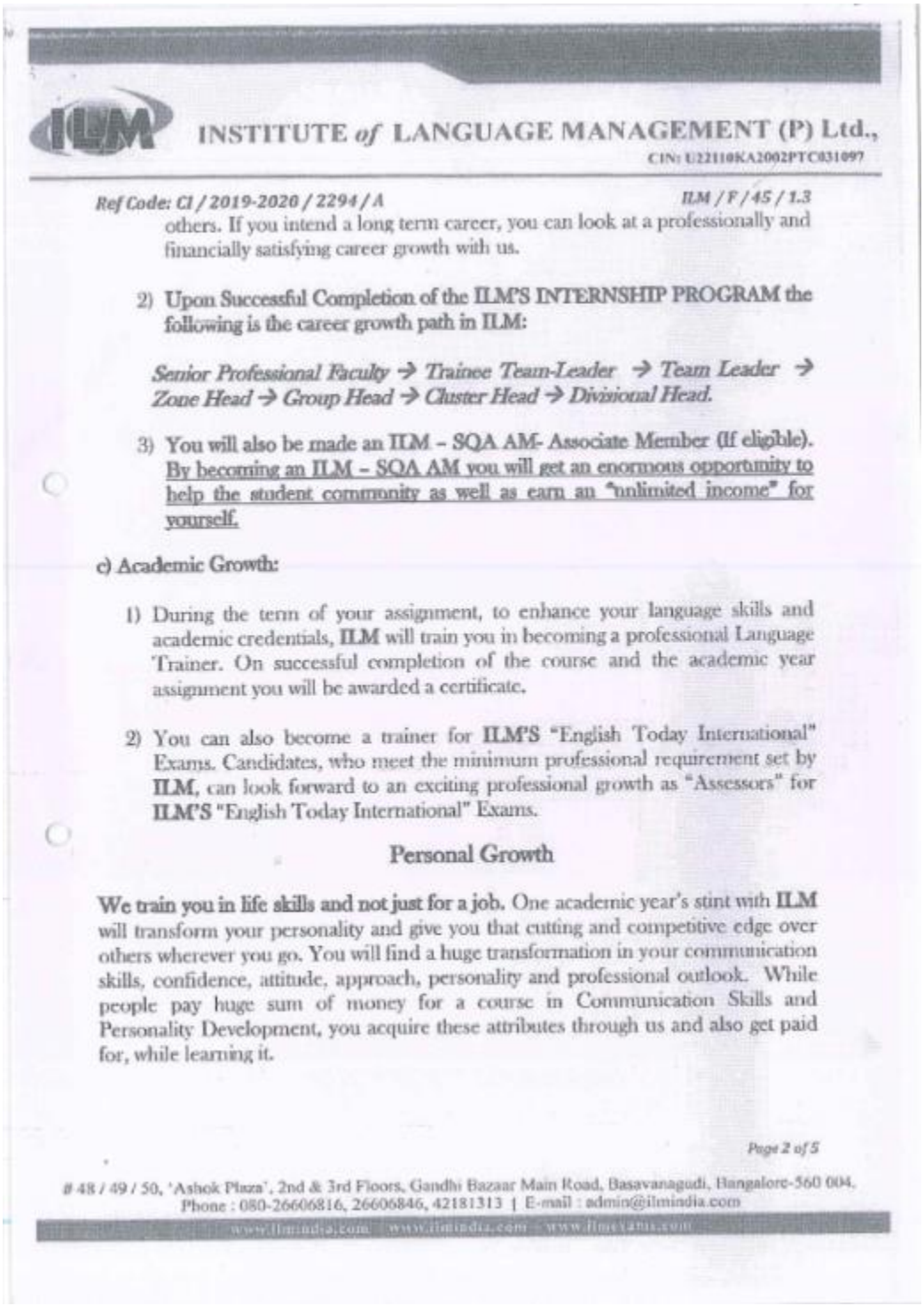

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Ref Code: CI / 2019-2020 / 2294 / A *ILM / F / 45 / 1.3*

others. If you intend a long term career, you can look at a professionally and financially satisfying career growth with us.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

3) **You will also be made an ILM – SQA AM- Associate Member (If eligible).** By becoming an ILM – SQA AM you will get an enormous opportunity to help the student community as well as earn an "unlimited income" for yourself.

c) Academic Growth:

1) During the term of your assignment, to enhance your language skills and academic credentials, **ILM** will train you in becoming a professional Language Trainer. On successful completion of the course and the academic year assignment you will be awarded a certificate.

2) You can also become a trainer for **ILM'S** "English Today International" Exams. Candidates, who meet the minimum professional requirement set by **ILM**, can look forward to an exciting professional growth as "Assessors" for **ILM'S** "English Today International" Exams.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with **ILM** will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid for, while learning it.

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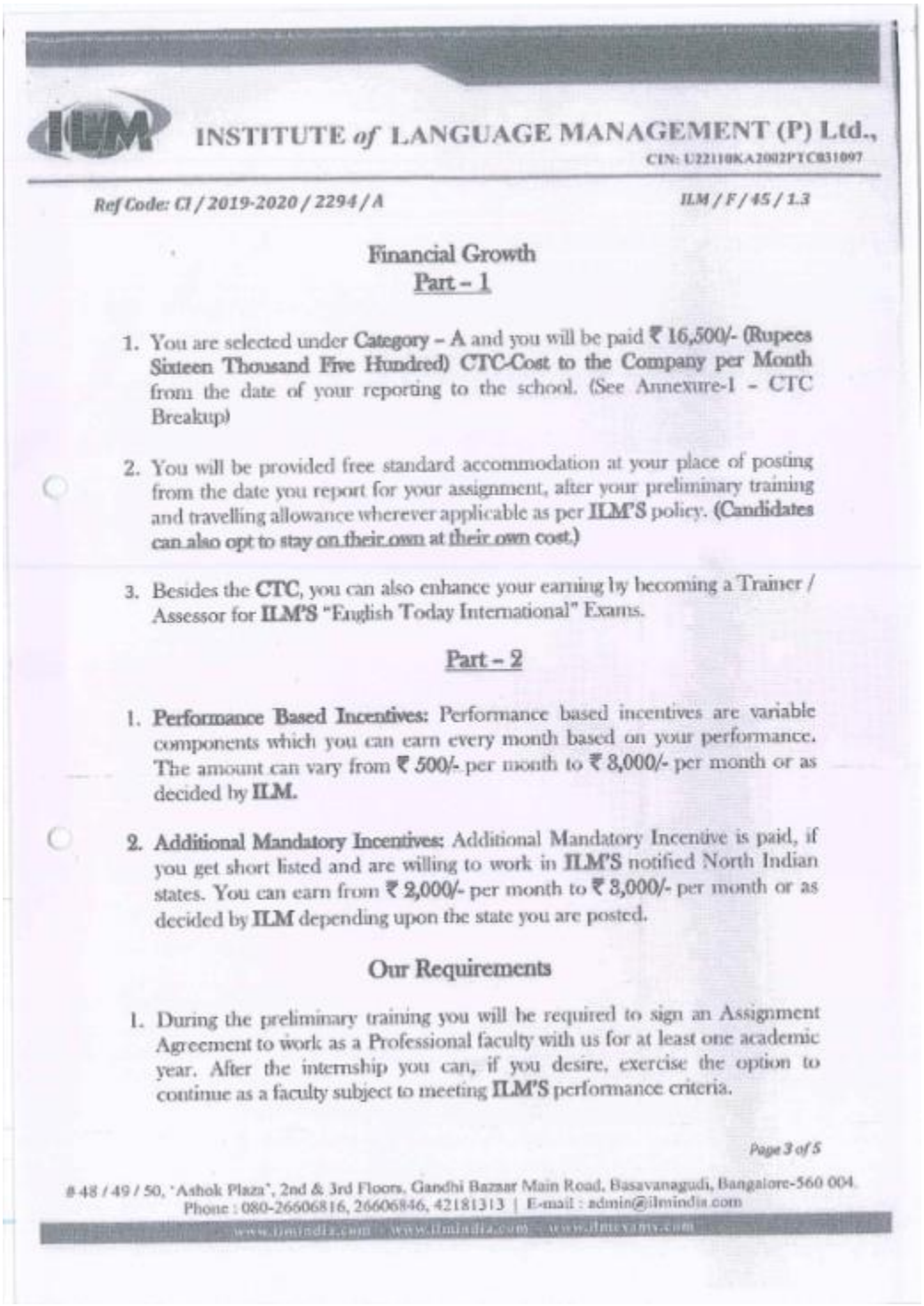

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Ref Code: CI / 2019-2020 / 2294 / A *ILM / F / 45 / 1.3*

Financial Growth

Part – 1

1. You are selected under **Category – A** and you will be paid **₹ 16,500/- (Rupees Sixteen Thousand Five Hundred) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1 – CTC Breakup)

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable as per **ILM'S** policy. **(Candidates can also opt to stay on their own at their own cost.)**

3. Besides the **CTC**, you can also enhance your earning by becoming a Trainer / Assessor for **ILM'S** "English Today International" Exams.

Part – 2

1. **Performance Based Incentives:** Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from **₹ 500/-** per month to **₹ 3,000/-** per month or as decided by **ILM.**

2. **Additional Mandatory Incentives:** Additional Mandatory Incentive is paid, if you get short listed and are willing to work in **ILM'S** notified North Indian states. You can earn from **₹ 2,000/-** per month to **₹ 3,000/-** per month or as decided by **ILM** depending upon the state you are posted.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the internship you can, if you desire, exercise the option to continue as a faculty subject to meeting **ILM'S** performance criteria.

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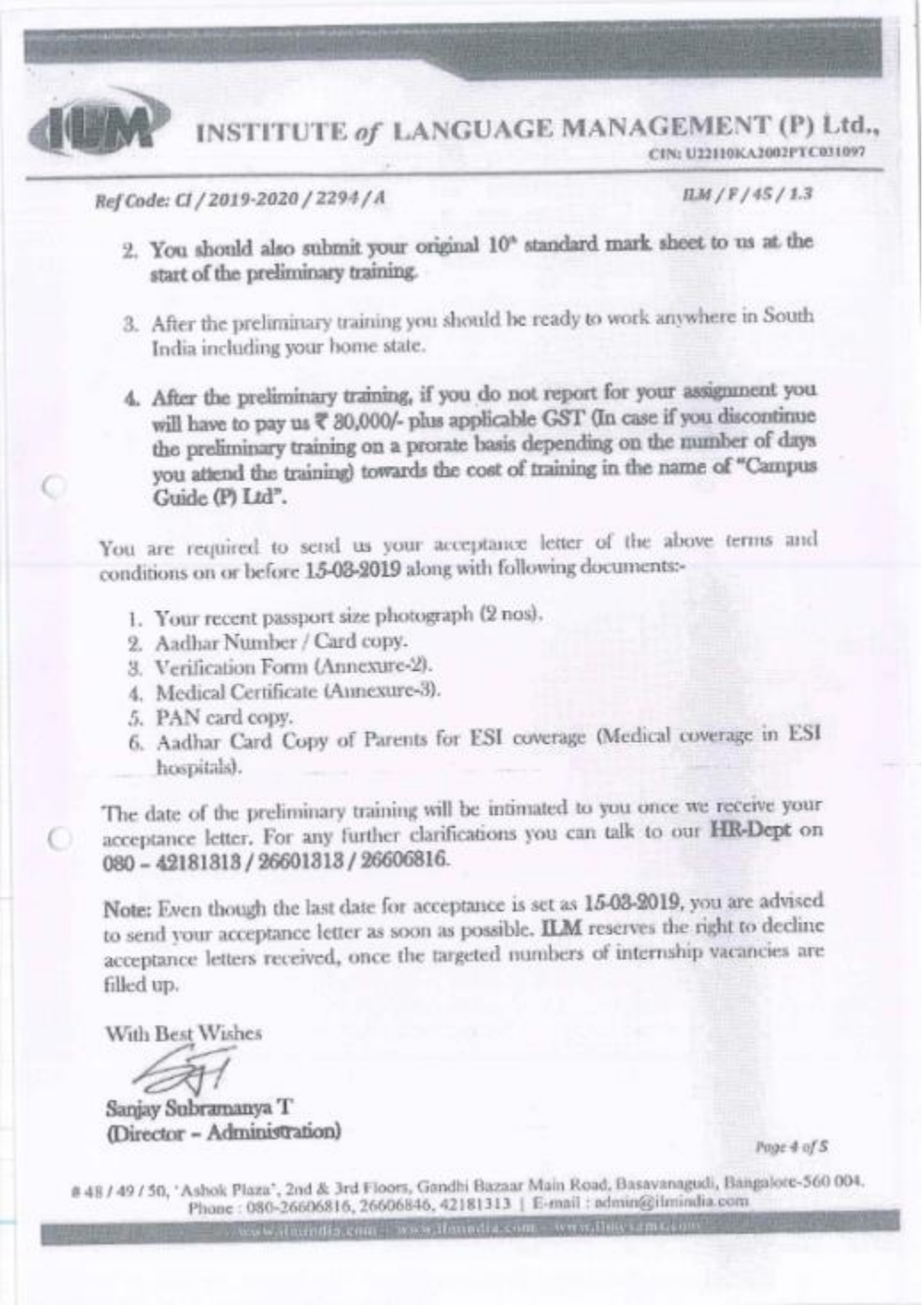

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Ref Code: CI / 2019-2020 / 2294 / A *ILM / F / 45 / 1.3*

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India including your home state.

4. After the preliminary training, if you do not report for your assignment you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2019** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Aadhar Card Copy of Parents for ESI coverage (Medical coverage in ESI hospitals).

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2019**, you are advised to send your acceptance letter as soon as possible. **ILM** reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Sanjay Subramanya T
(Director – Administration)

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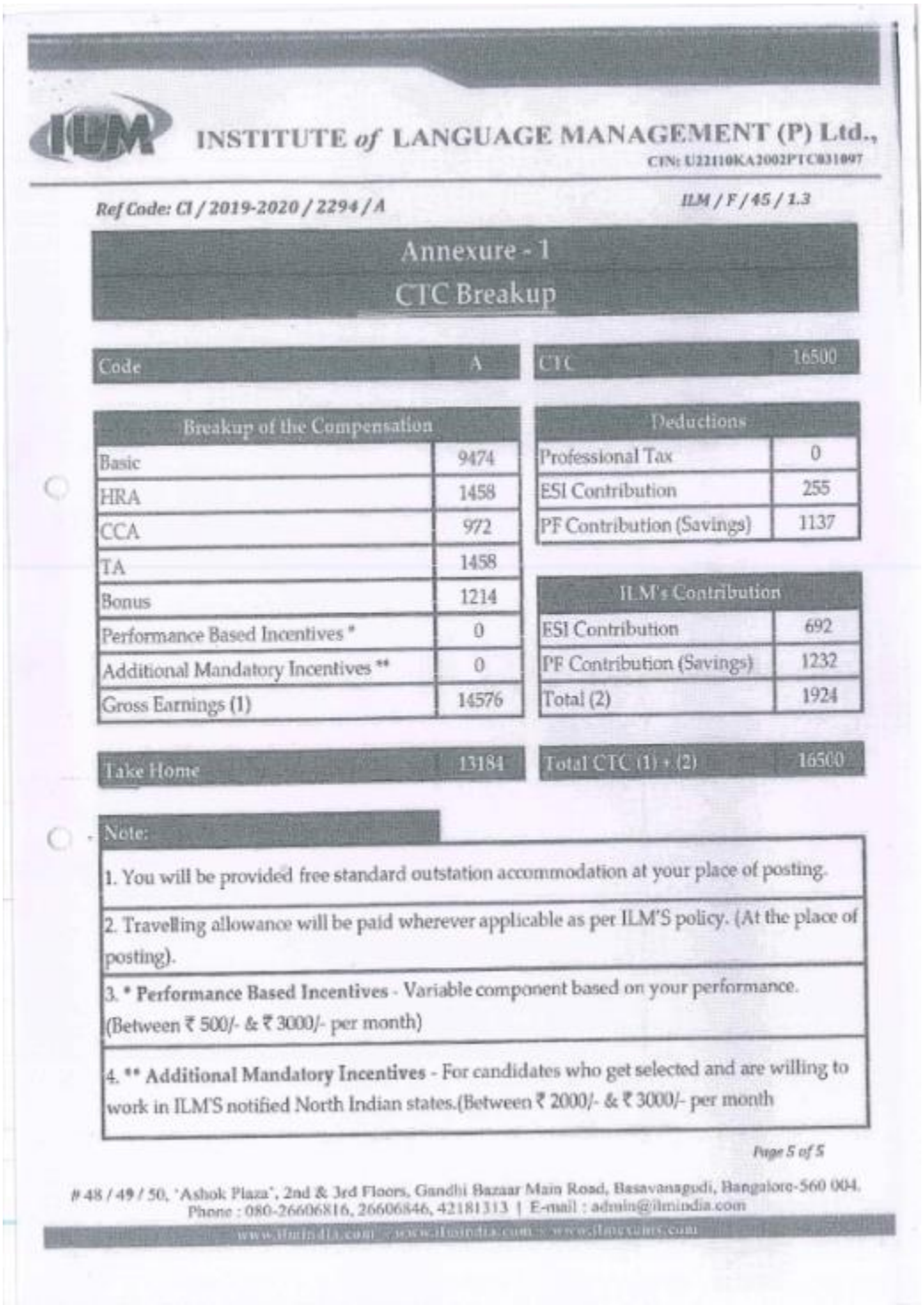

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Ref Code: CI / 2019-2020 / 2294 / A *ILM / F / 45 / 1.3*

Annexure - 1
CTC Breakup

Code	A	CTC	16500

Breakup of the Compensation	
Basic	9474
HRA	1458
CCA	972
TA	1458
Bonus	1214
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	14576

Deductions	
Professional Tax	0
ESI Contribution	255
PF Contribution (Savings)	1137

ILM's Contribution	
ESI Contribution	692
PF Contribution (Savings)	1232
Total (2)	1924

Take Home	13184	Total CTC (1) + (2)	16500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month

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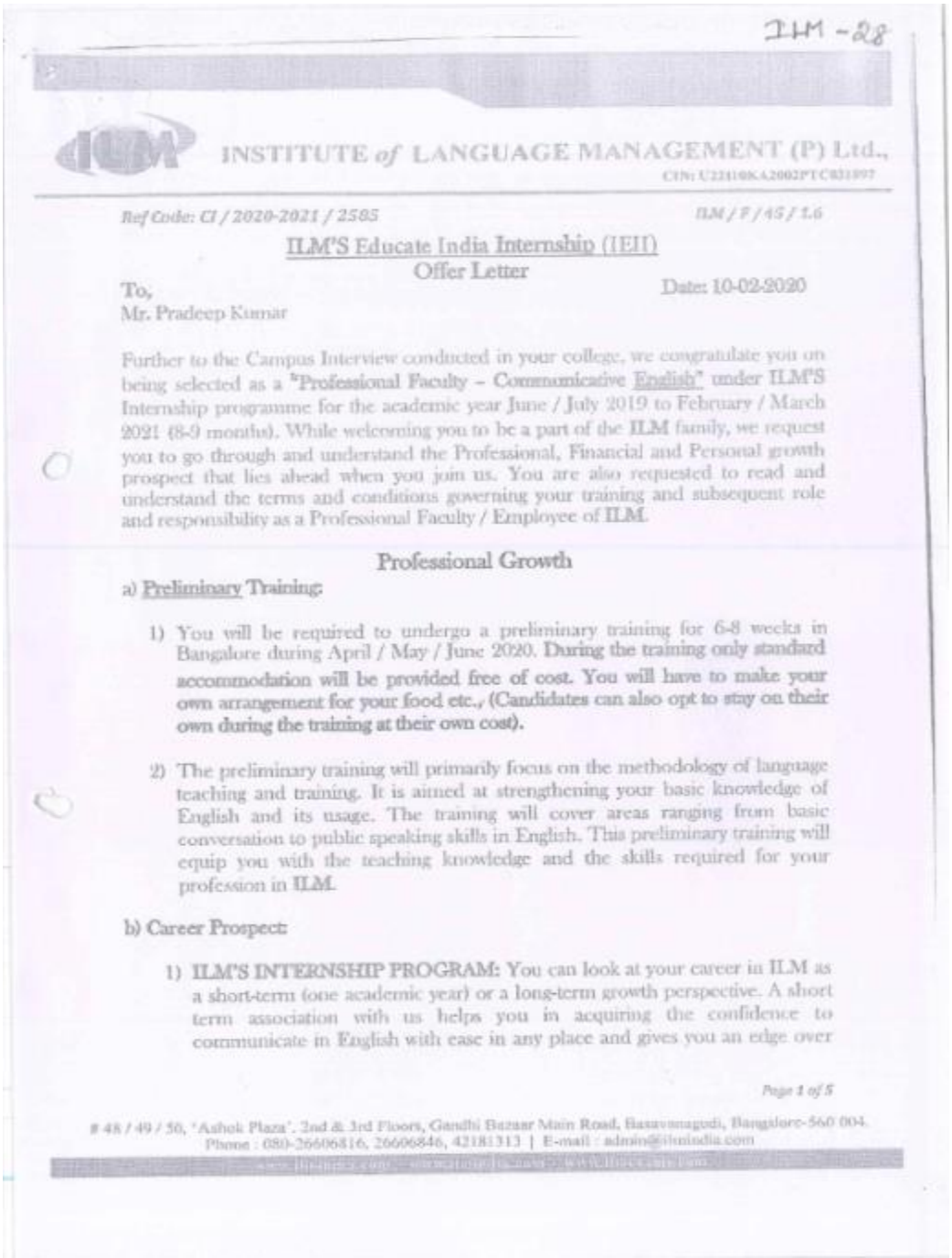
PRADEEP KUMAR- ILM



IIM -28

INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,

CIN: U22110KA2002PTC031997

Ref Code: CI / 2020-2021 / 2585 ILM / P / 45 / 1.6

ILM'S Educate India Internship (IEII)
Offer Letter

To,
Mr. Pradeep Kumar

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Professional Faculty – Communicative English" under ILM'S Internship programme for the academic year June / July 2019 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospect that lies ahead when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent role and responsibility as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the training only standard accommodation will be provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).

2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. This preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

b) Career Prospect:

1) ILM'S INTERNSHIP PROGRAM: You can look at your career in ILM as a short-term (one academic year) or a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over

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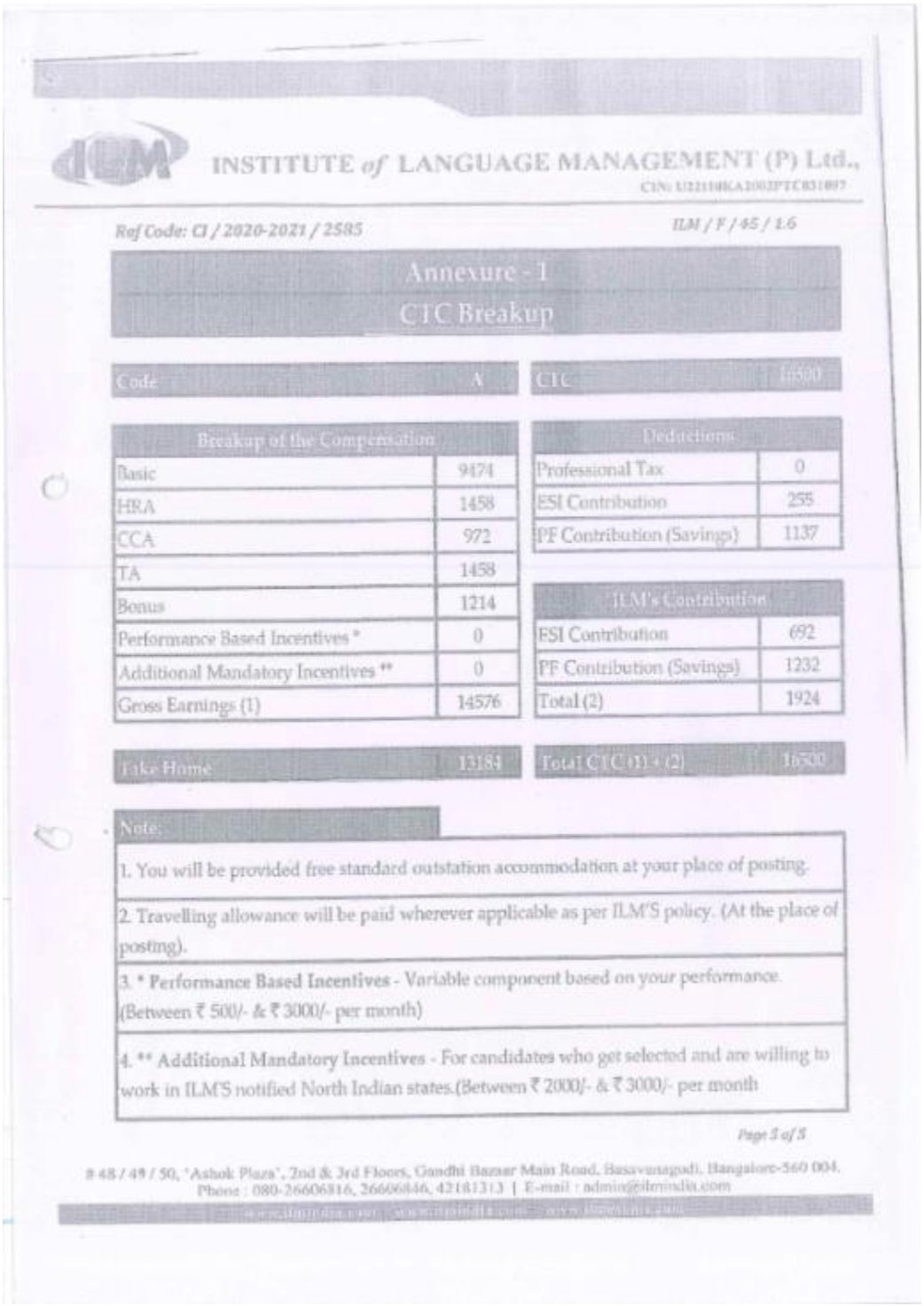

INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,

CIN: U22110KA2002PTC031897

Ref Code: CI / 2020-2021 / 2585 ILM / F / 45 / 1.6

Annexure - 1
CTC Breakup

Code	A	CTC	16500

Breakup of the Compensation	
Basic	9474
HRA	1458
CCA	972
TA	1458
Bonus	1214
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	14576

Deductions	
Professional Tax	0
ESI Contribution	255
PF Contribution (Savings)	1137

ILM's Contribution	
ESI Contribution	692
PF Contribution (Savings)	1232
Total (2)	1924

Take Home	13184	Total CTC (1) + (2)	16500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month

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GOWTHAM KUMAR- ILM

ILM-2

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2019-2020 / 2295 / A *ILM / F / 45 / 1.3*

ILM'S Internship
Offer Letter

To,
Mr. Gowtham Kumar

Date: 01-02-2019

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under **ILM'S** Internship programme for the academic year June / July 2019 to February / March 2020 (8-9 months). While welcoming you to be a part of the **ILM** family, we request you to go through and understand the Professional, Financial and Personal growth prospect that lies ahead when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent role and responsibility as a Professional Faculty / Employee of **ILM**.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2019. **During the training only standard accommodation will be provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).**

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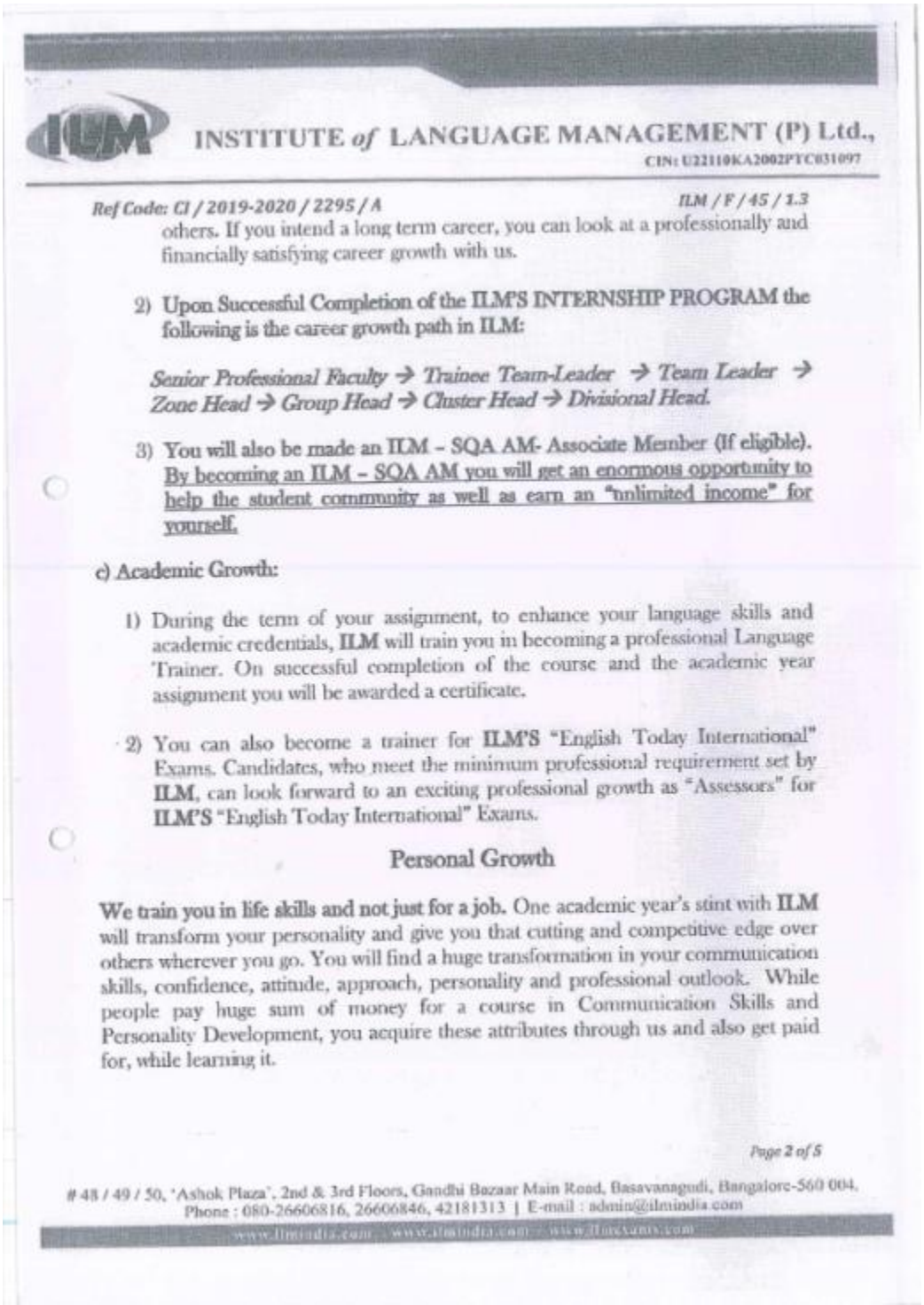

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Ref Code: CI / 2019-2020 / 2295 / A *ILM / F / 45 / 1.3*

others. If you intend a long term career, you can look at a professionally and financially satisfying career growth with us.

2) Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

3) You will also be made an ILM – SQA AM- Associate Member (If eligible). By becoming an ILM – SQA AM you will get an enormous opportunity to help the student community as well as earn an "unlimited income" for yourself.

c) Academic Growth:

1) During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. On successful completion of the course and the academic year assignment you will be awarded a certificate.

2) You can also become a trainer for ILM'S "English Today International" Exams. Candidates, who meet the minimum professional requirement set by ILM, can look forward to an exciting professional growth as "Assessors" for ILM'S "English Today International" Exams.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid for, while learning it.

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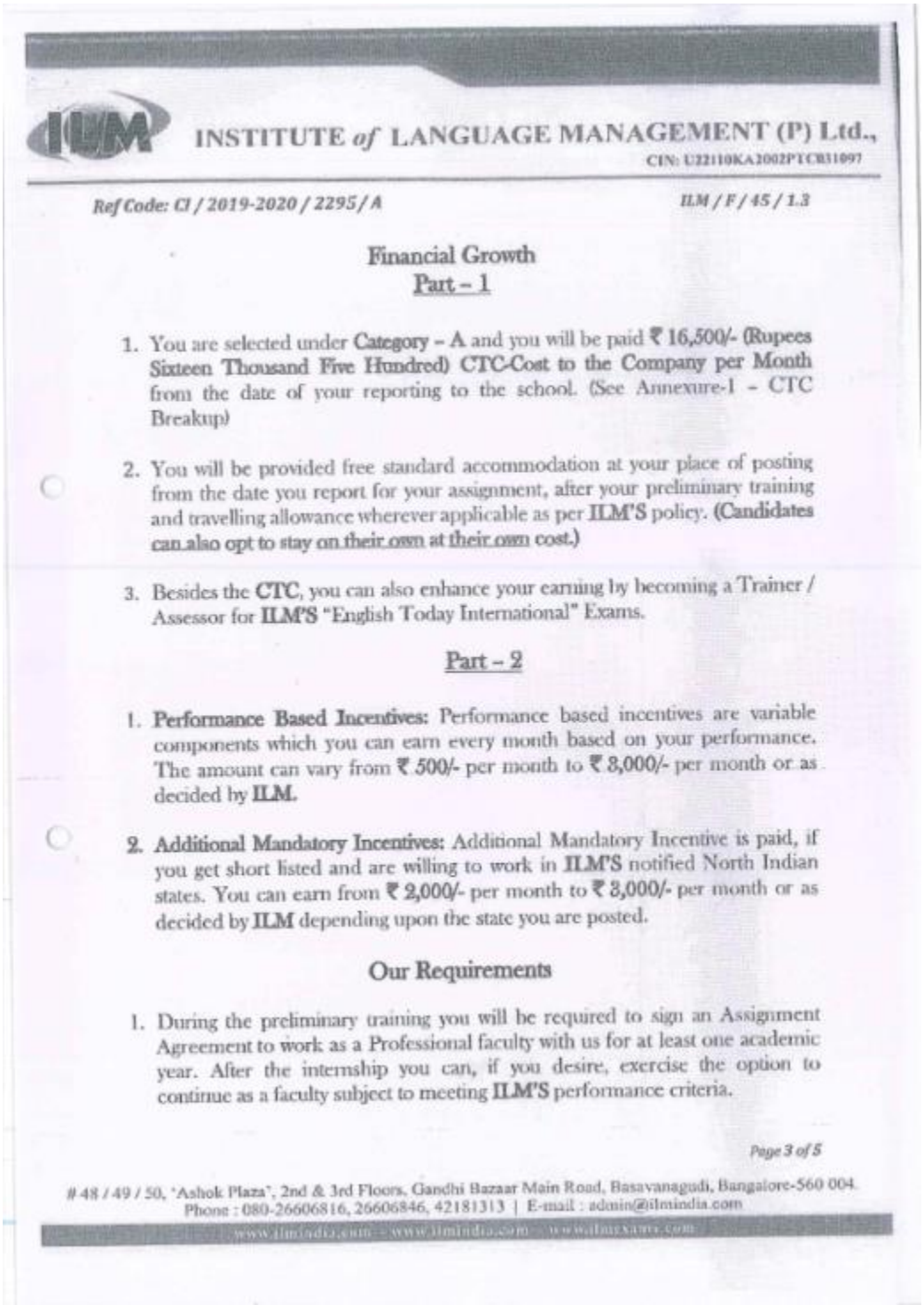

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Ref Code: CI / 2019-2020 / 2295 / A *ILM / F / 45 / 1.3*

Financial Growth

Part – 1

1. You are selected under **Category – A** and you will be paid **₹ 16,500/- (Rupees Sixteen Thousand Five Hundred) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-I – CTC Breakup)

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable as per **ILM'S** policy. **(Candidates can also opt to stay on their own at their own cost.)**

3. Besides the **CTC**, you can also enhance your earning by becoming a Trainer / Assessor for **ILM'S** "English Today International" Exams.

Part – 2

1. **Performance Based Incentives:** Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from **₹ 500/-** per month to **₹ 3,000/-** per month or as decided by **ILM.**

2. **Additional Mandatory Incentives:** Additional Mandatory Incentive is paid, if you get short listed and are willing to work in **ILM'S** notified North Indian states. You can earn from **₹ 2,000/-** per month to **₹ 3,000/-** per month or as decided by **ILM** depending upon the state you are posted.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the internship you can, if you desire, exercise the option to continue as a faculty subject to meeting **ILM'S** performance criteria.

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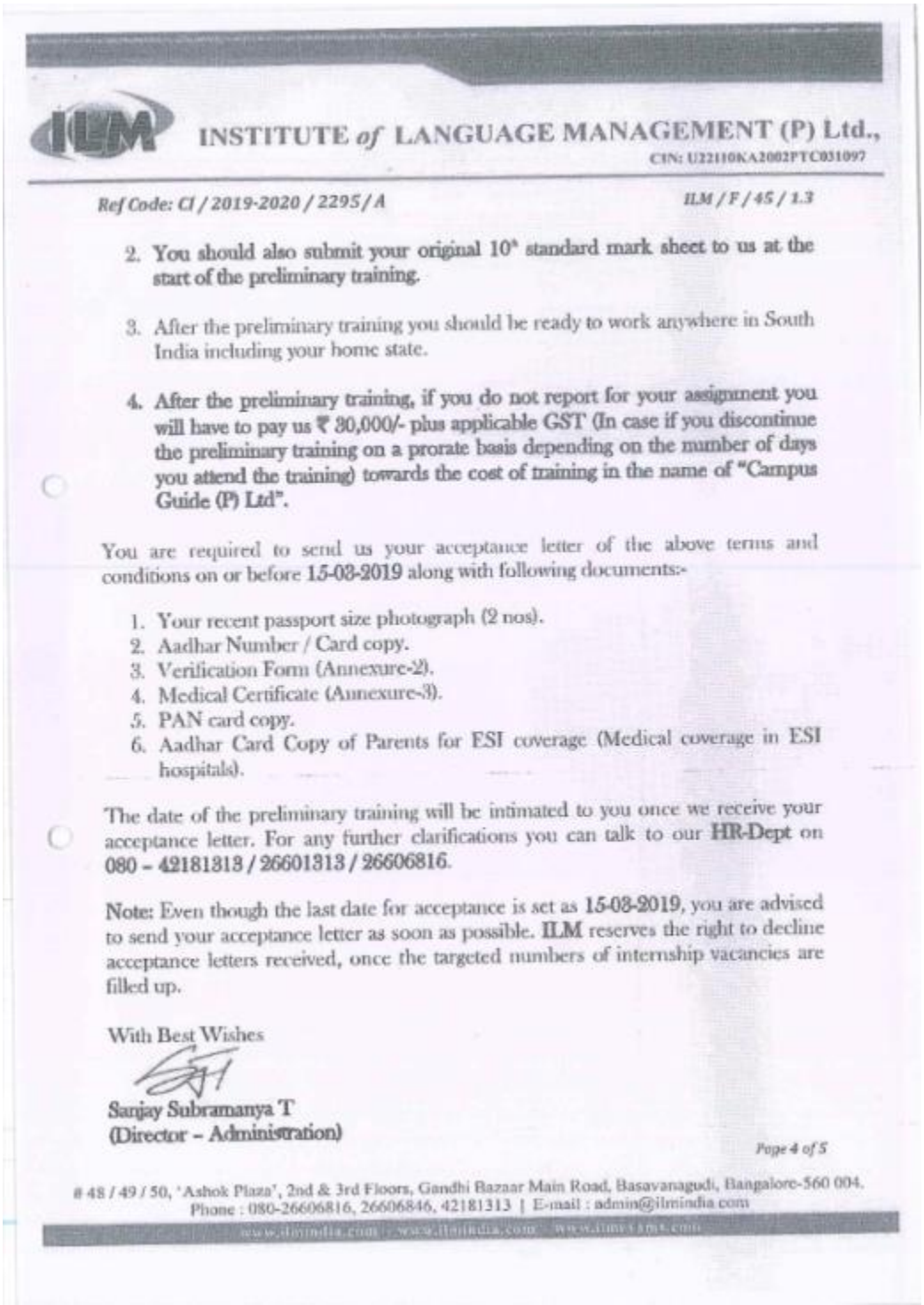

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Ref Code: CI / 2019-2020 / 2295 / A *ILM / F / 45 / 1.3*

2. **You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.**

3. After the preliminary training you should be ready to work anywhere in South India including your home state.

4. **After the preliminary training, if you do not report for your assignment you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".**

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2019** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Aadhar Card Copy of Parents for ESI coverage (Medical coverage in ESI hospitals).

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2019**, you are advised to send your acceptance letter as soon as possible. **ILM** reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Sanjay Subramanya T
(Director – Administration)

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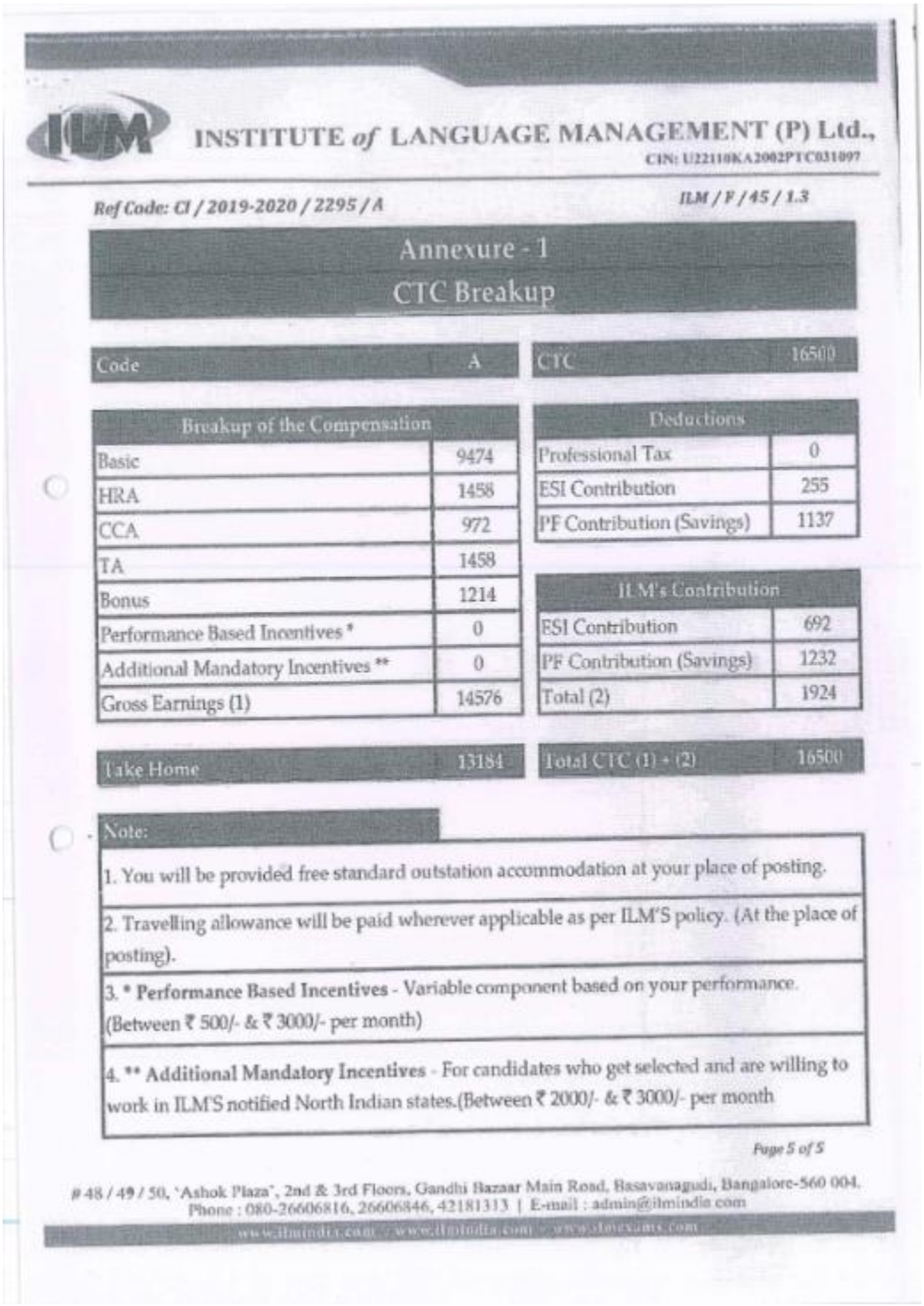

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CIN: U22110KA2002PTC031097

Ref Code: CI / 2019-2020 / 2295 / A — *ILM / F / 45 / 1.3*

Annexure - 1
CTC Breakup

Code	A	CTC	16500

Breakup of the Compensation	
Basic	9474
HRA	1458
CCA	972
TA	1458
Bonus	1214
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	14576

Deductions	
Professional Tax	0
ESI Contribution	255
PF Contribution (Savings)	1137

ILM's Contribution	
ESI Contribution	692
PF Contribution (Savings)	1232
Total (2)	1924

Take Home	13184	Total CTC (1) + (2)	16500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month

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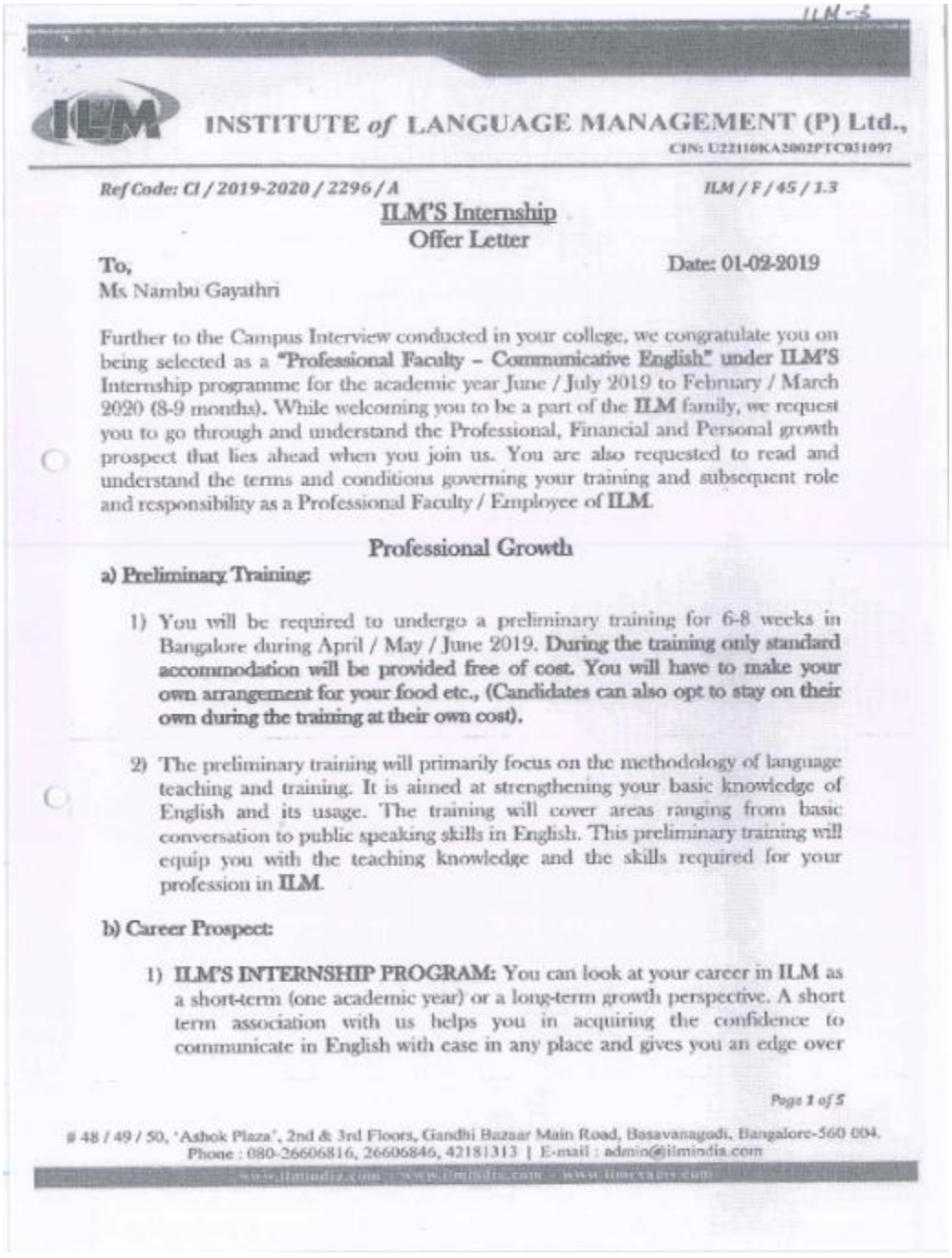
NAMBU GAYATHRI- ILM



ILM-3

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2019-2020 / 2296 / A *ILM / F / 45 / 1.3*

ILM'S Internship
Offer Letter

To,
Ms. Nambu Gayathri

Date: 01-02-2019

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under ILM'S** Internship programme for the academic year June / July 2019 to February / March 2020 (8-9 months). While welcoming you to be a part of the **ILM** family, we request you to go through and understand the Professional, Financial and Personal growth prospect that lies ahead when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent role and responsibility as a Professional Faculty / Employee of **ILM**.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2019. **During the training only standard accommodation will be provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).**

2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. This preliminary training will equip you with the teaching knowledge and the skills required for your profession in **ILM**.

b) Career Prospect:

1) **ILM'S INTERNSHIP PROGRAM:** You can look at your career in ILM as a short-term (one academic year) or a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over

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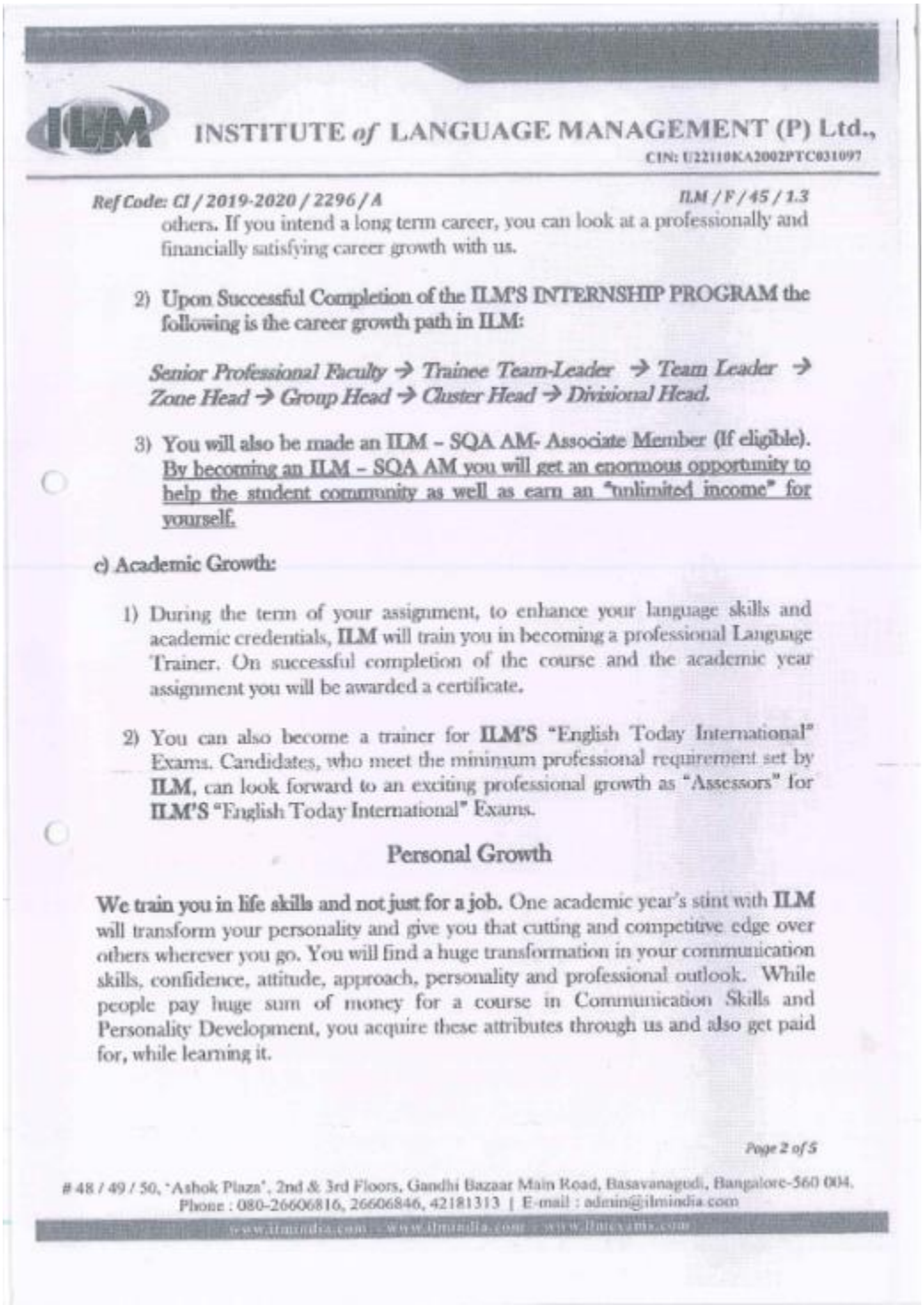

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Ref Code: CI / 2019-2020 / 2296 / A *ILM / F / 45 / 1.3*

others. If you intend a long term career, you can look at a professionally and financially satisfying career growth with us.

2) Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

3) You will also be made an ILM – SQA AM- Associate Member (If eligible). By becoming an ILM – SQA AM you will get an enormous opportunity to help the student community as well as earn an "unlimited income" for yourself.

c) Academic Growth:

1) During the term of your assignment, to enhance your language skills and academic credentials, **ILM** will train you in becoming a professional Language Trainer. On successful completion of the course and the academic year assignment you will be awarded a certificate.

2) You can also become a trainer for **ILM'S** "English Today International" Exams. Candidates, who meet the minimum professional requirement set by **ILM**, can look forward to an exciting professional growth as "Assessors" for **ILM'S** "English Today International" Exams.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with **ILM** will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid for, while learning it.

Page 2 of 5

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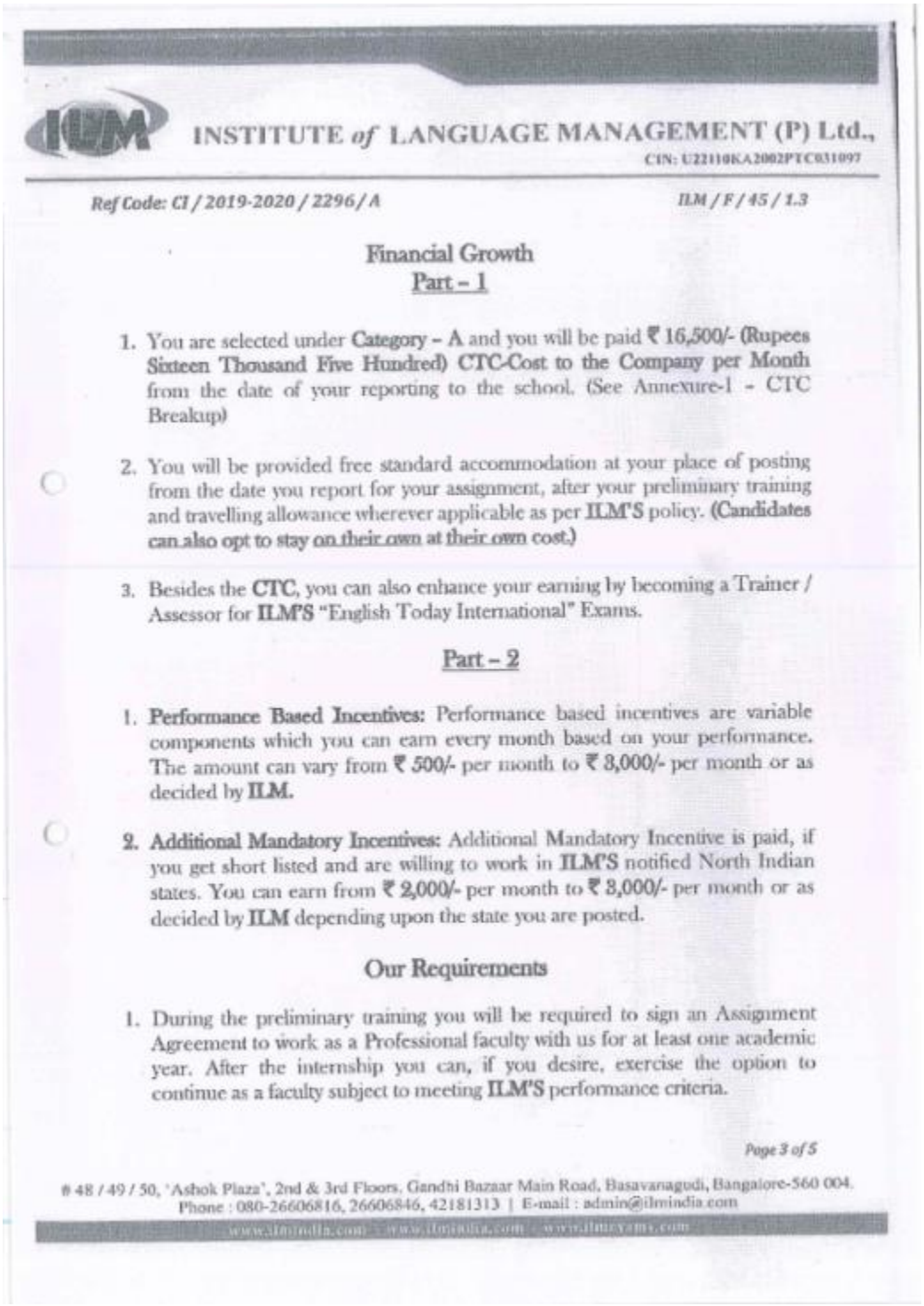

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CIN: U22110KA2002PTC031097

Ref Code: CI / 2019-2020 / 2296 / A *ILM / F / 45 / 1.3*

Financial Growth

Part – 1

1. You are selected under **Category – A** and you will be paid **₹ 16,500/- (Rupees Sixteen Thousand Five Hundred) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1 - CTC Breakup)

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable as per **ILM'S** policy. **(Candidates can also opt to stay on their own at their own cost.)**

3. Besides the **CTC**, you can also enhance your earning by becoming a Trainer / Assessor for **ILM'S** "English Today International" Exams.

Part – 2

1. **Performance Based Incentives:** Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from **₹ 500/-** per month to **₹ 3,000/-** per month or as decided by **ILM.**

2. **Additional Mandatory Incentives:** Additional Mandatory Incentive is paid, if you get short listed and are willing to work in **ILM'S** notified North Indian states. You can earn from **₹ 2,000/-** per month to **₹ 3,000/-** per month or as decided by **ILM** depending upon the state you are posted.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the internship you can, if you desire, exercise the option to continue as a faculty subject to meeting **ILM'S** performance criteria.

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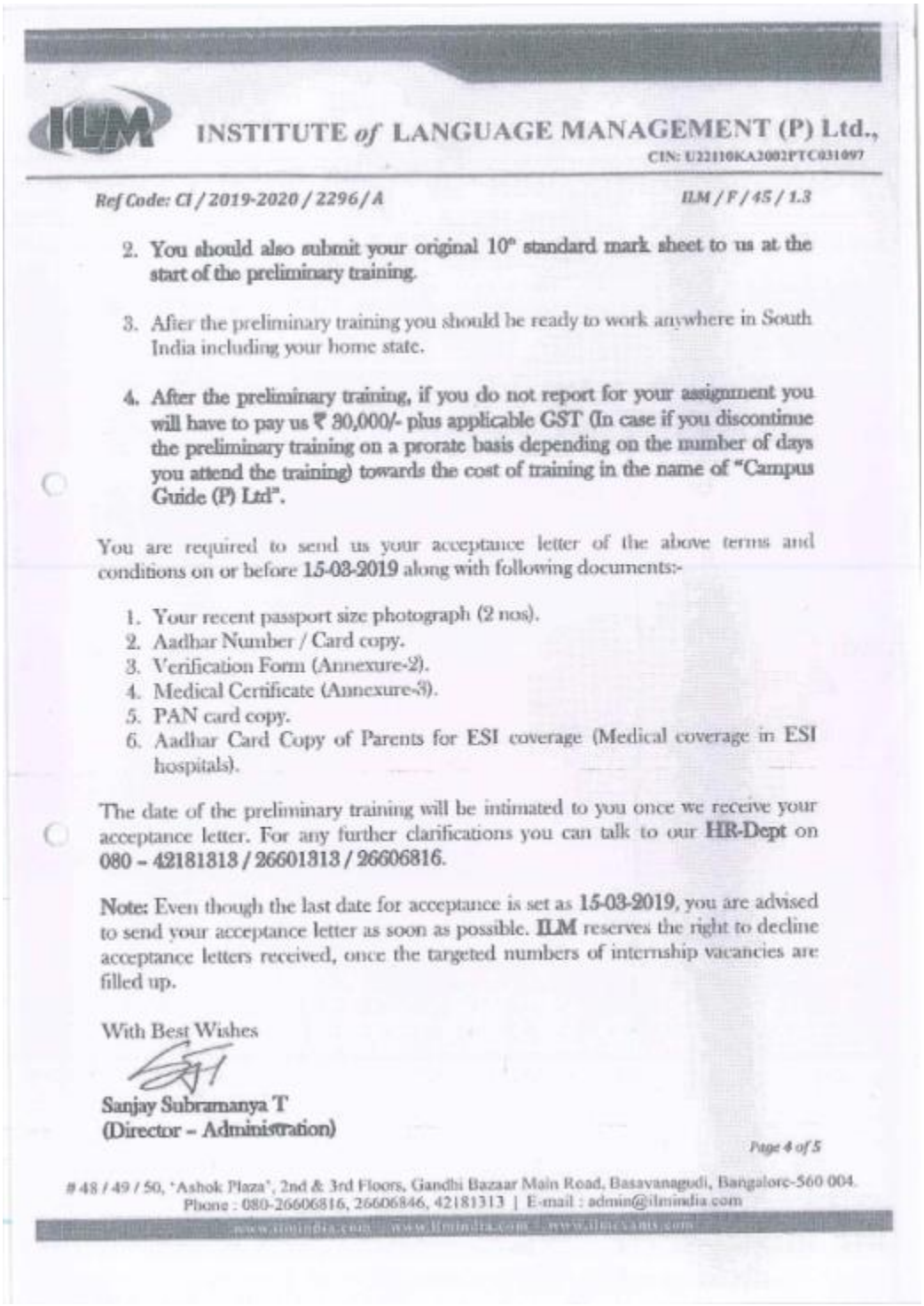

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2. **You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.**

3. After the preliminary training you should be ready to work anywhere in South India including your home state.

4. **After the preliminary training, if you do not report for your assignment you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".**

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2019** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Aadhar Card Copy of Parents for ESI coverage (Medical coverage in ESI hospitals).

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2019**, you are advised to send your acceptance letter as soon as possible. **ILM** reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Sanjay Subramanya T
(Director – Administration)

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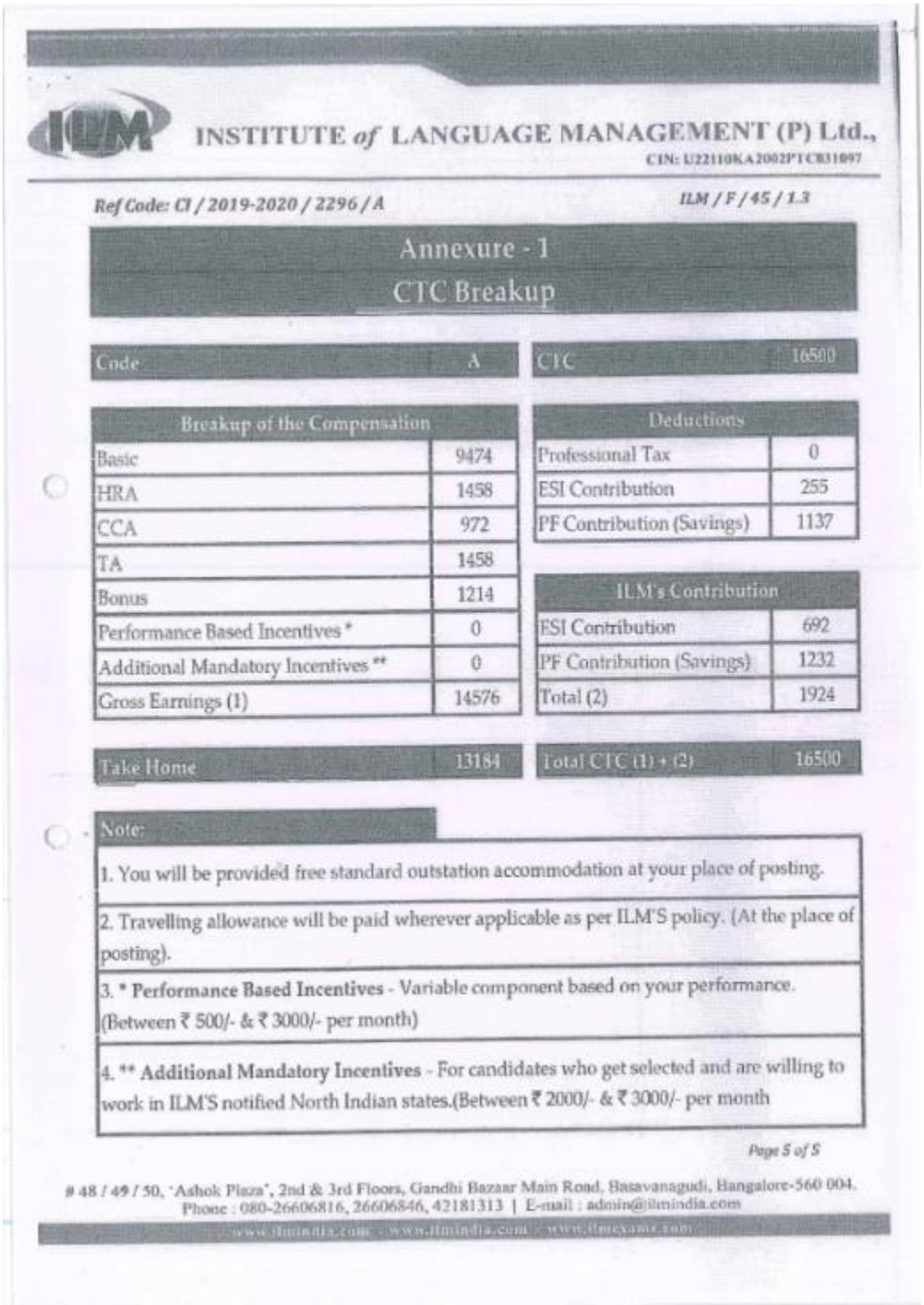

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Annexure - 1
CTC Breakup

Code	A	CTC	16500

Breakup of the Compensation	
Basic	9474
HRA	1458
CCA	972
TA	1458
Bonus	1214
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	14576

Deductions	
Professional Tax	0
ESI Contribution	255
PF Contribution (Savings)	1137

ILM's Contribution	
ESI Contribution	692
PF Contribution (Savings)	1232
Total (2)	1924

Take Home	13184	Total CTC (1) + (2)	16500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month

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GANESH PANDIYAN G- ILM

ILM-4

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
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Ref Code: CI / 2020-2021 / 2603 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Ganesh Pandiyan G

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

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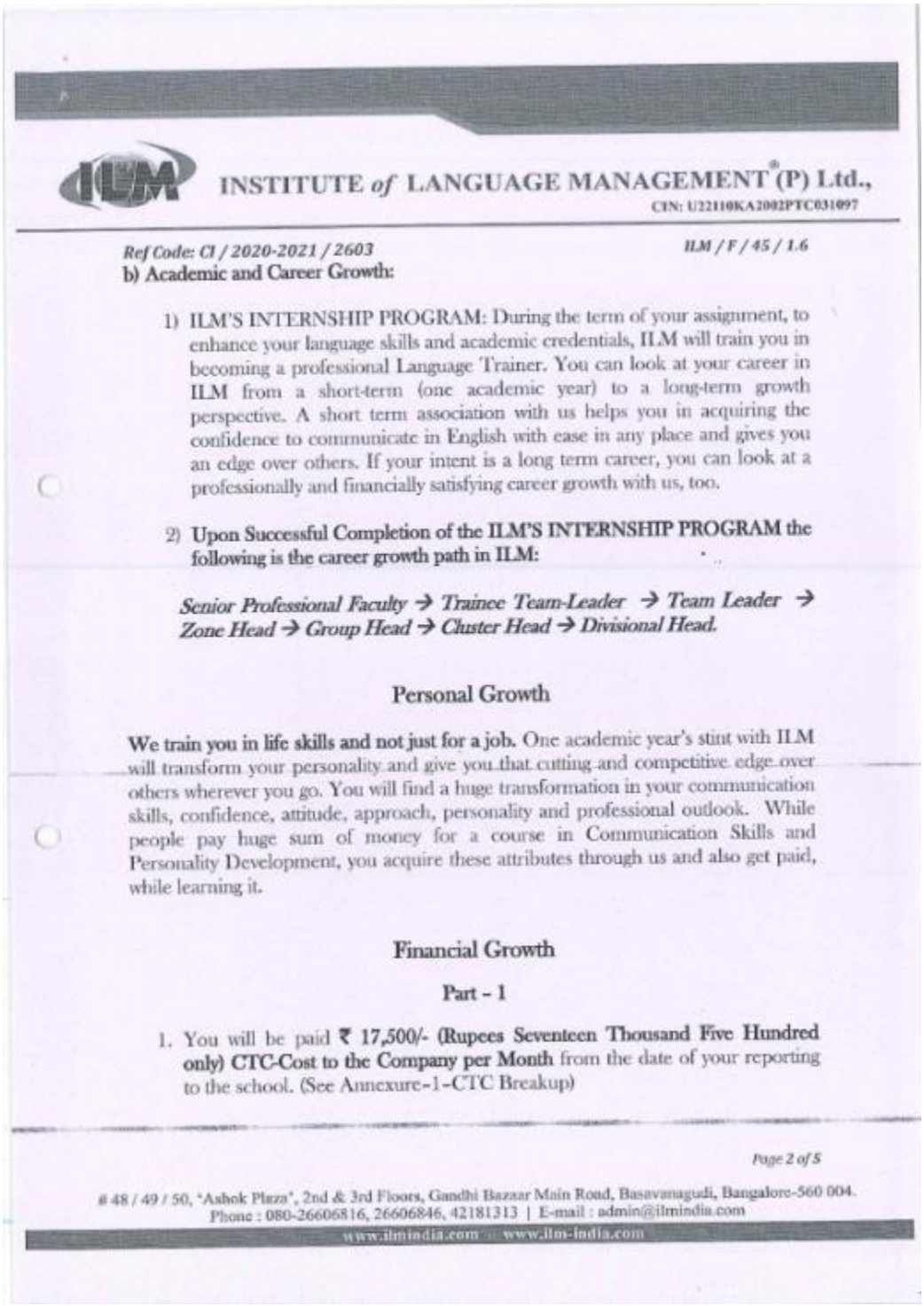

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Ref Code: CI / 2020-2021 / 2603 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part – 1

1. You will be paid **₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

Page 2 of 5

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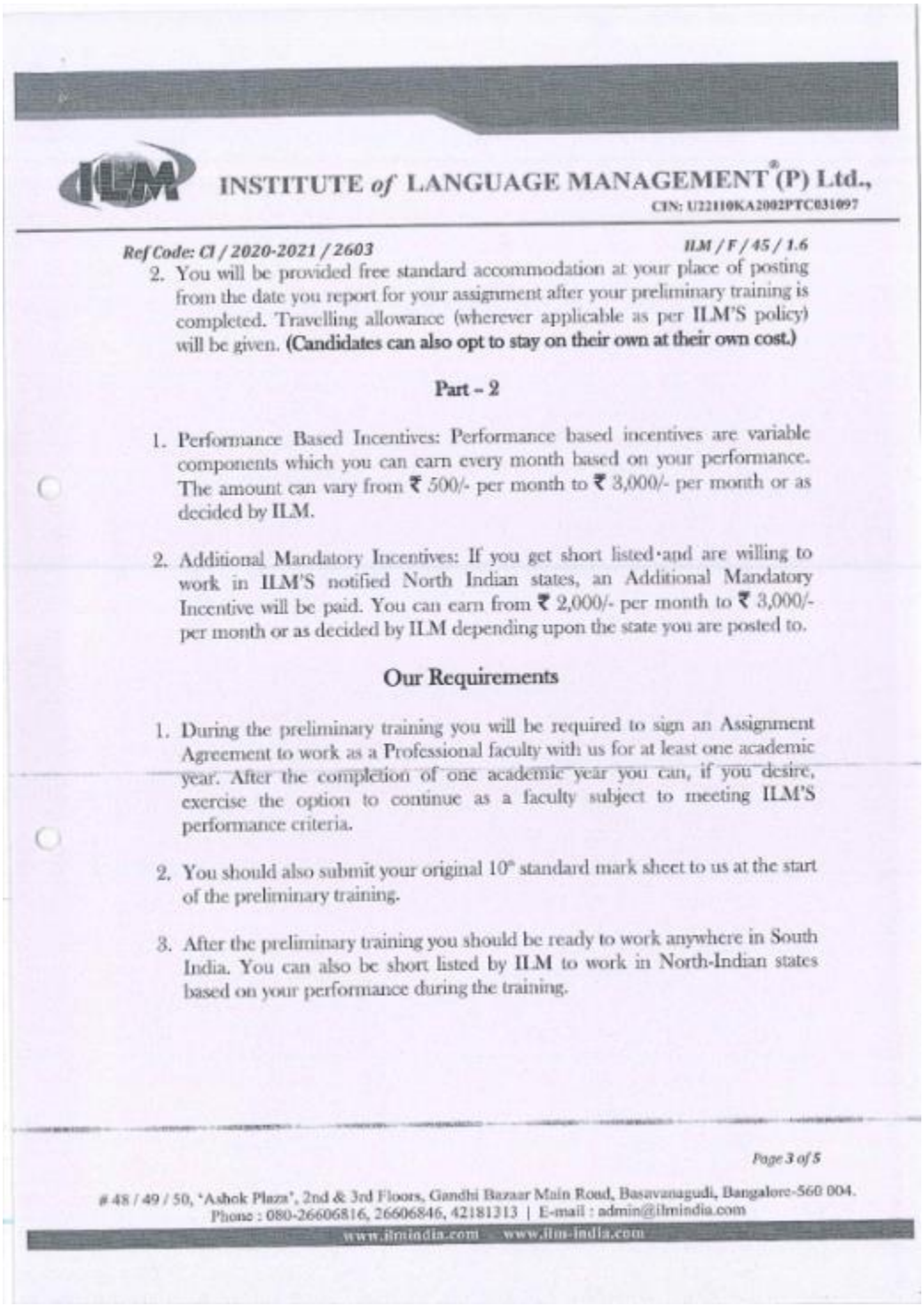

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Ref Code: CI / 2020-2021 / 2603 *ILM / F / 45 / 1.6*

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost.)**

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

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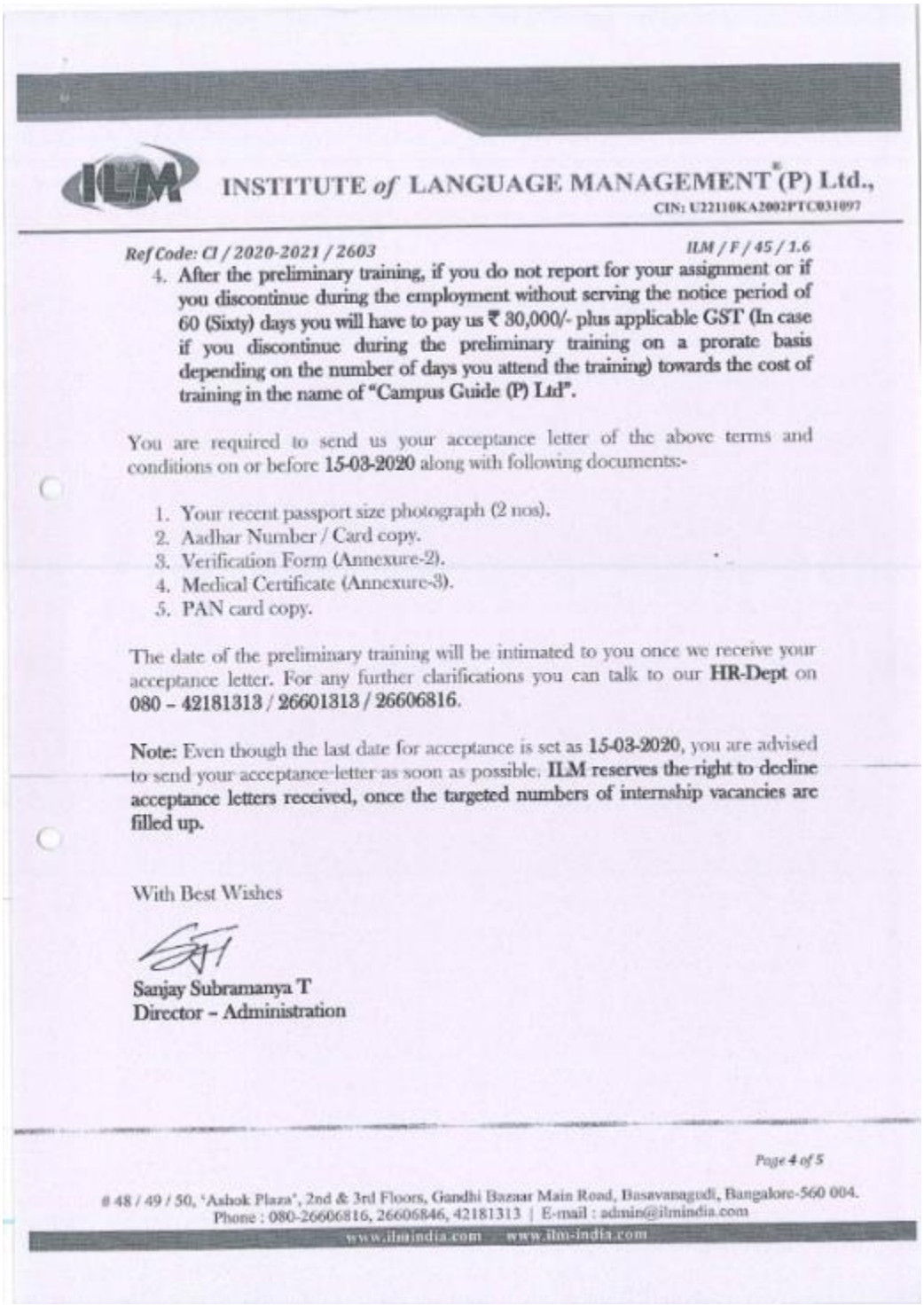

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4. After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2020**, you are advised to send your acceptance-letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Sanjay Subramanya T
Director – Administration

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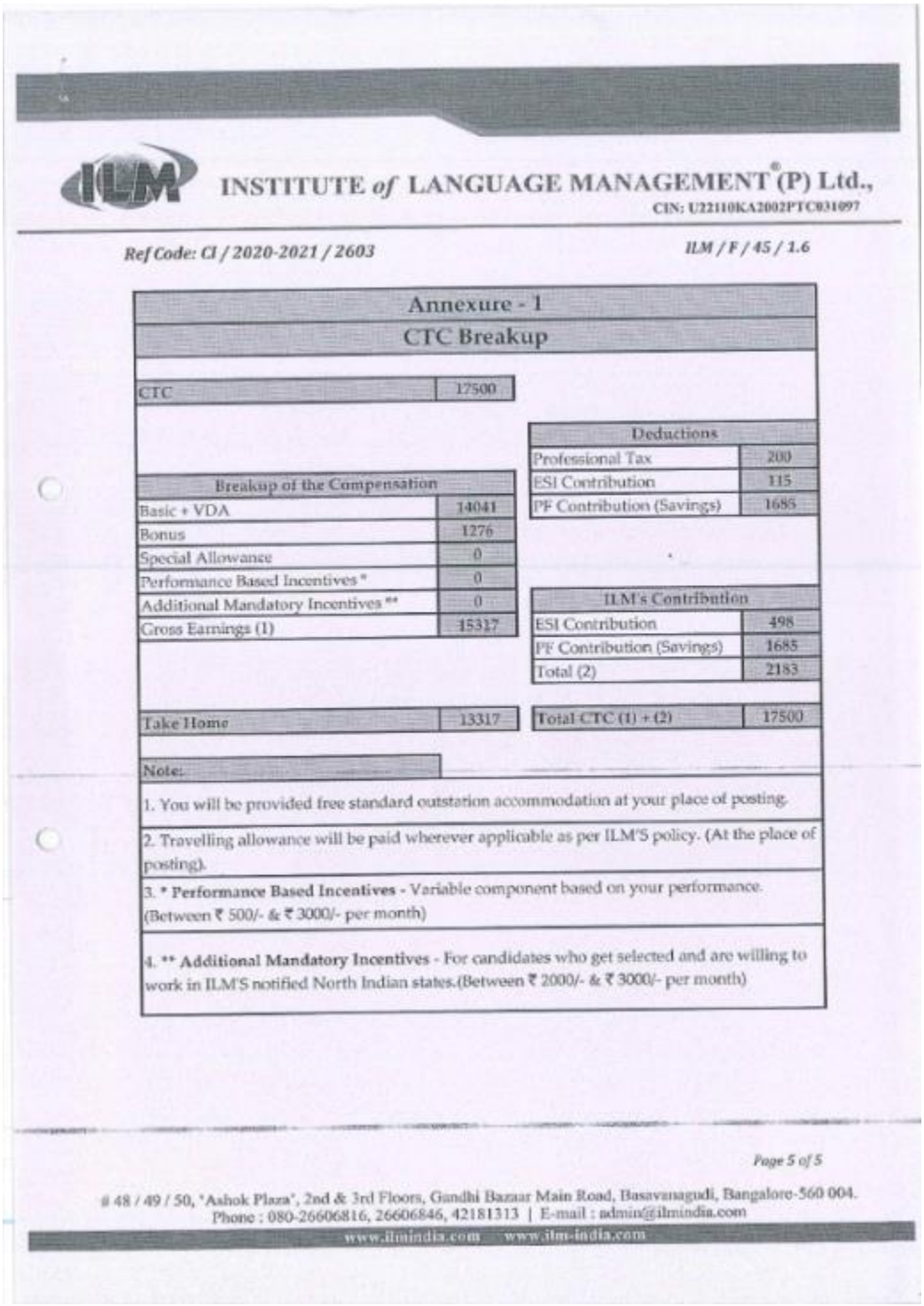

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Ref Code: CI / 2020-2021 / 2603 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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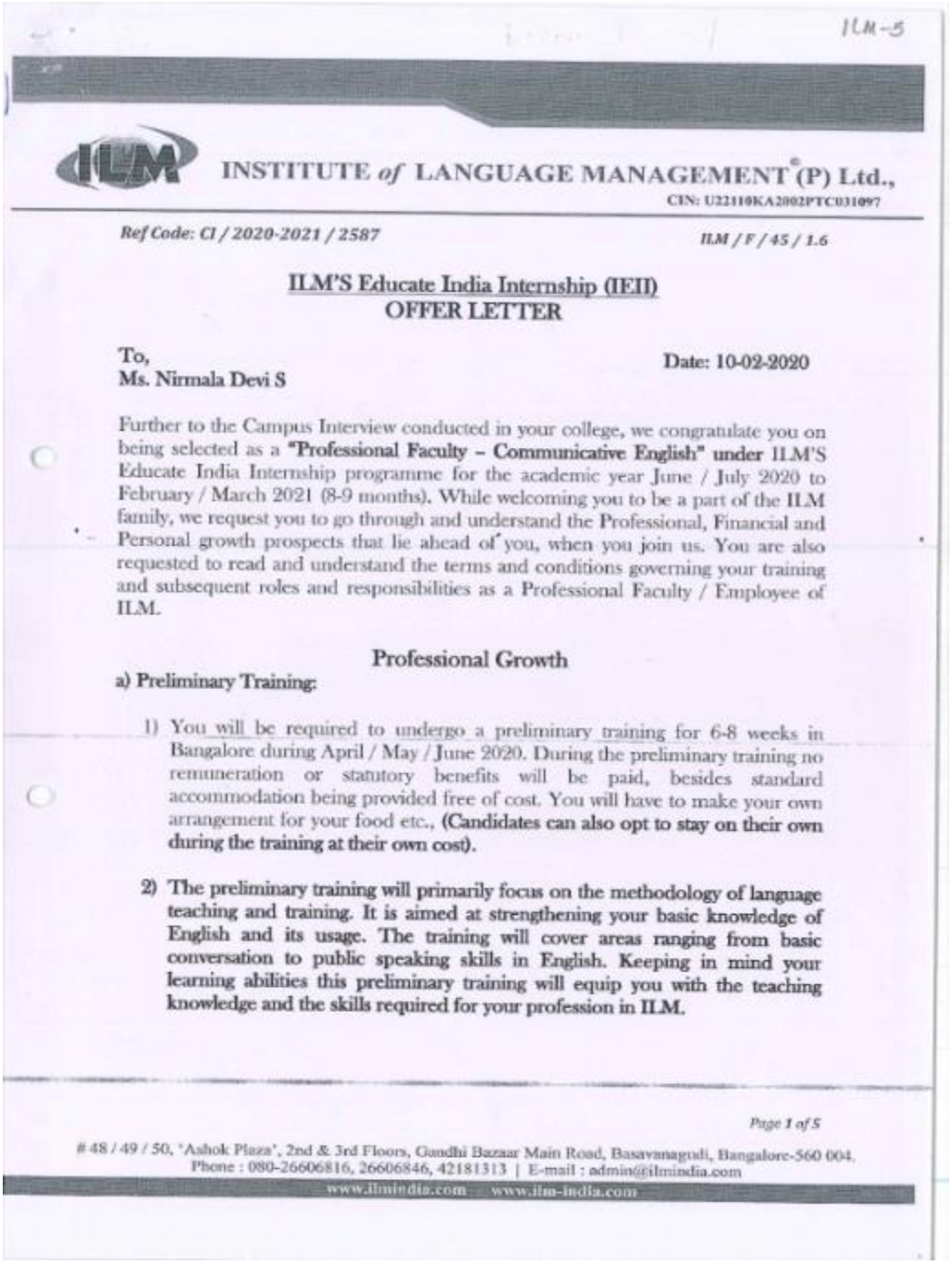
NIRMALA DEVI.S-ILM



ILM-5

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Ref Code: CI / 2020-2021 / 2587 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Nirmala Devi S

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

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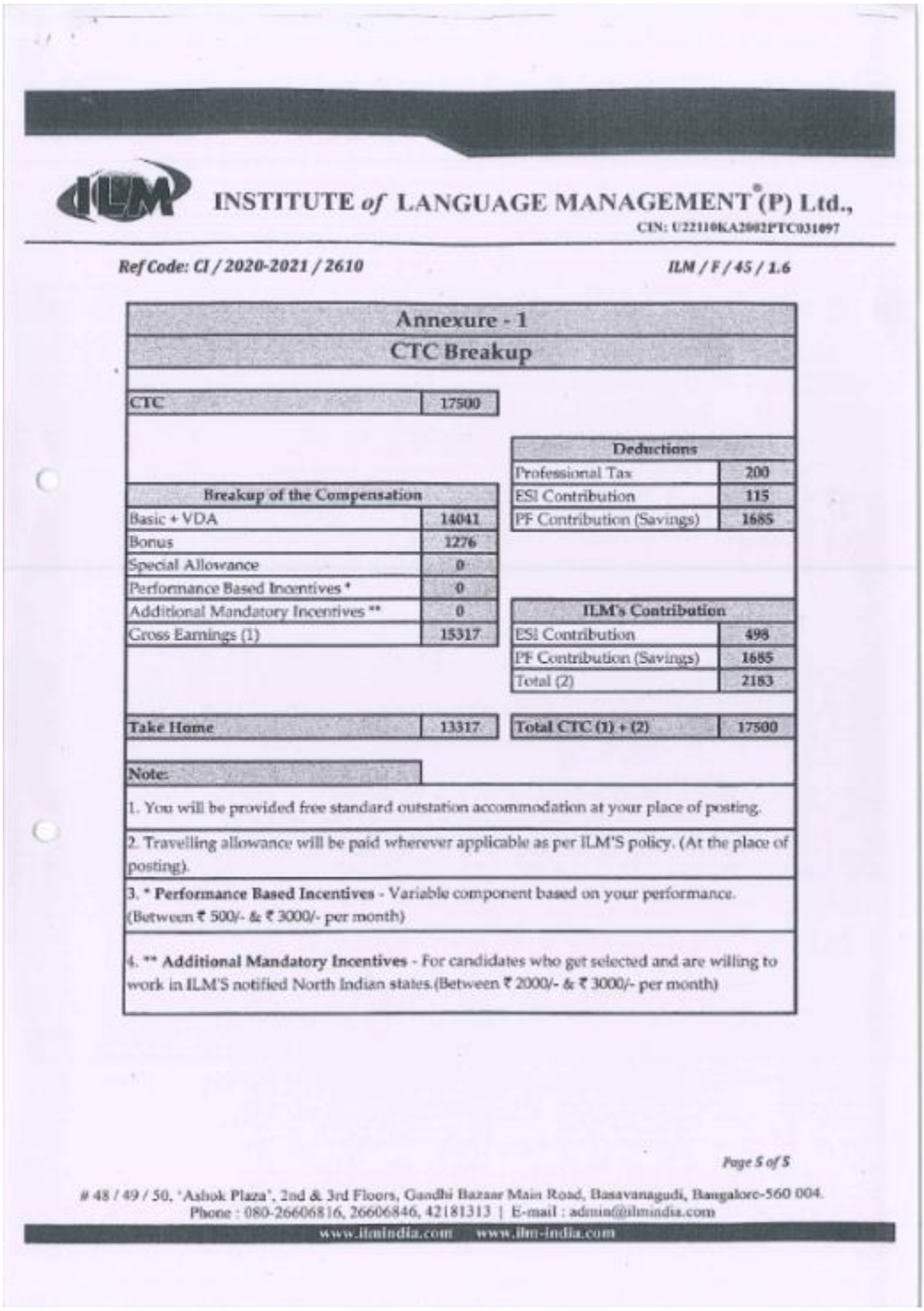

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Ref Code: CI / 2020-2021 / 2610 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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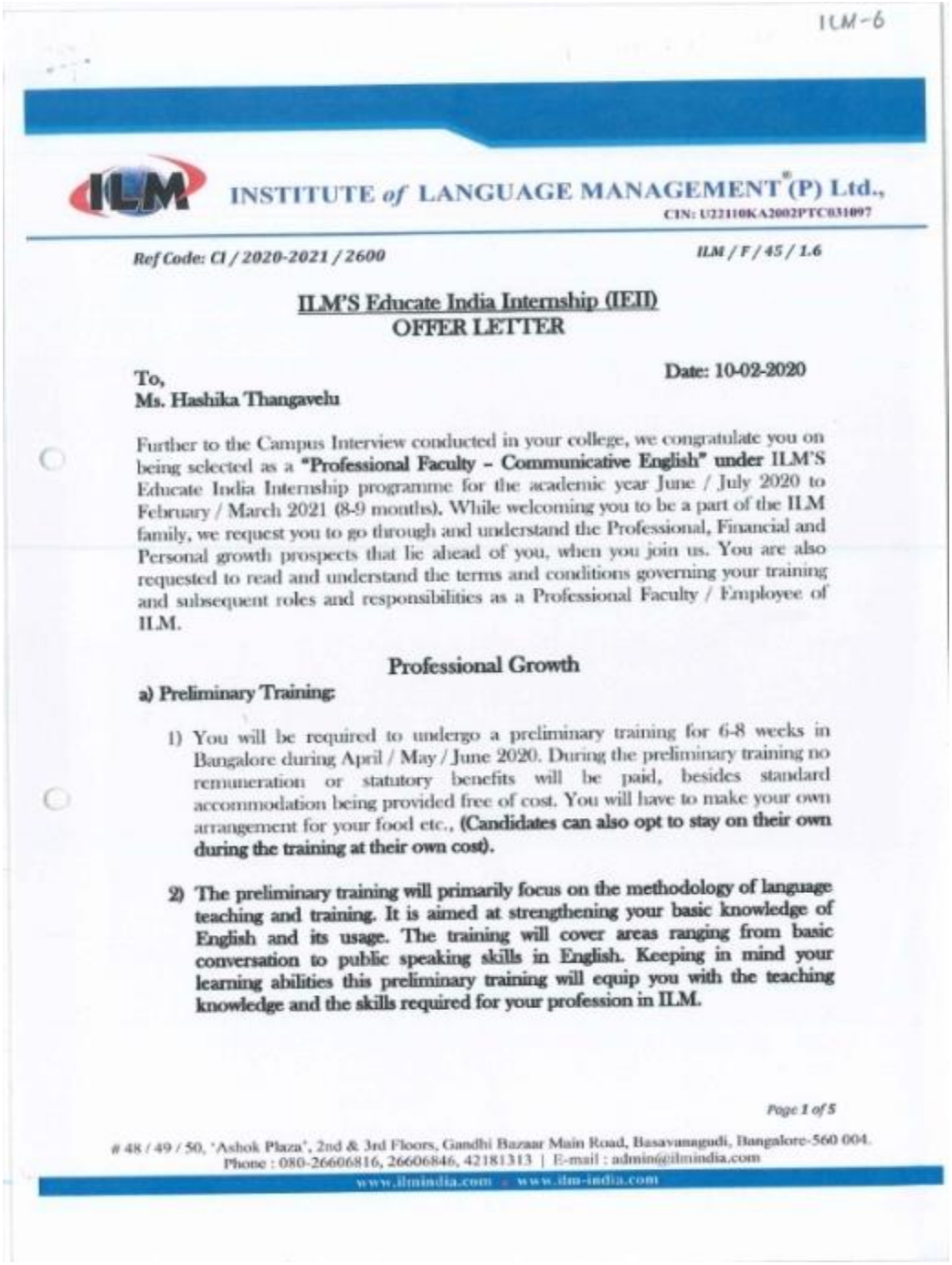
HASHIKA THANGAVELU- ILM



ILM-6

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
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Ref Code: CI / 2020-2021 / 2600 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

Date: 10-02-2020

To,
Ms. Hashika Thangavelu

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

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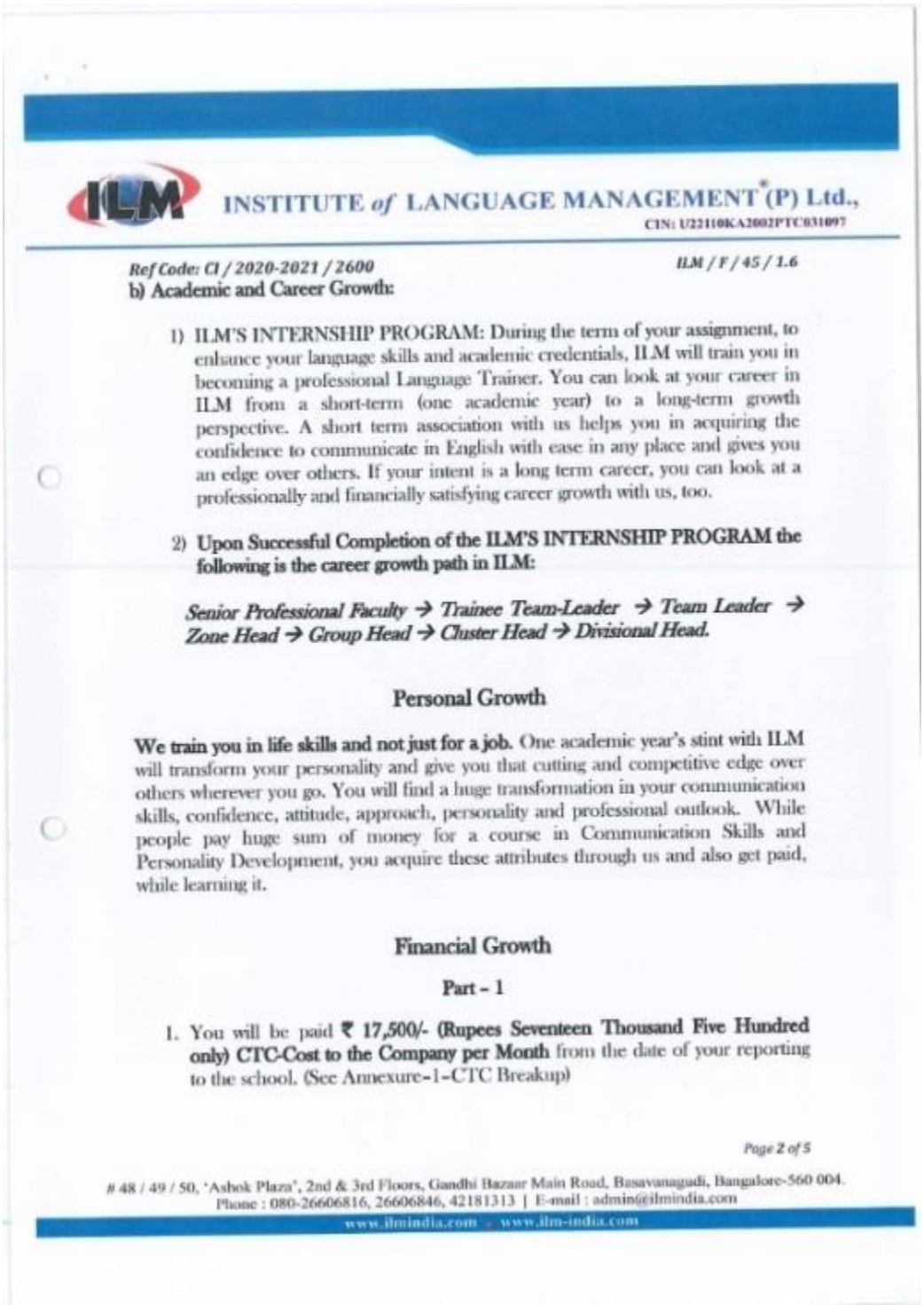

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Ref Code: CI / 2020-2021 / 2600 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part – 1

1. You will be paid **₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

Page 2 of 5

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CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2600 *ILM / F / 45 / 1.6*

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost.)**

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

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4. **After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".**

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816**.

Note: Even though the last date for acceptance is set as **15-03-2020**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Sanjay Subramanya T
Director – Administration

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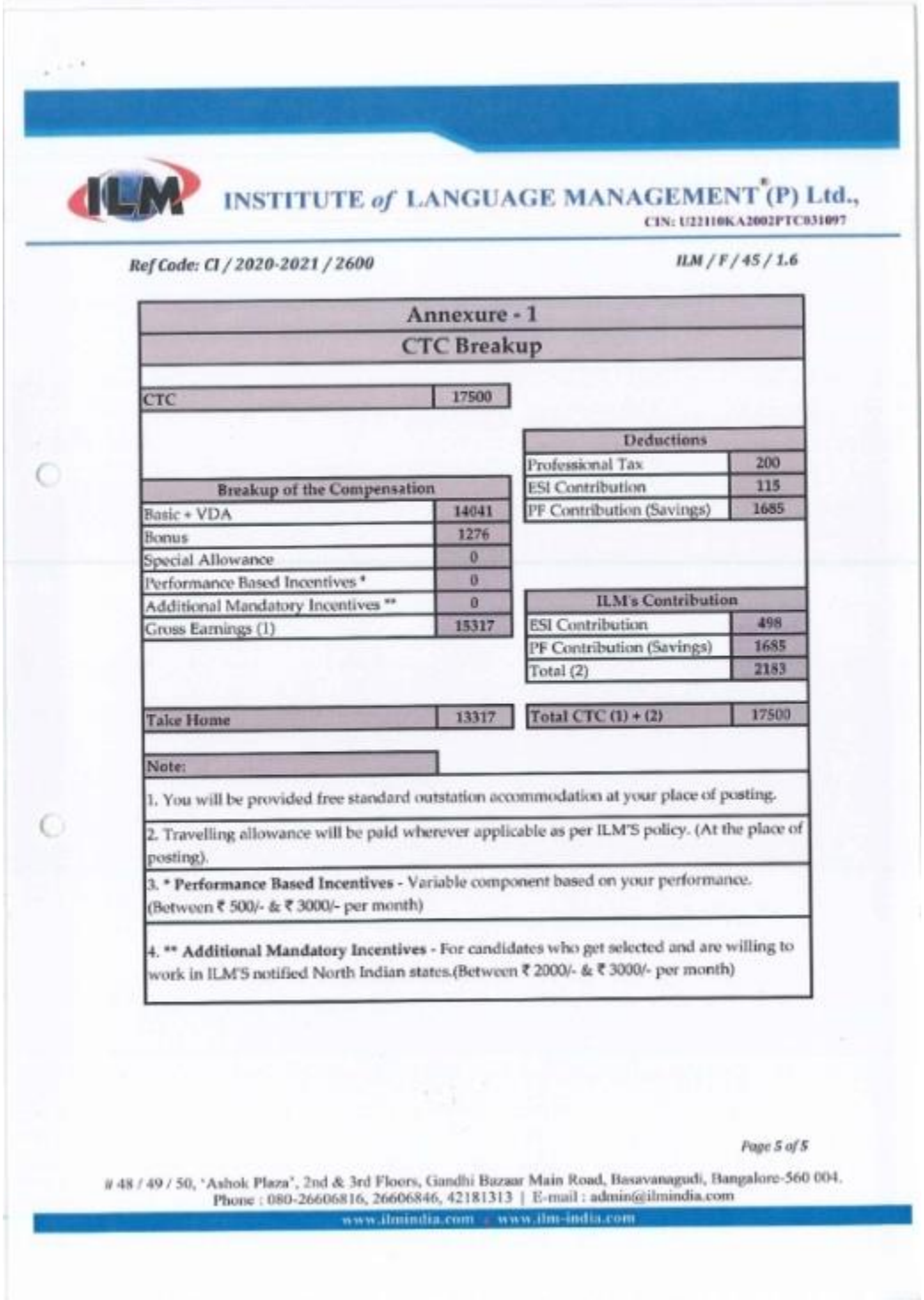

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Ref Code: CI / 2020-2021 / 2600 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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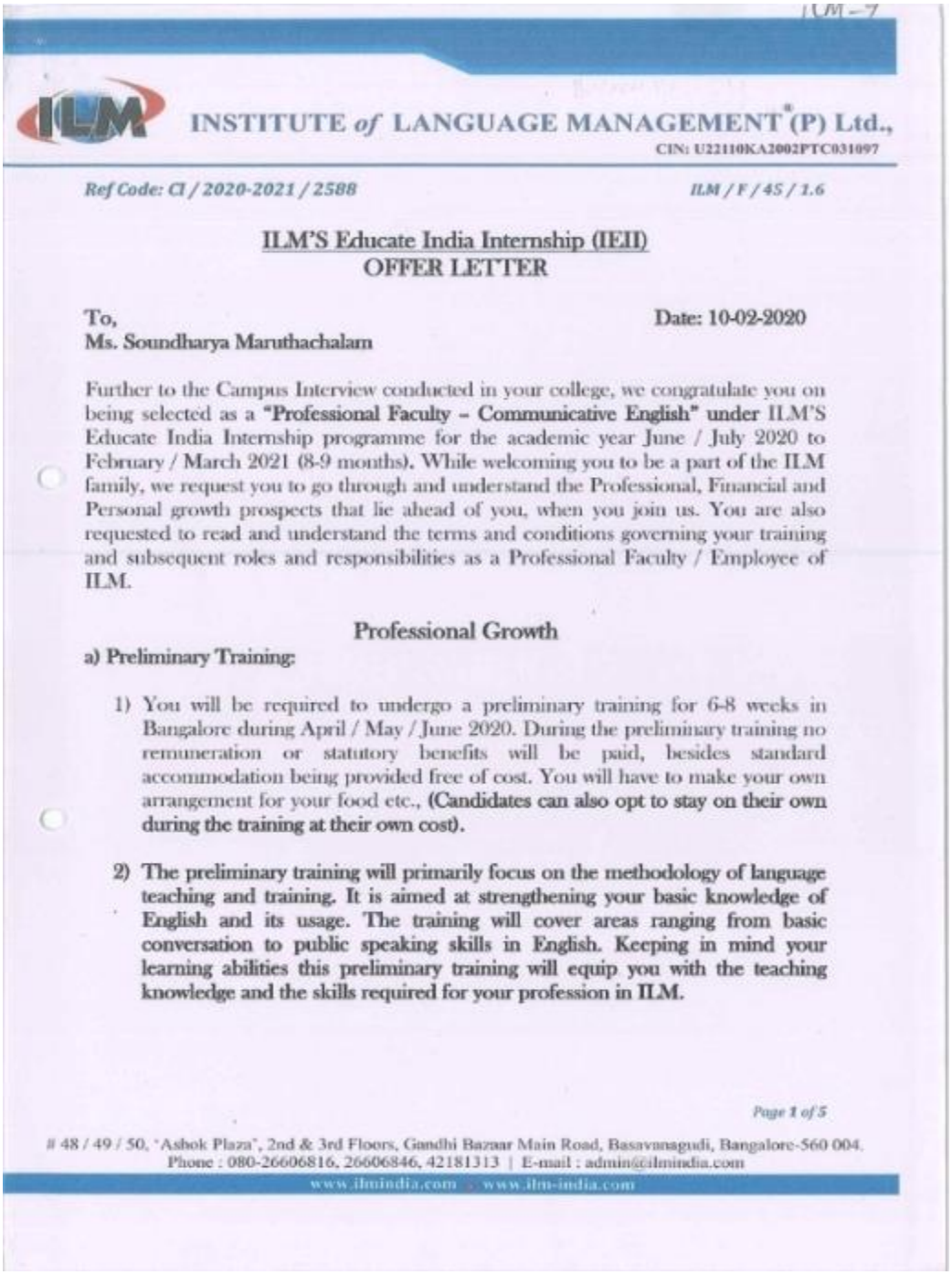
SOUNDHARYA MARUTHACHALAM- ILM



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ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Soundharya Maruthachalam

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

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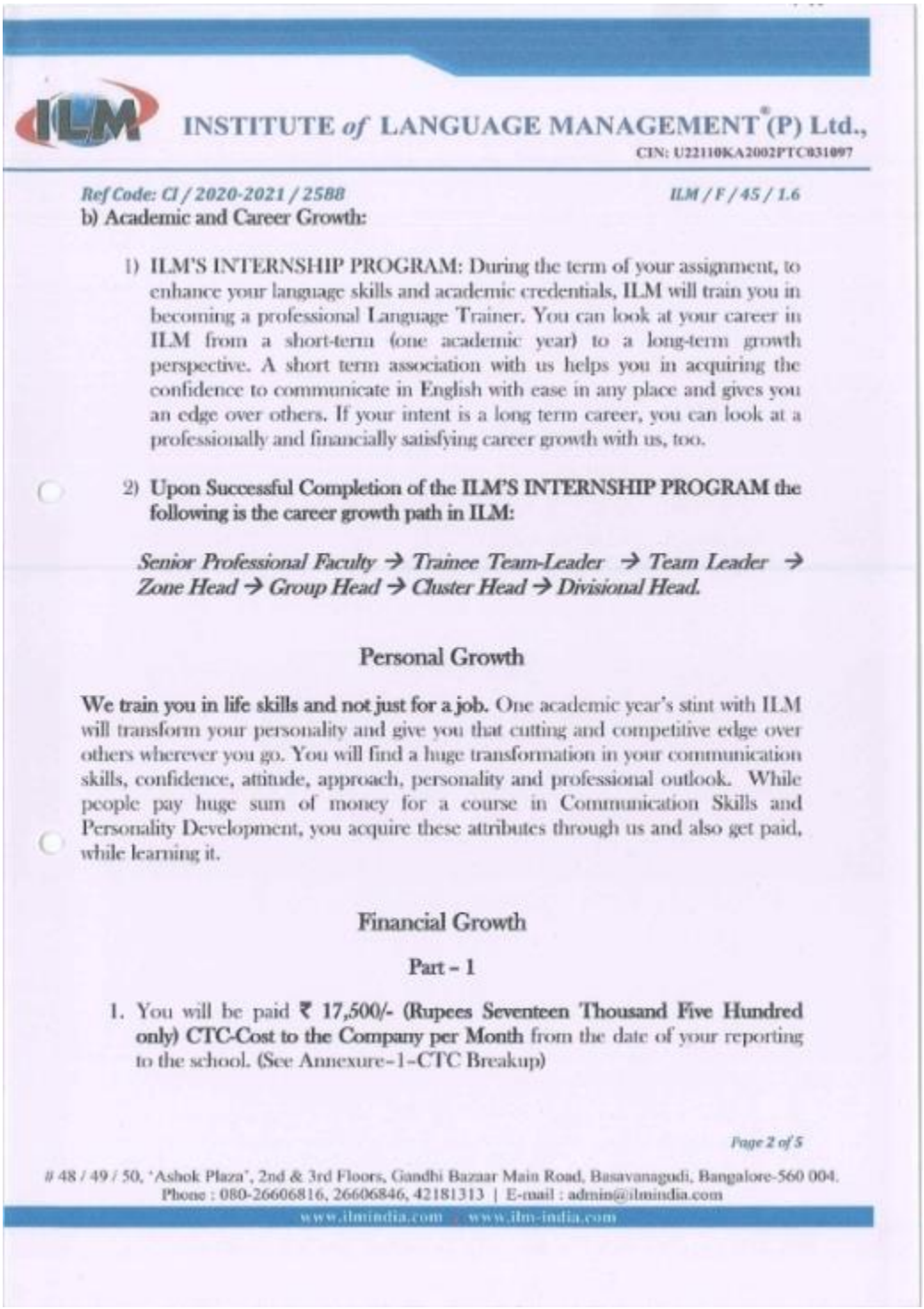

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Ref Code: CI / 2020-2021 / 2588 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part – 1

1. You will be paid **₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure–1–CTC Breakup)

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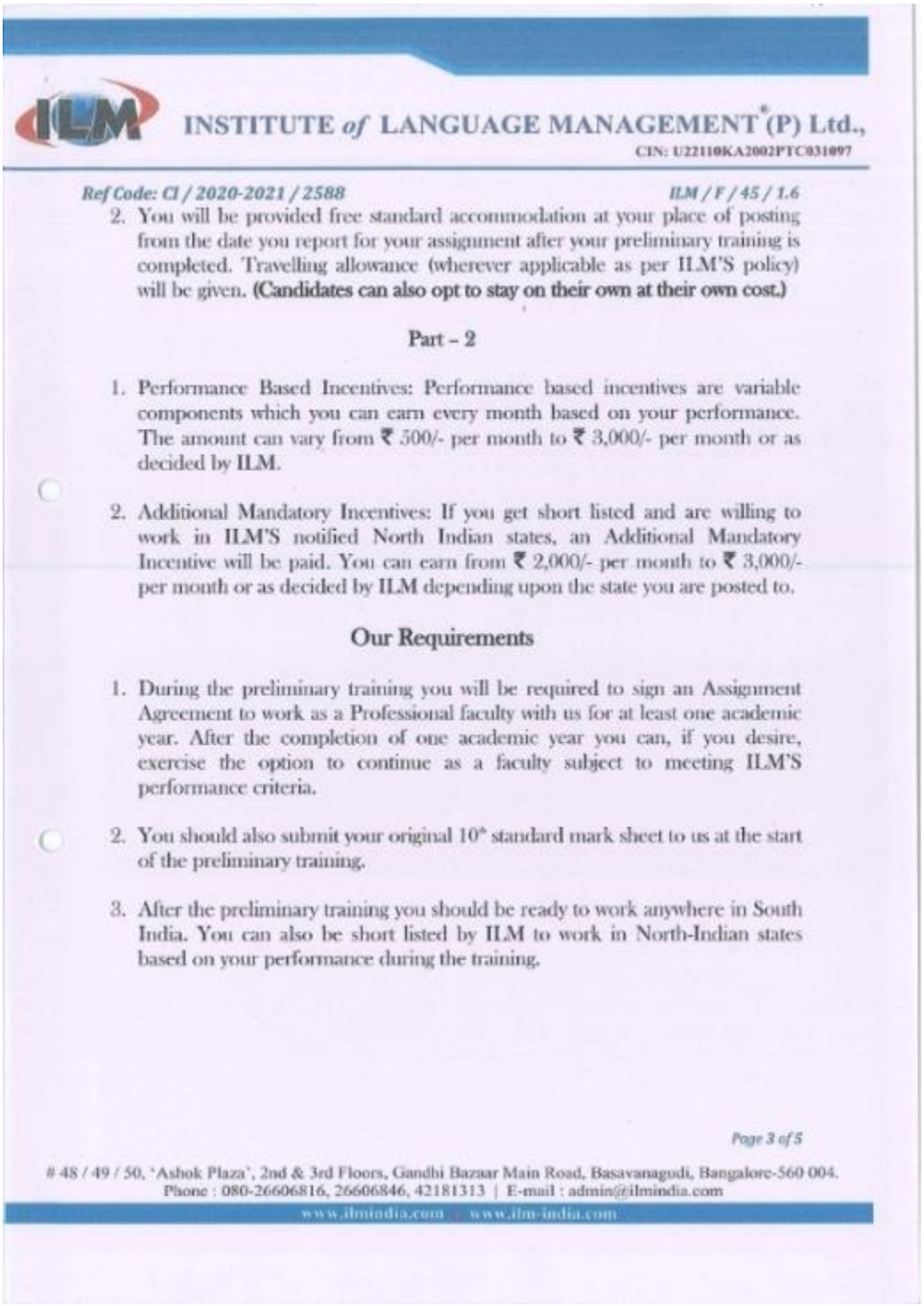

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2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost.)**

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

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3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

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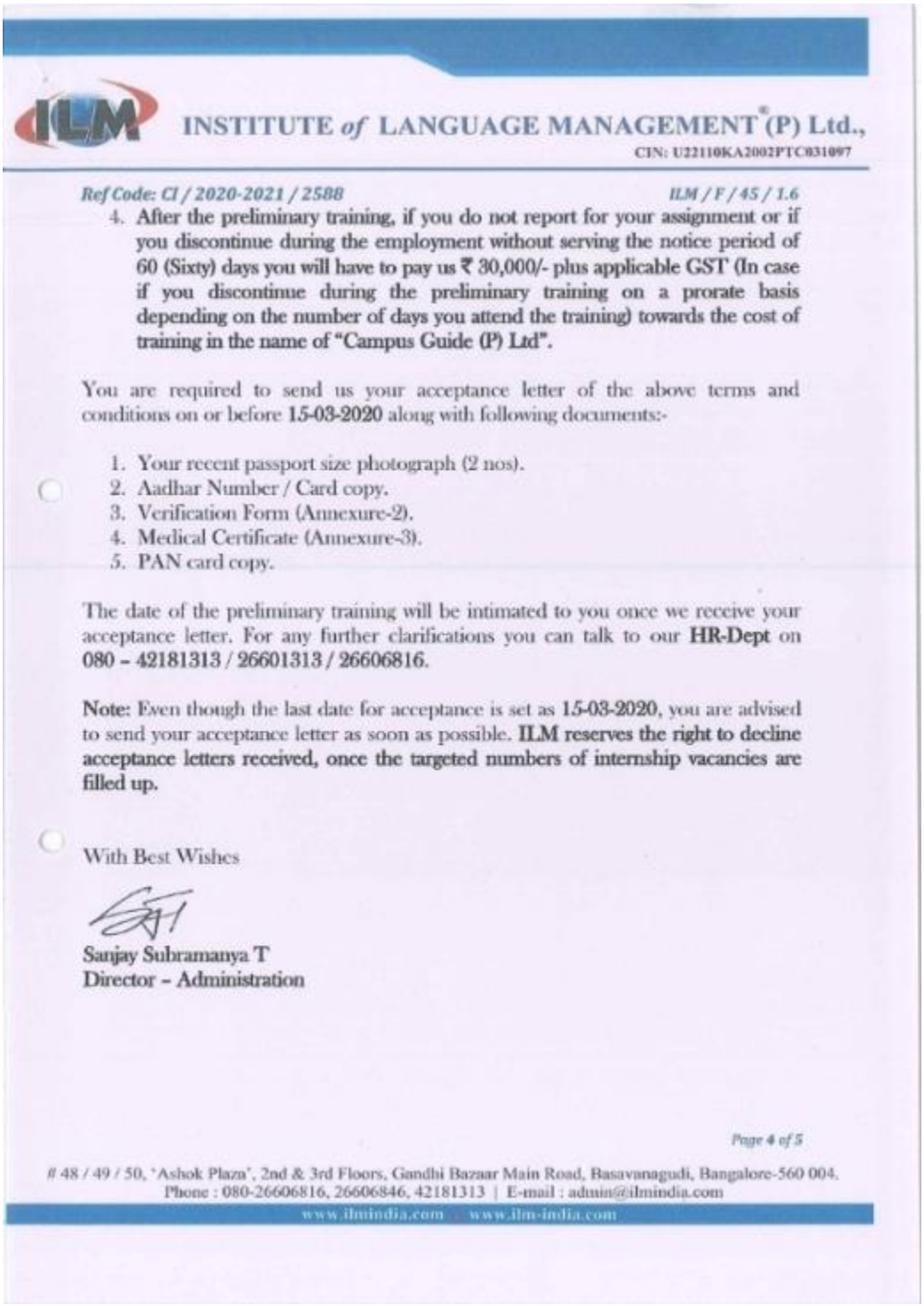

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4. **After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".**

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
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The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

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With Best Wishes

Sanjay Subramanya T
Director – Administration

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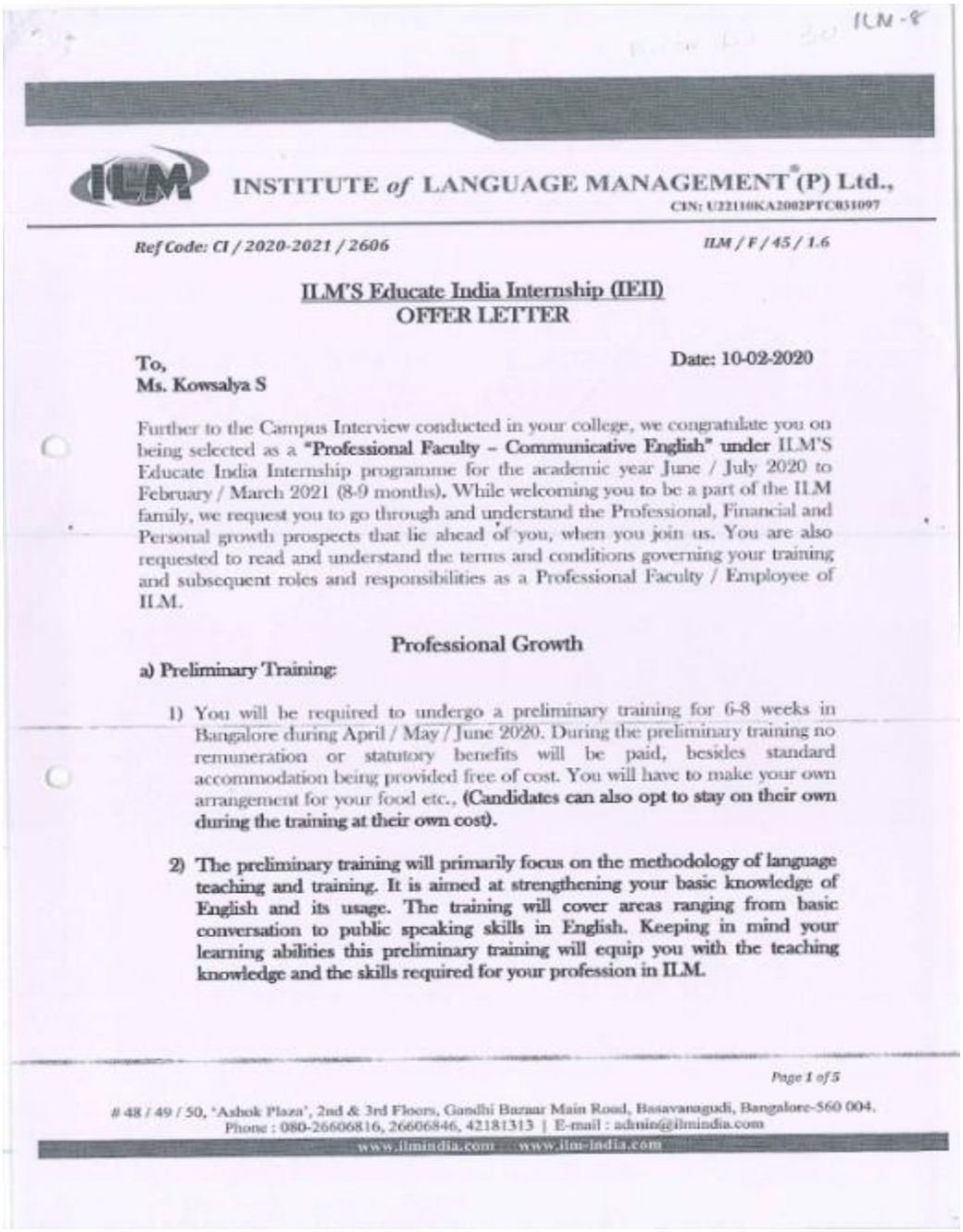
KOWSALYA S- ILM



ILN-8

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2606 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Kowsalya S

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

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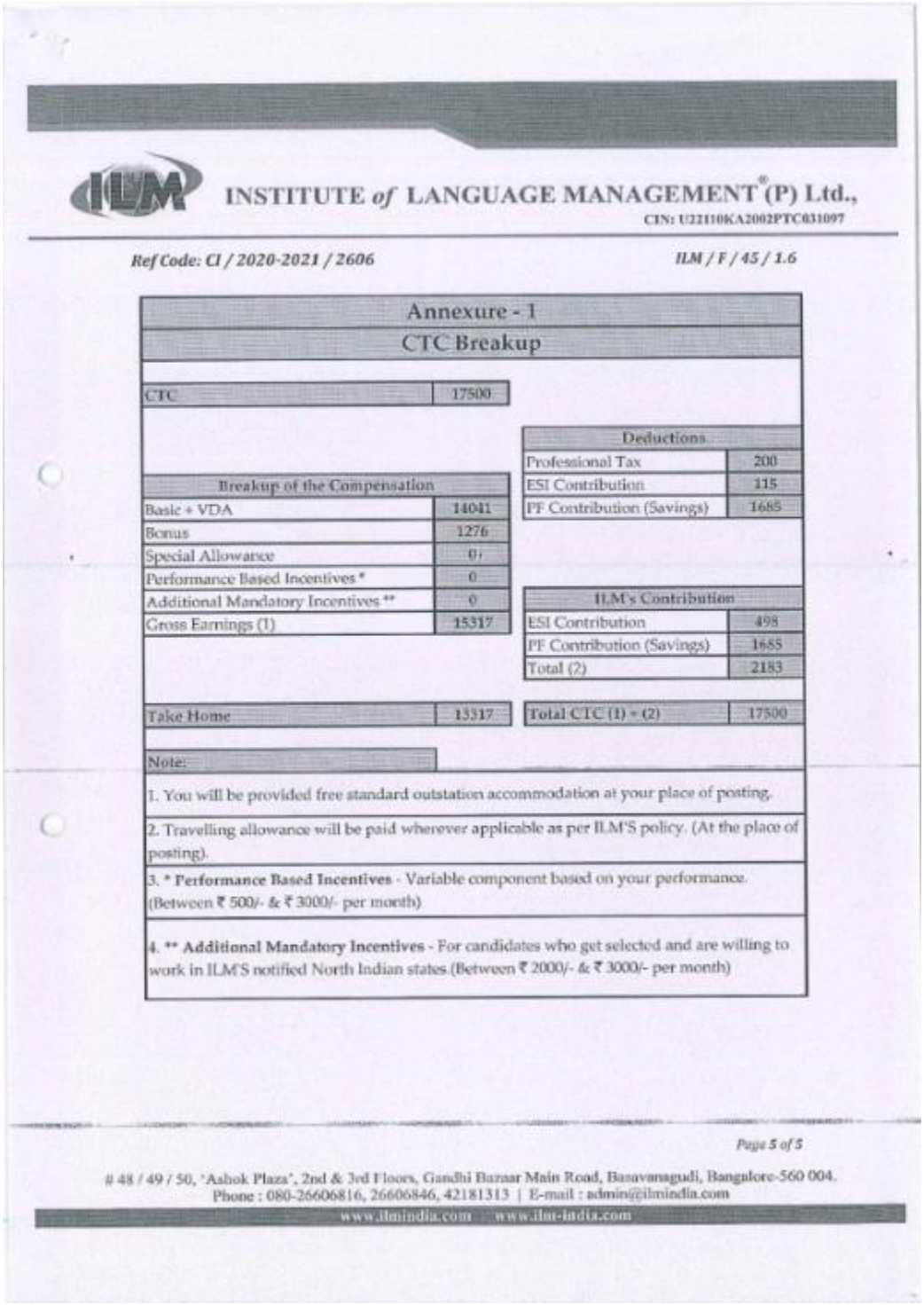

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Ref Code: CI / 2020-2021 / 2606 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
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SARAVANA KUMAR R- ILM

BBA – 149

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
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Ref Code: CI / 2020-2021 / 2572 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Saravana Kumar R

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

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4. After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

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The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

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With Best Wishes

Sanjay Subramanya T
Director – Administration

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NANDHINI D - ILM

ILM-9

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2555 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Nandhini D

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

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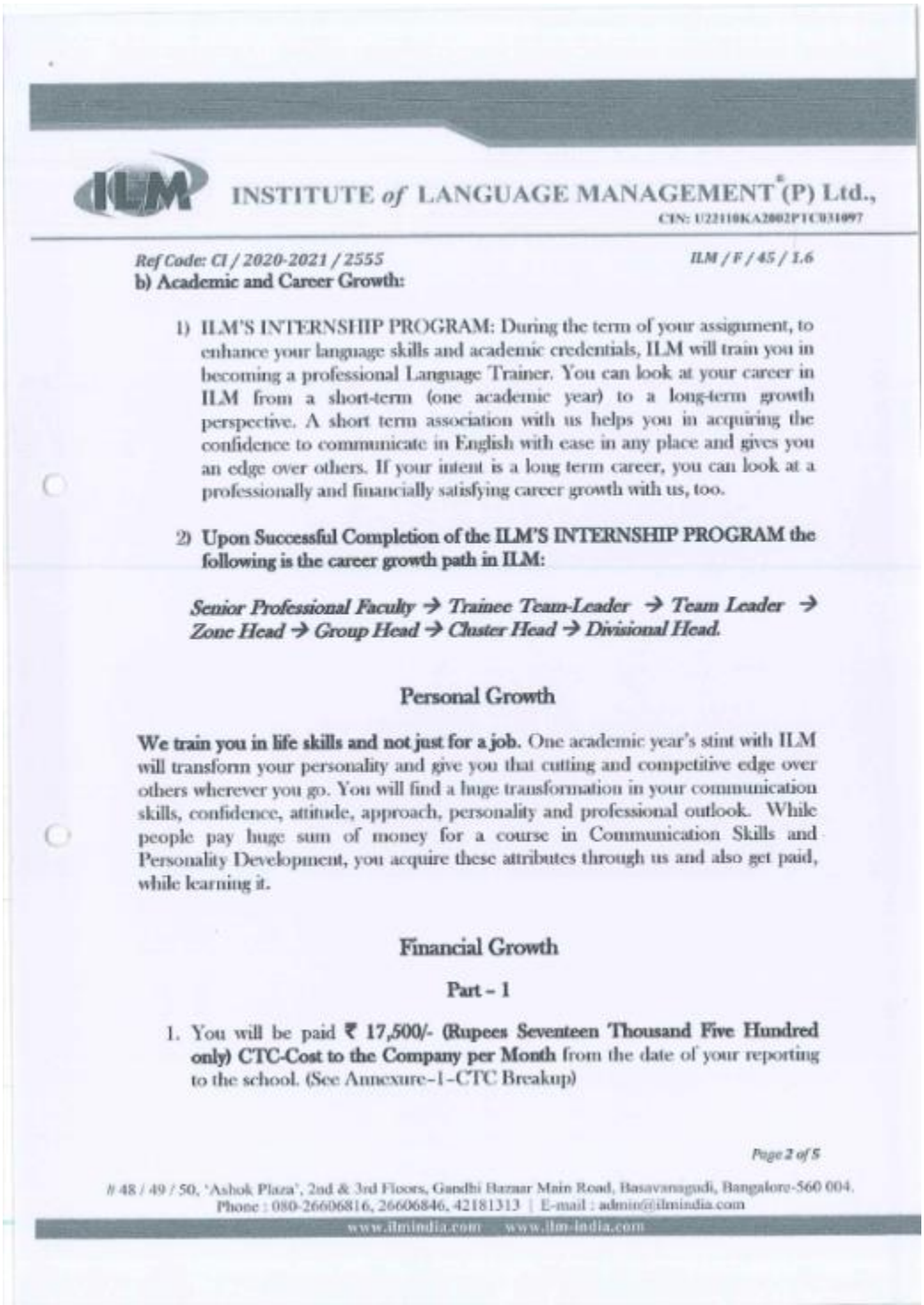

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Ref Code: CI / 2020-2021 / 2555 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

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Financial Growth

Part – 1

1. You will be paid **₹ 17,500/- (Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

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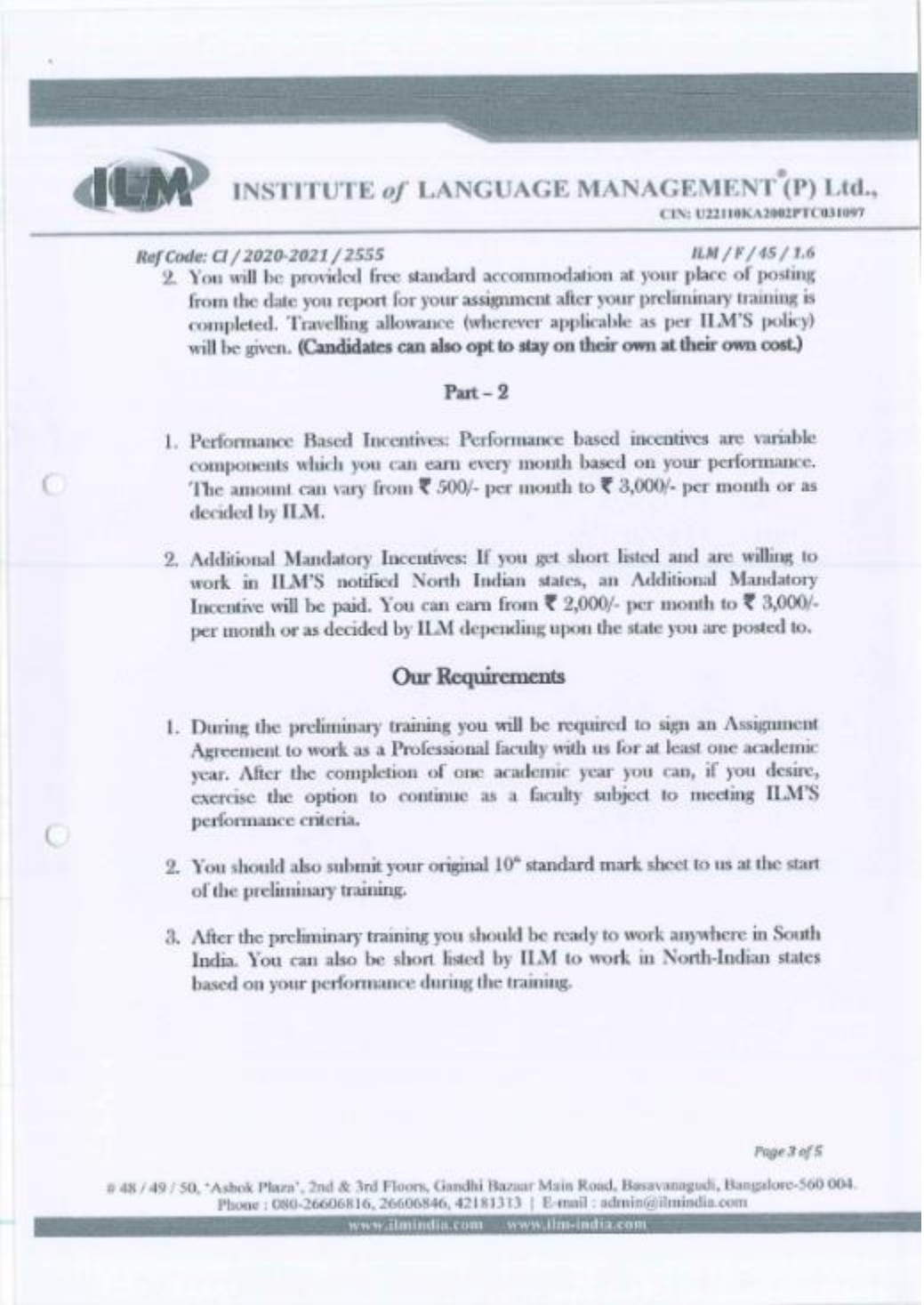

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2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost.)**

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

Page 3 of 5

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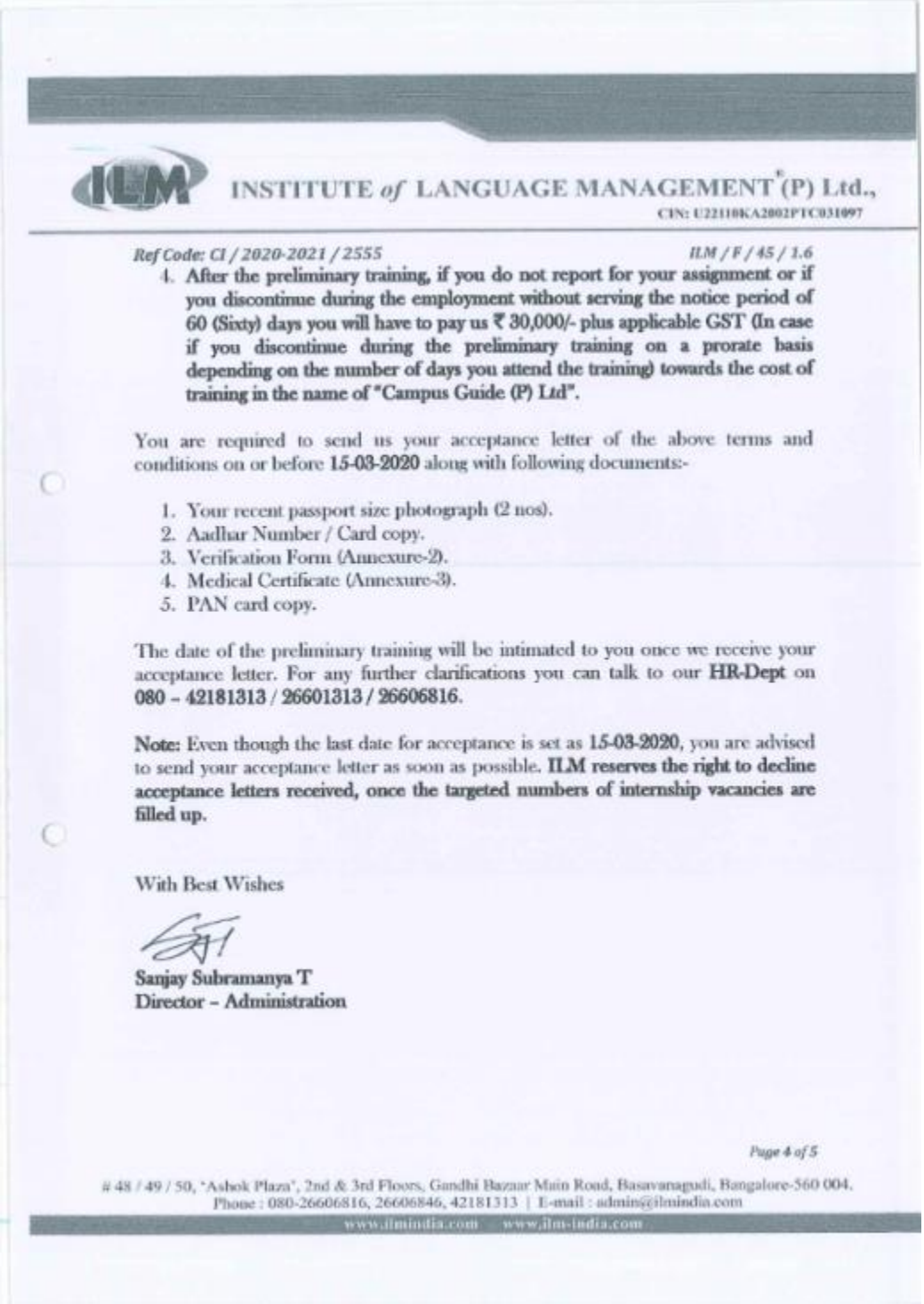

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2555 *ILM / F / 45 / 1.6*

4. **After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".**

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2020**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Sanjay Subramanya T
Director – Administration

Page 4 of 5

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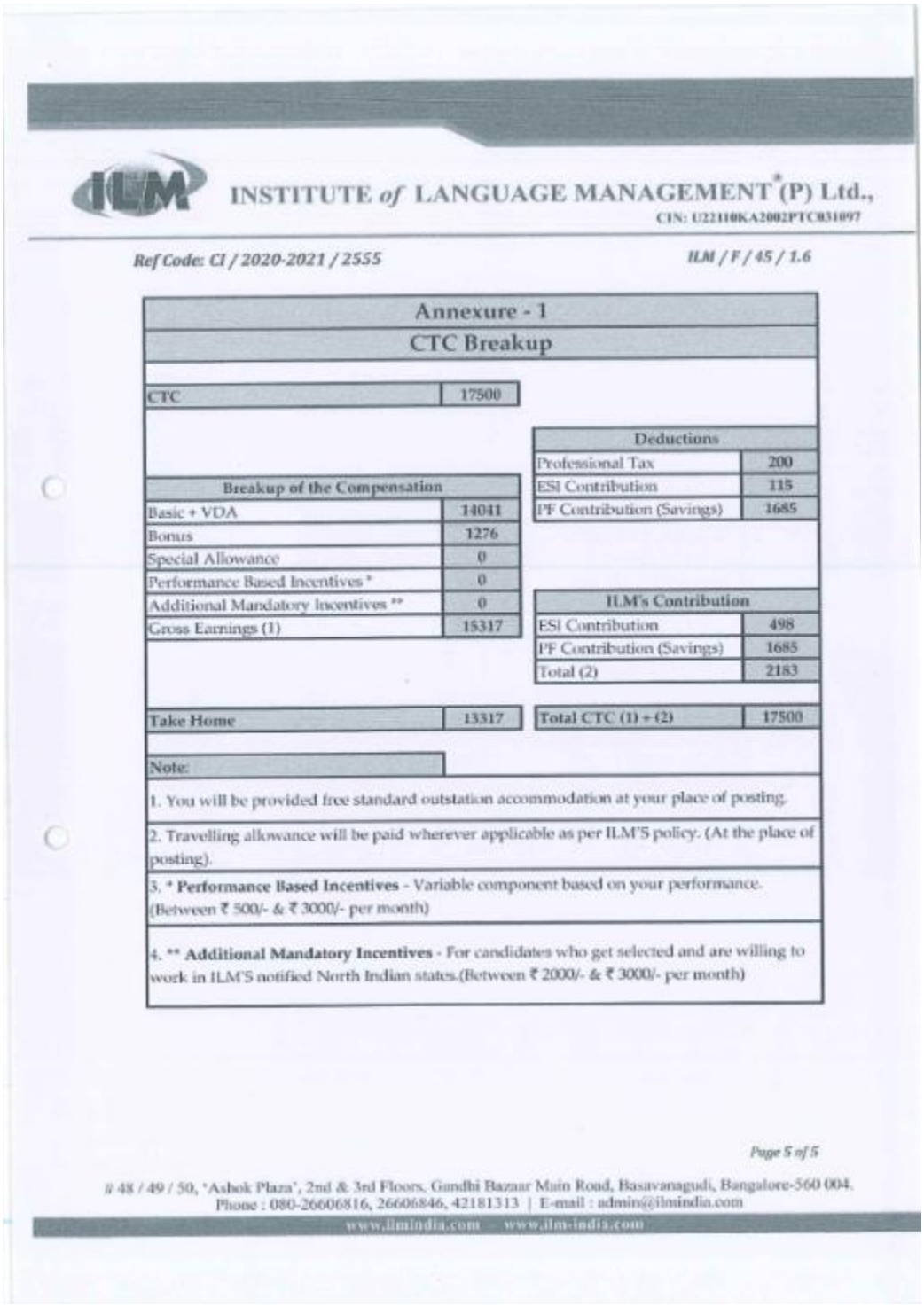

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2555 *ILM / F / 45 / 1.6*

Annexure - 1

CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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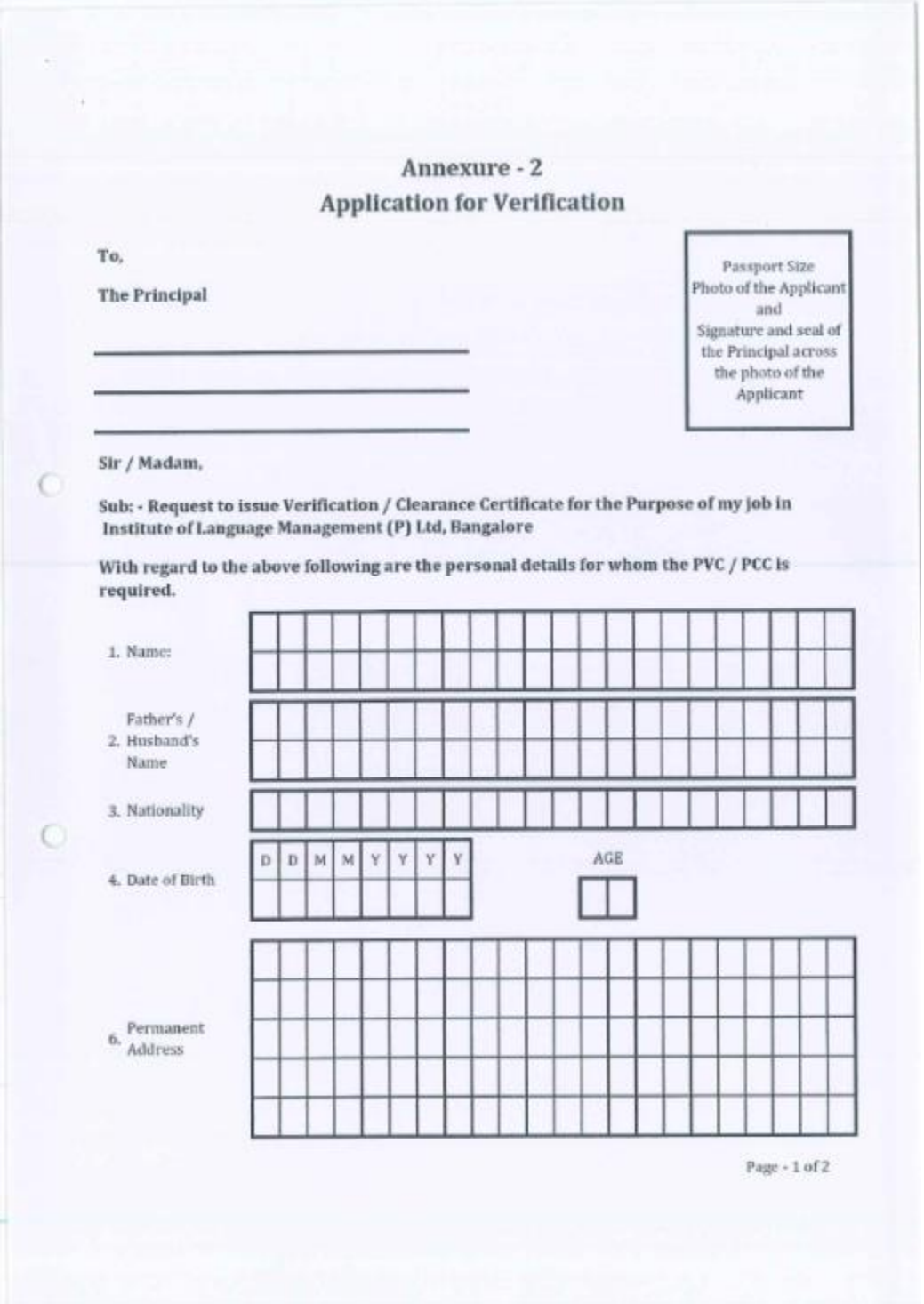


Annexure - 2
Application for Verification

To,

The Principal

_____

_____

_____

Passport Size Photo of the Applicant and Signature and seal of the Principal across the photo of the Applicant

Sir / Madam,

Sub: - Request to issue Verification / Clearance Certificate for the Purpose of my job in Institute of Language Management (P) Ltd, Bangalore

With regard to the above following are the personal details for whom the PVC / PCC is required.

1. Name:
2. Father's / Husband's Name
3. Nationality
4. Date of Birth — D D M M Y Y Y Y — AGE
6. Permanent Address

Page - 1 of 2

7. Address needs to be verified with period of stay.

Period of Stay

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

9. Contact telephone Number

(a) Land line

(b) Mobile

The information furnished in this application is true to the best of my / our knowledge & belief.
No information has been suppressed. I have no record of any unlawful acts.

Thanking you

Yours faithfully

Date:
Place:

Signature of the Applicant

Verification Certificate

COLLEGE USE

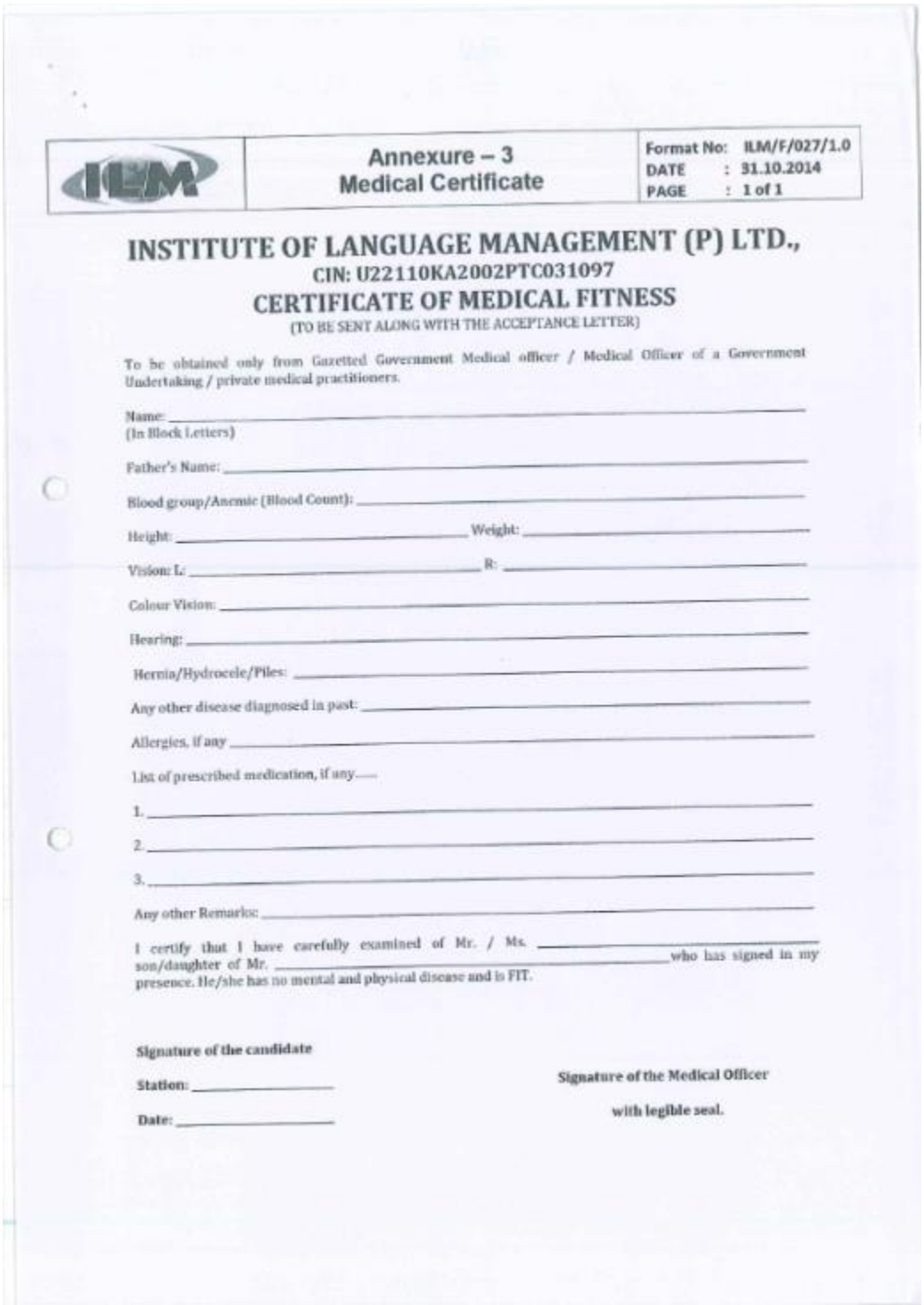
This is to certify that _____ is / was a student of our college. The information provided above by him/her is true. His / Her conduct is good.

Date:

Place:

Signature and seal of the Principal

Page - 2 of 2



	Annexure – 3 Medical Certificate	Format No: ILM/F/027/1.0 DATE : 31.10.2014 PAGE : 1 of 1

INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,

CIN: U22110KA2002PTC031097

CERTIFICATE OF MEDICAL FITNESS

(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: _____
(In Block Letters)

Father's Name: _____

Blood group/Anemic (Blood Count): _____

Height: _____ Weight: _____

Vision: L: _____ R: _____

Colour Vision: _____

Hearing: _____

Hernia/Hydrocele/Piles: _____

Any other disease diagnosed in past: _____

Allergies, if any _____

List of prescribed medication, if any.....

1. _____

2. _____

3. _____

Any other Remarks: _____

I certify that I have carefully examined of Mr. / Ms. _____ son/daughter of Mr. _____ who has signed in my presence. He/she has no mental and physical disease and is FIT.

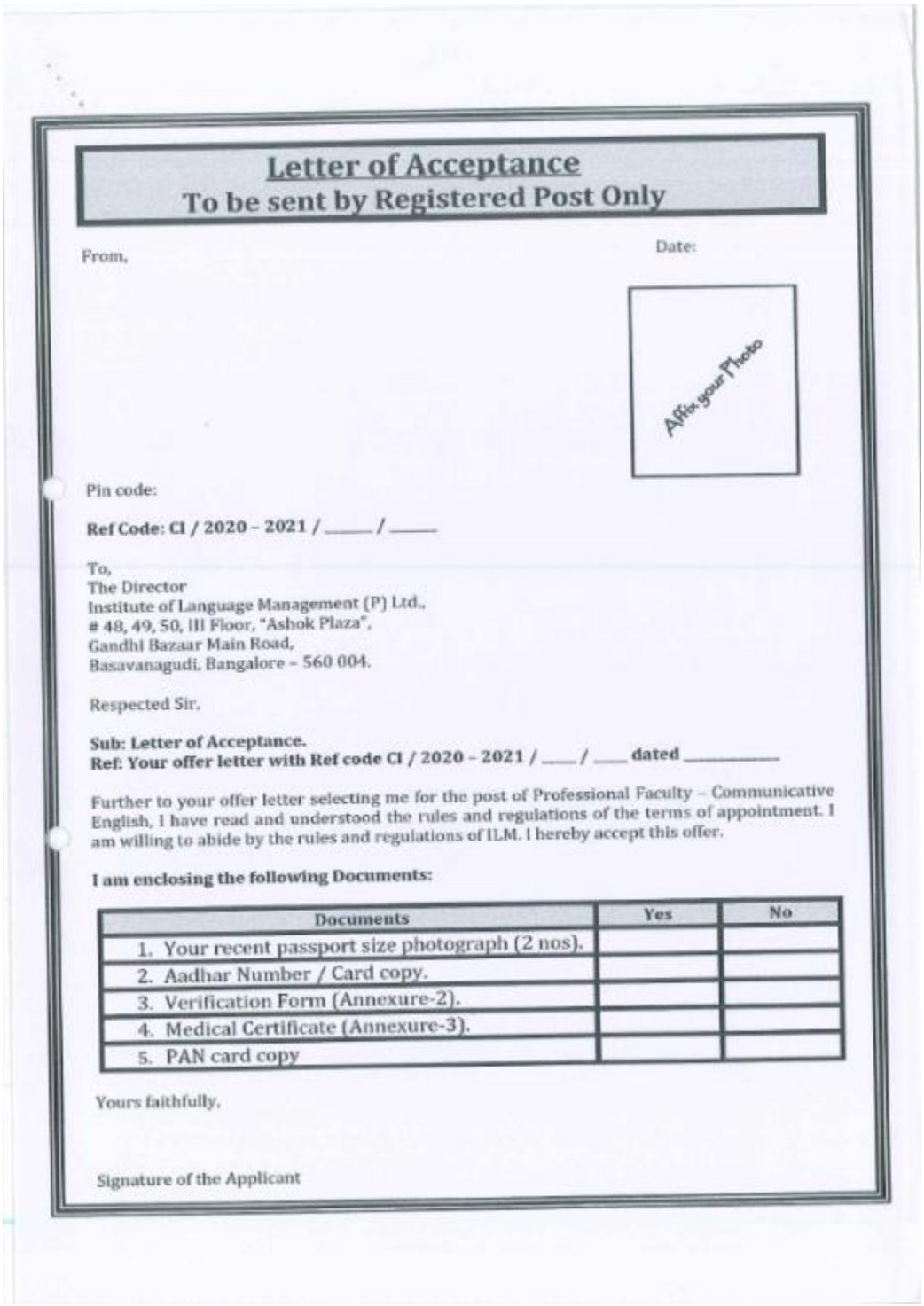
Signature of the candidate

Station: _____

Date: _____

Signature of the Medical Officer

with legible seal.



Letter of Acceptance
To be sent by Registered Post Only

From,

Date:

Affix your Photo

Pin code:

Ref Code: CI / 2020 – 2021 / _____ / _____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore – 560 004.

Respected Sir,

Sub: Letter of Acceptance.
Ref: Your offer letter with Ref code CI / 2020 – 2021 / ____ / ____ dated _____

Further to your offer letter selecting me for the post of Professional Faculty – Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

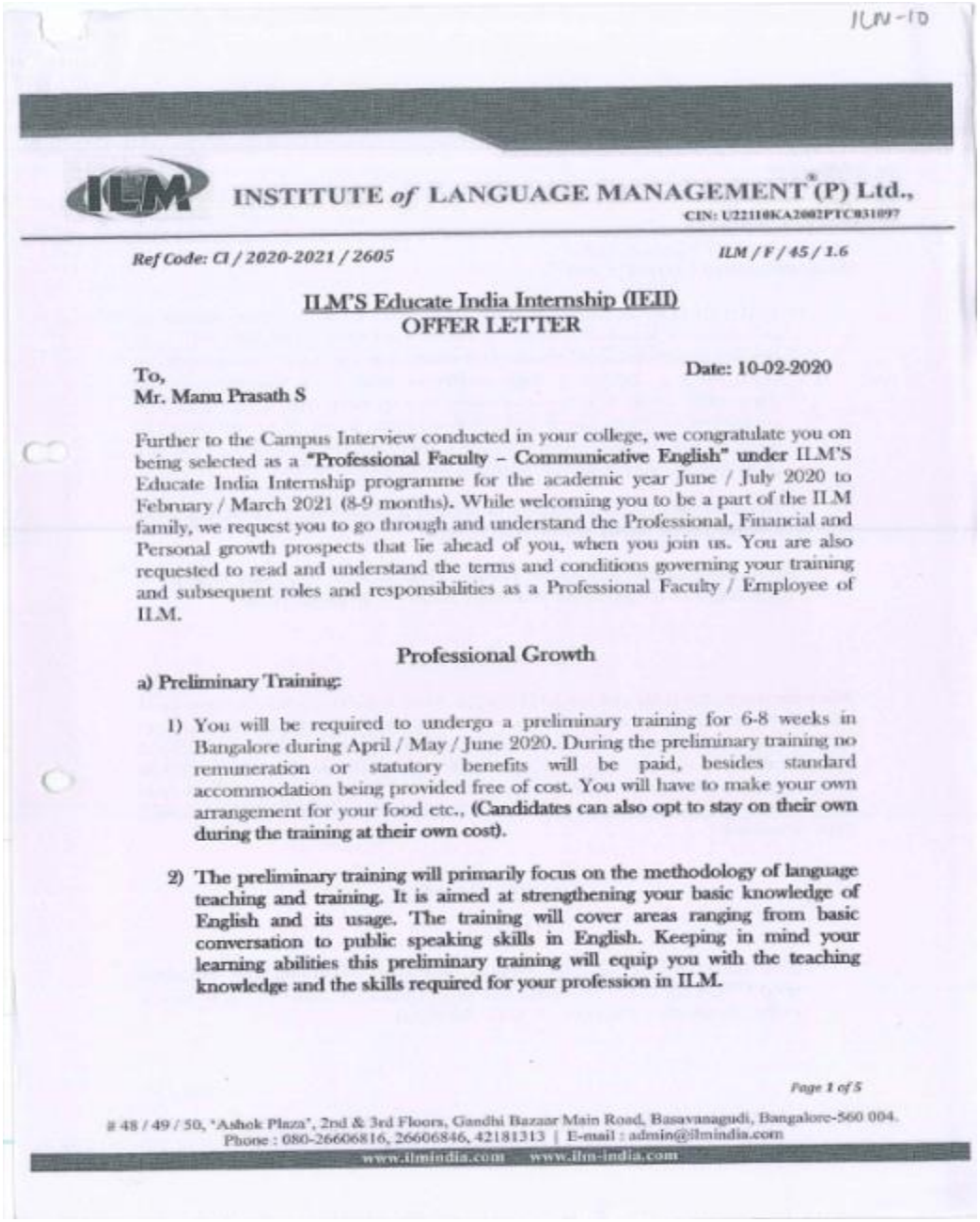
I am enclosing the following Documents:

Documents	Yes	No
1. Your recent passport size photograph (2 nos).		
2. Aadhar Number / Card copy.		
3. Verification Form (Annexure-2).		
4. Medical Certificate (Annexure-3).		
5. PAN card copy		

Yours faithfully,

Signature of the Applicant

MANU PRASATH S- ILM



ILM-10

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2605 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

Date: 10-02-2020

To,
Mr. Manu Prasath S

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

Page 1 of 5

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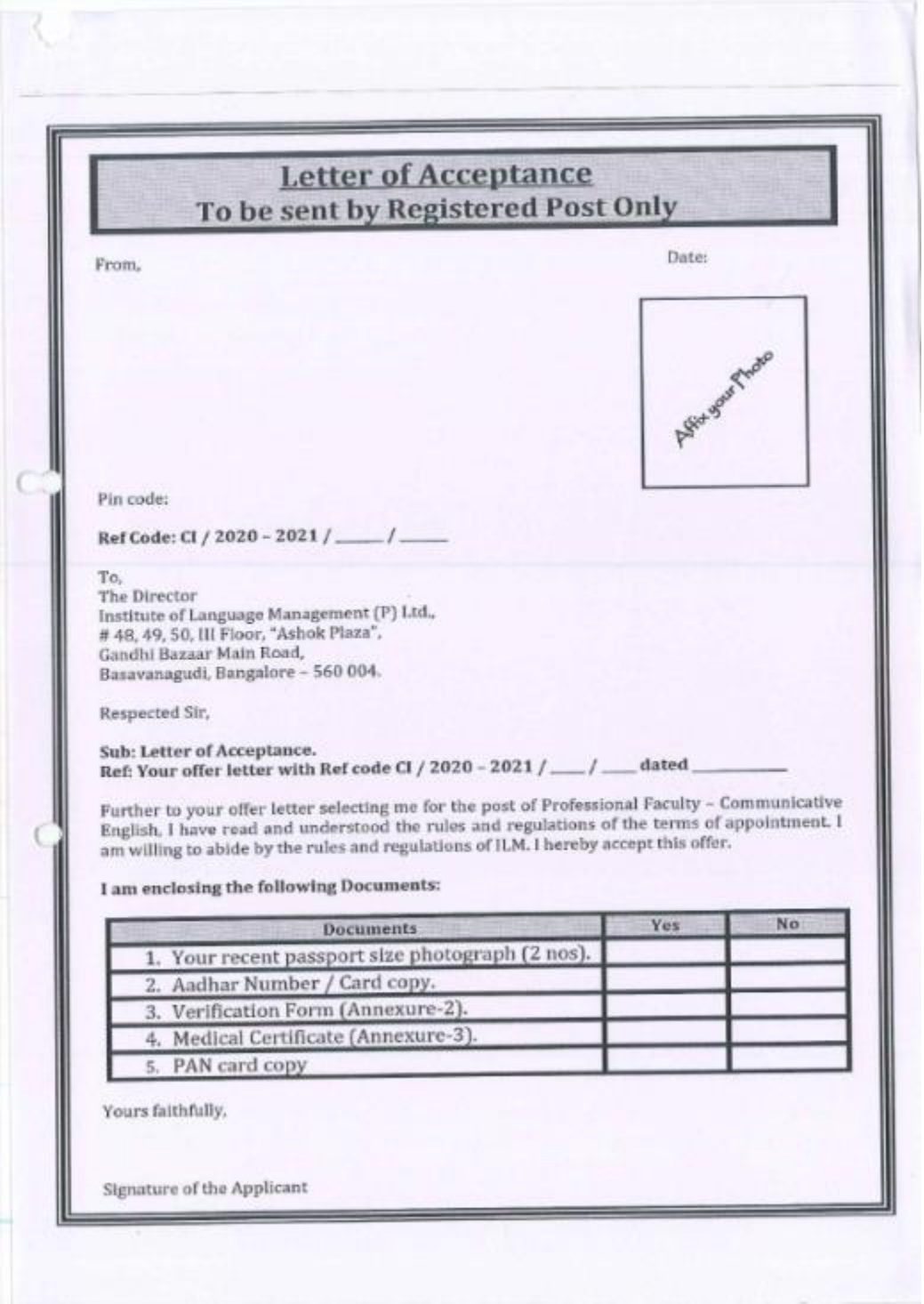
www.ilmindia.com www.ilm-india.com



Letter of Acceptance
To be sent by Registered Post Only

From,

Date:

Affix your Photo

Pin code:

Ref Code: CI / 2020 – 2021 / _____ / _____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore – 560 004.

Respected Sir,

Sub: Letter of Acceptance.
Ref: Your offer letter with Ref code CI / 2020 – 2021 / ____ / ____ dated _____

Further to your offer letter selecting me for the post of Professional Faculty – Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

I am enclosing the following Documents:

Documents	Yes	No
1. Your recent passport size photograph (2 nos).		
2. Aadhar Number / Card copy.		
3. Verification Form (Annexure-2).		
4. Medical Certificate (Annexure-3).		
5. PAN card copy		

Yours faithfully,

Signature of the Applicant

MALLIGARJUNAN T - ILM

ILM-II

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2598 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Malligarjunan T

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

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2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

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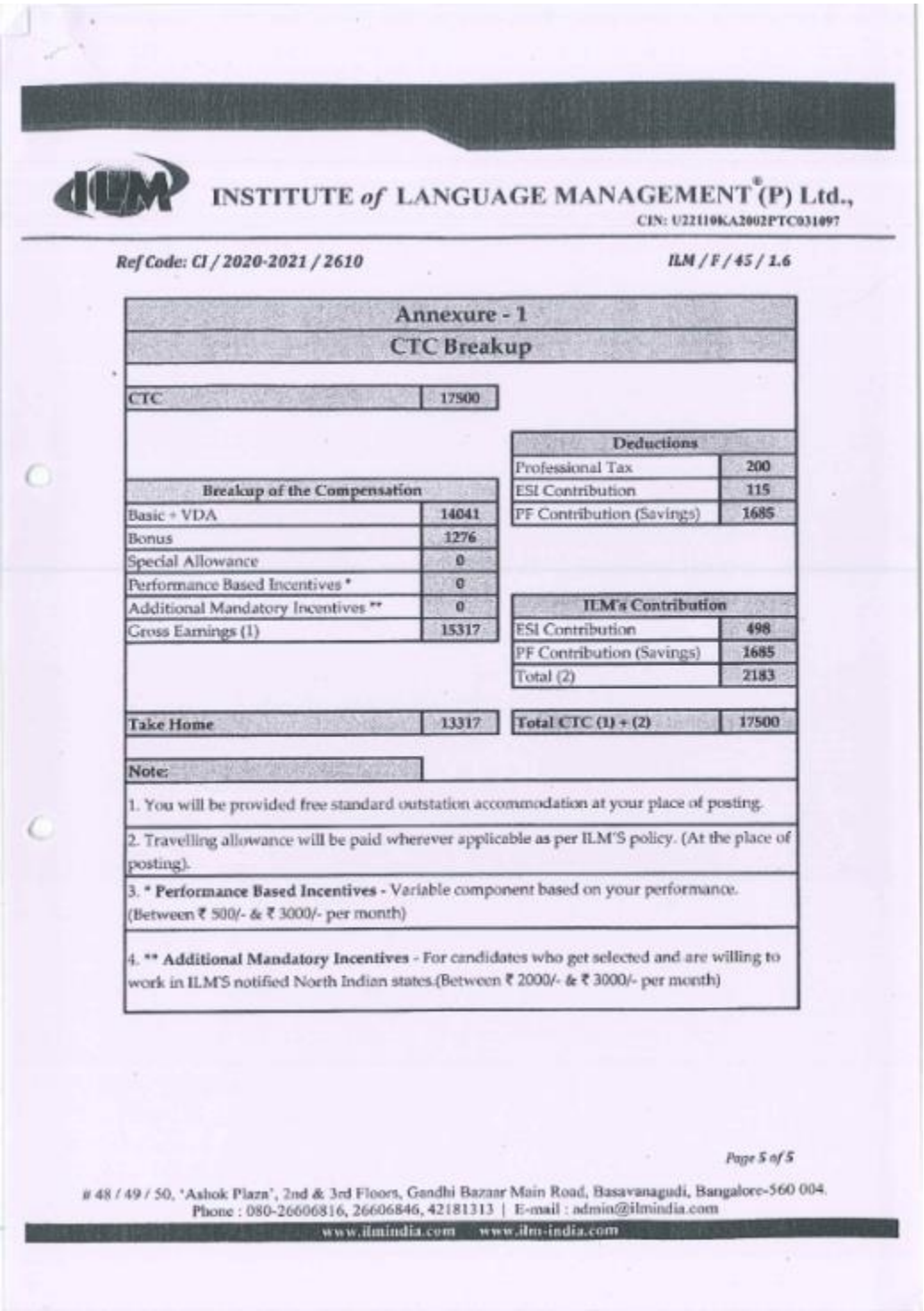

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2610 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

IEM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	**Total CTC (1) + (2)**	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

Page 5 of 5

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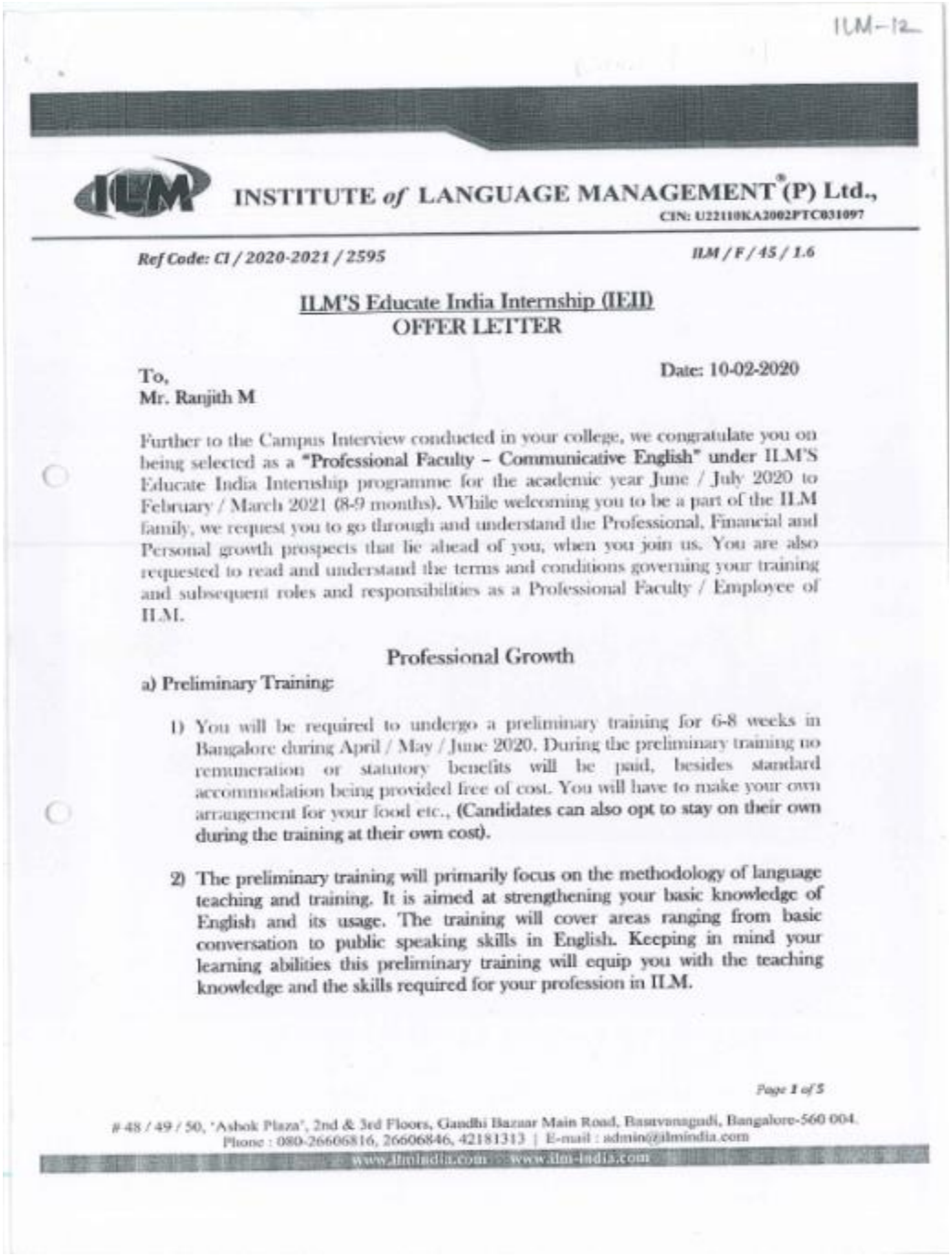
RANJITH M - ILM



ILM-12

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2595 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Ranjith M

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

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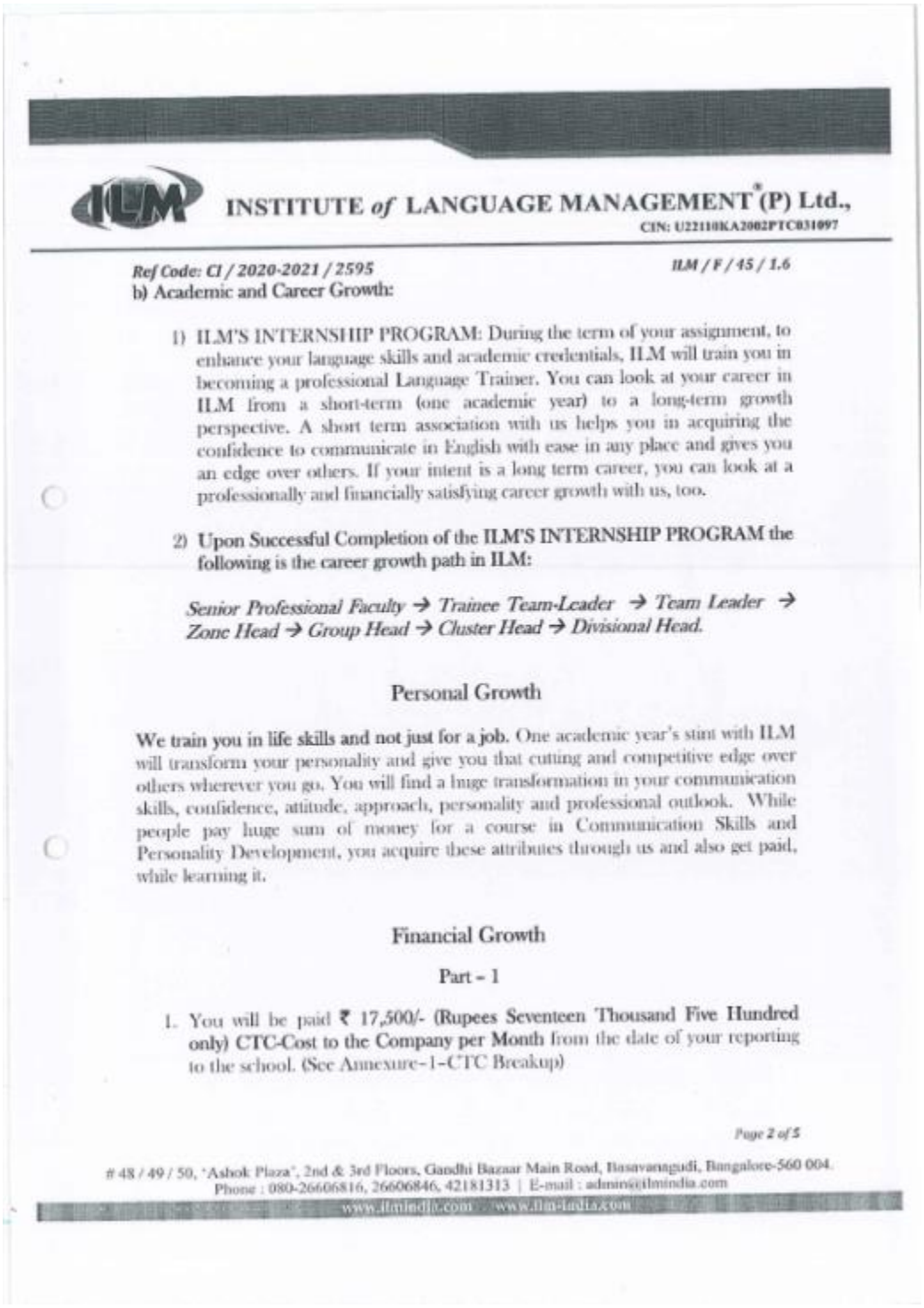

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2595 *ILM / F / 45 / 1.6*

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:**

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

Financial Growth

Part – 1

1. You will be paid ₹ 17,500/- **(Rupees Seventeen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

Page 2 of 5

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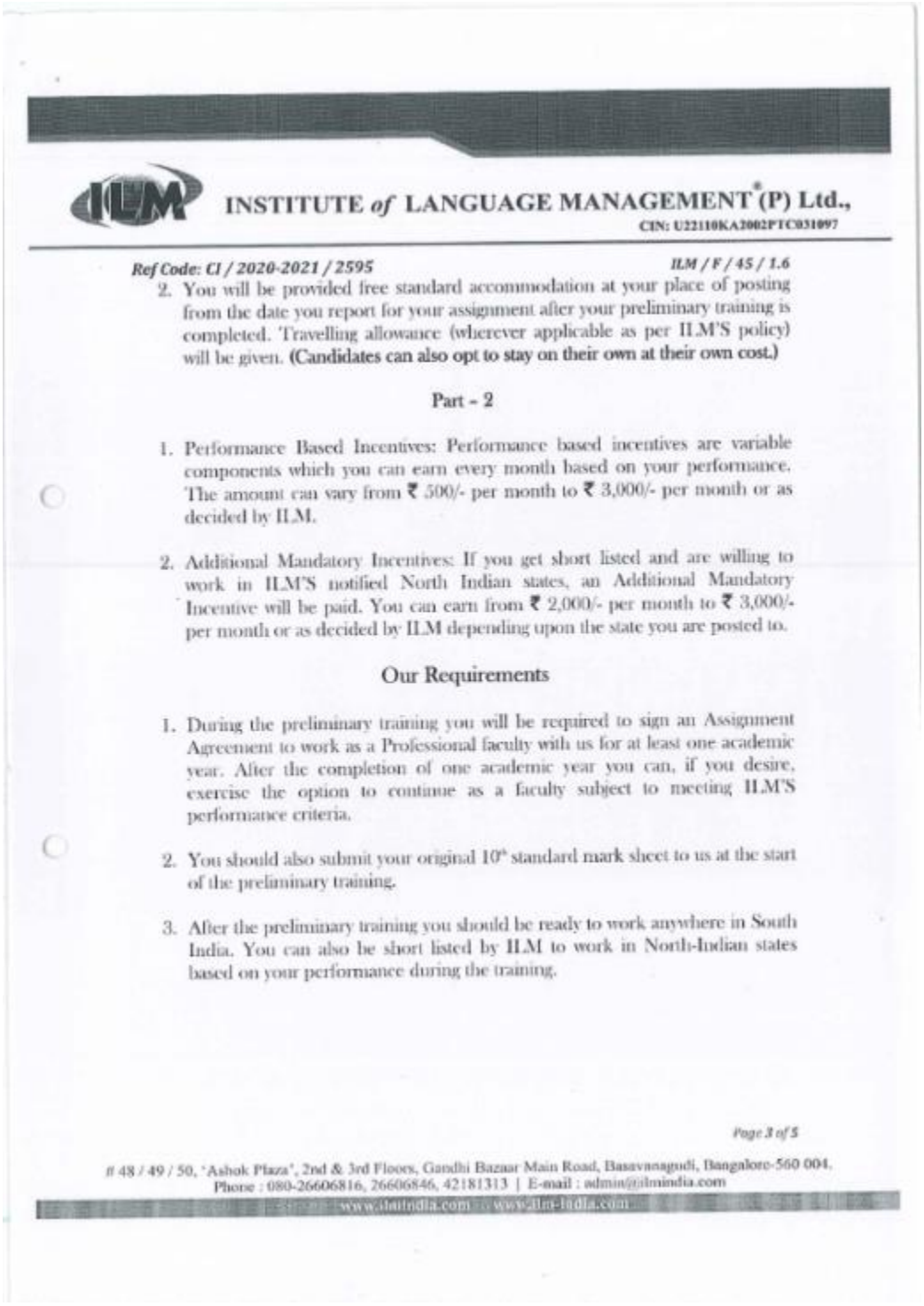

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2595 *ILM / F / 45 / 1.6*

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost.)**

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 3,000/- per month or as decided by ILM.

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

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INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2595 *ILM / F / 45 / 1.6*

4. After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on 080 - 42181313 / 26601313 / 26606816.

Note: Even though the last date for acceptance is set as **15-03-2020**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Sanjay Subramanya T
Director - Administration

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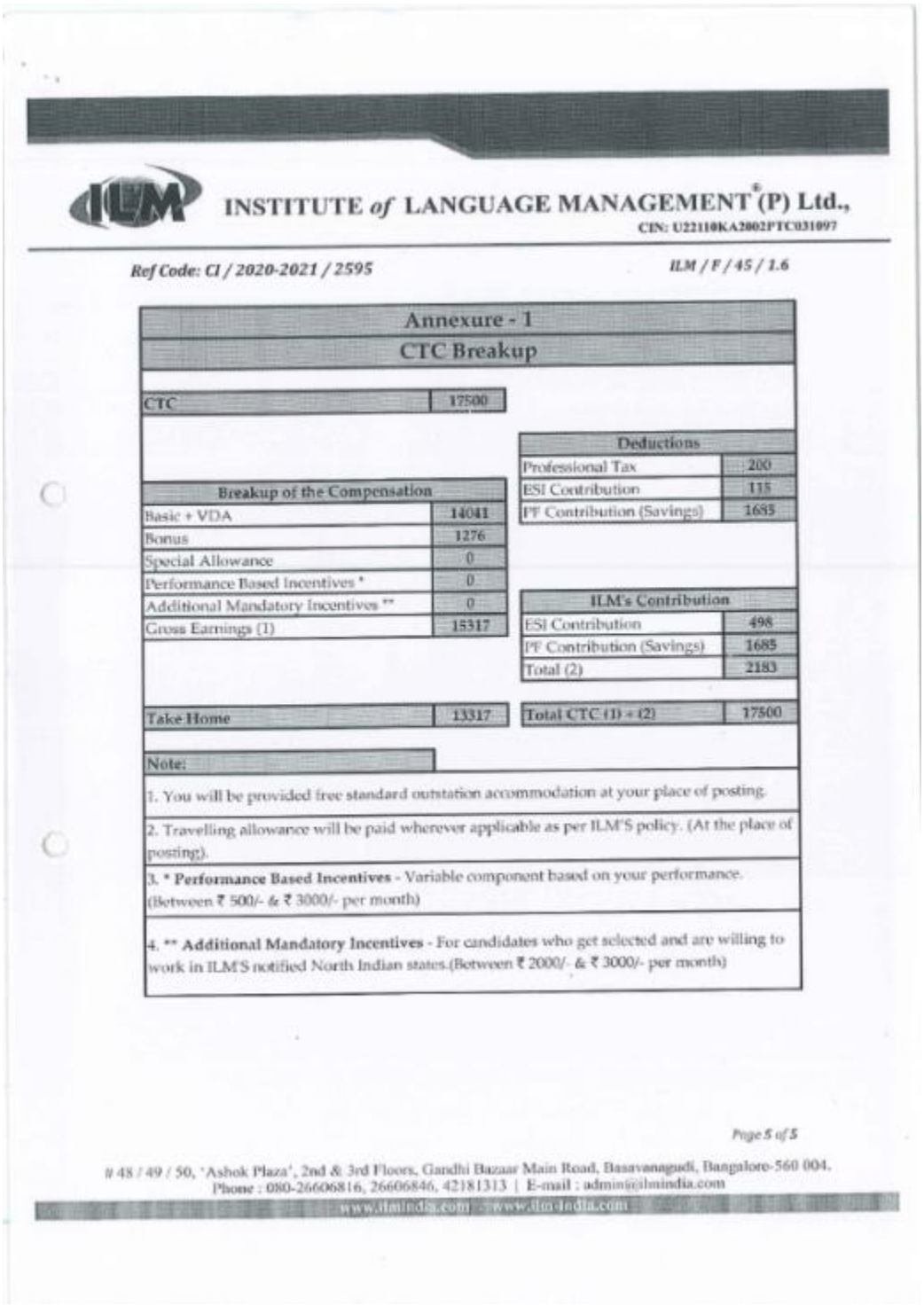

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CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2595 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

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2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

Page 5 of 5

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
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BALA MURUGAN S G- ILM

ILM-15

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2604 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. S G Bala Murugan

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2020. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

Page 1 of 5

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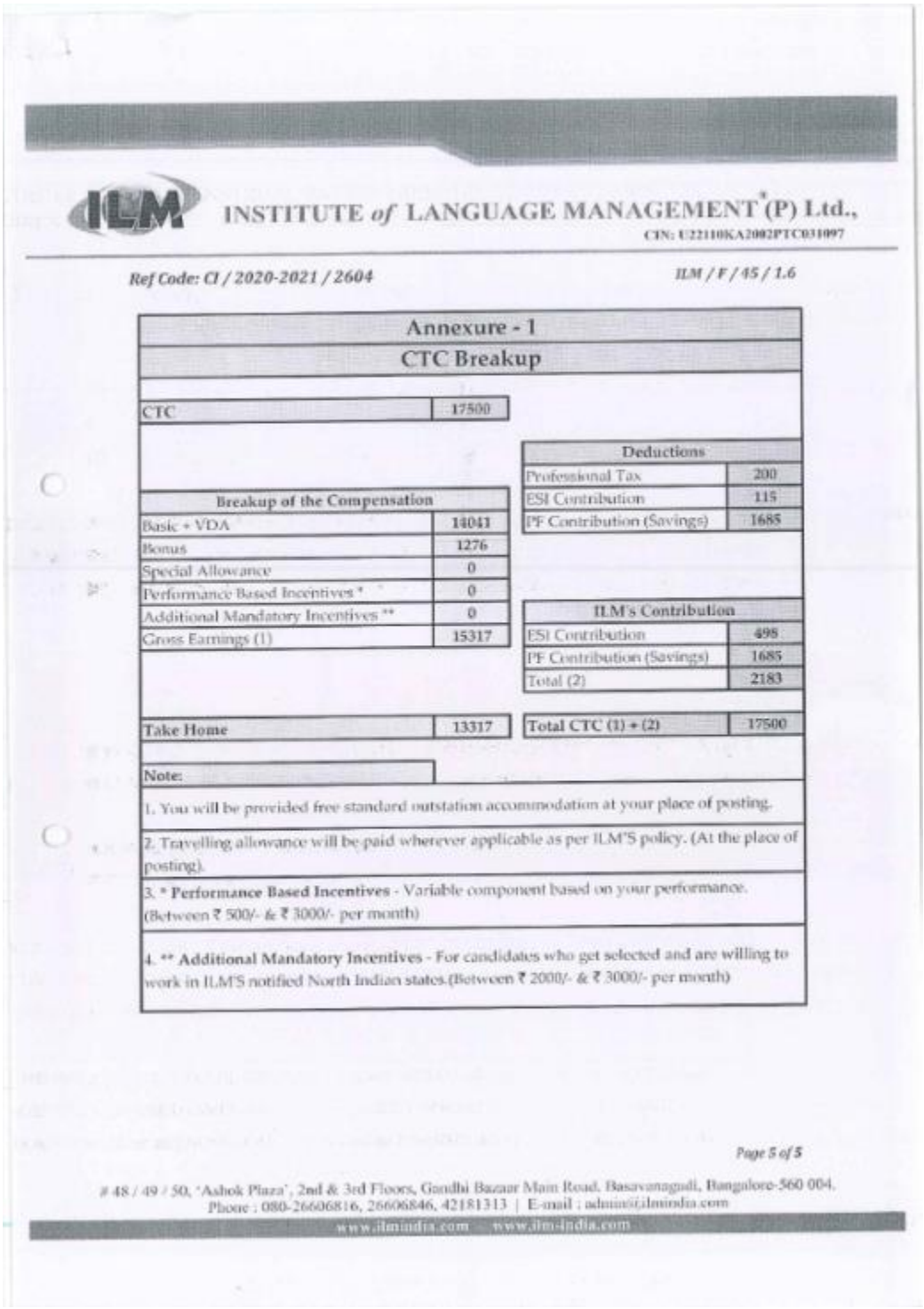

INSTITUTE *of* LANGUAGE MANAGEMENT (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2604 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
Bonus	1276
Special Allowance	0
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	15317

Deductions	
Professional Tax	200
ESI Contribution	115
PF Contribution (Savings)	1685

ILM's Contribution	
ESI Contribution	498
PF Contribution (Savings)	1685
Total (2)	2183

Take Home	13317	Total CTC (1) + (2)	17500

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
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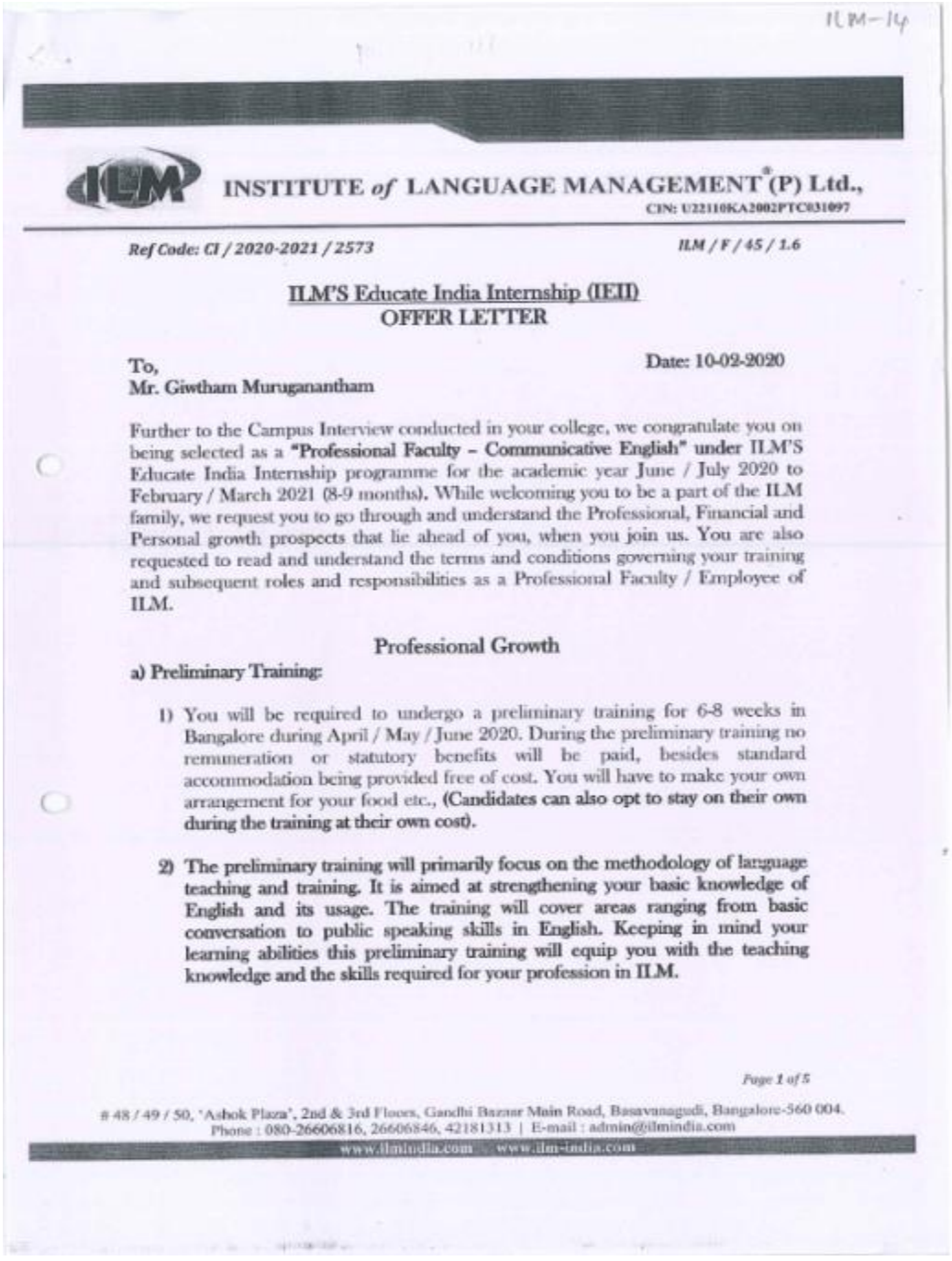
GOWTHAM (GIWTHAN M)- ILM



ILM-14

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2573 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Giwtham Muruganantham

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

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INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2573 *ILM / F / 45 / 1.6*

4. After the preliminary training, if you do not report for your assignment or if you discontinue during the employment without serving the notice period of 60 (Sixty) days you will have to pay us ₹ 30,000/- plus applicable GST (In case if you discontinue during the preliminary training on a prorate basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before **15-03-2020** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816.**

Note: Even though the last date for acceptance is set as **15-03-2020**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Sanjay Subramanya T
Director – Administration

Page 4 of 5

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MANOJ KUMAR P- ILM

ILM-17

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2610 *ILM / F / 45 / 1.6*

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Manoj Kumar P

Date: 10-02-2020

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July 2020 to February / March 2021 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Professional Faculty / Employee of ILM.

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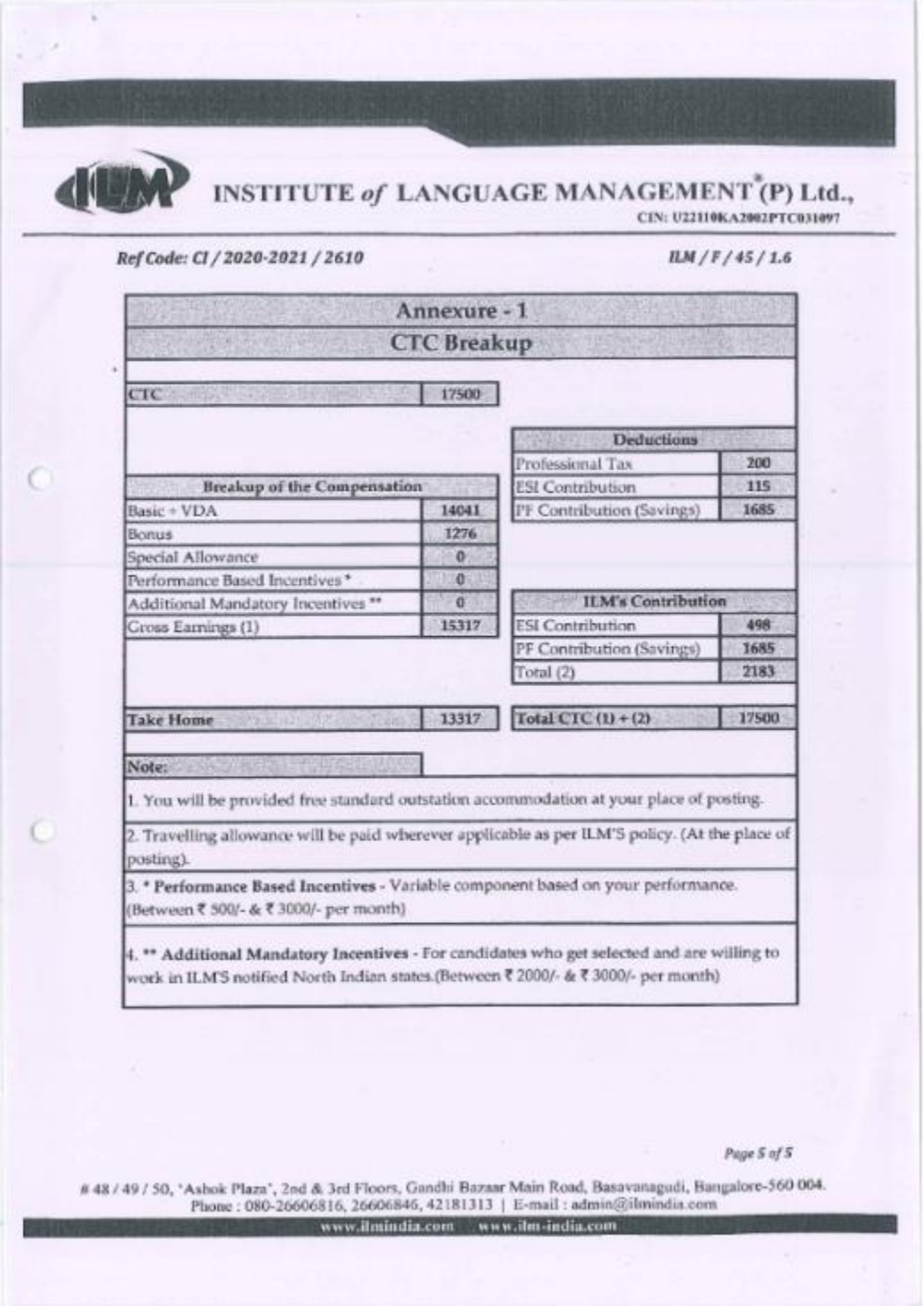

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: CI / 2020-2021 / 2610 *ILM / F / 45 / 1.6*

Annexure - 1
CTC Breakup

CTC	17500

Breakup of the Compensation	
Basic + VDA	14041
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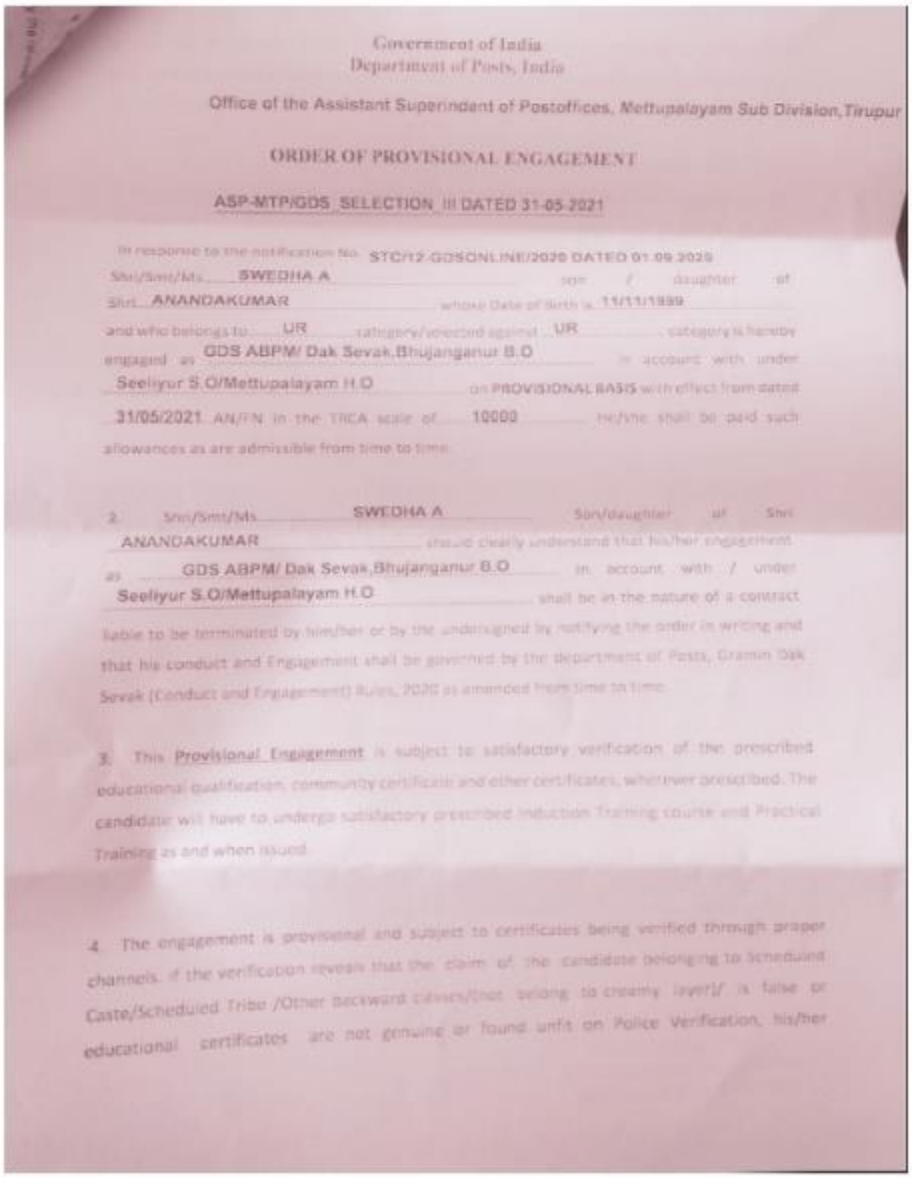
SWETHA- INDIAN POST OFFICE



Government of India
Department of Posts, India

Office of the Assistant Superintendent of Postoffices, Mettupalayam Sub Division,Tirupur

ORDER OF PROVISIONAL ENGAGEMENT

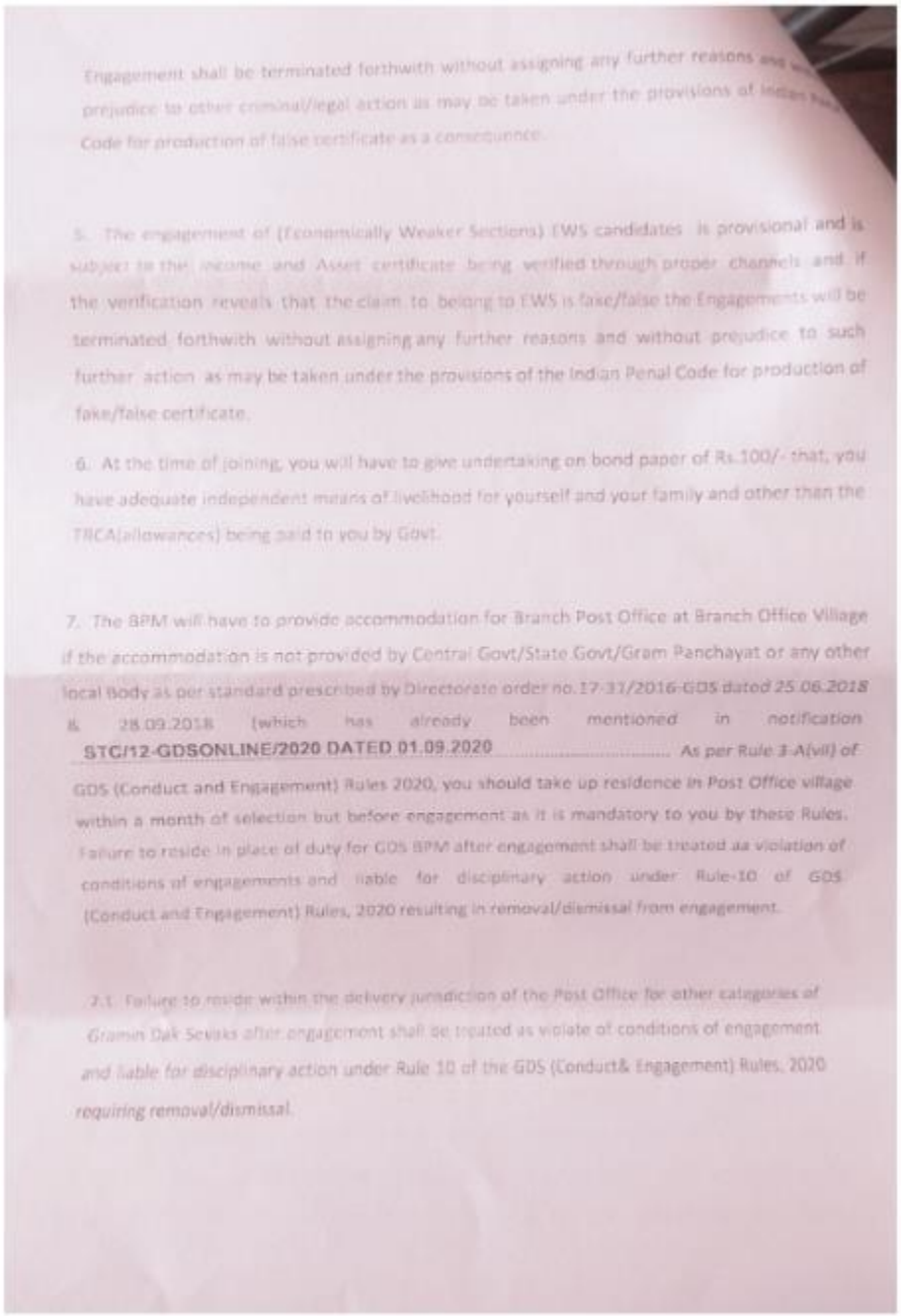
ASP-MTP/GDS SELECTION III DATED 31-05-2021

In response to the notification No. STC/12-GDSONLINE/2020 DATED 01.09.2020
Shri/Smt/Ms. SWEDHA A son / daughter of
Shri ANANDAKUMAR whose Date of birth is 11/11/1999
and who belongs to UR category/selected against UR , category is hereby
engaged as GDS ABPM/ Dak Sevak,Bhujanganur B.O in account with under
Seeliyur S.O/Mettupalayam H.O on PROVISIONAL BASIS with effect from/dated
31/05/2021 AN/FN in the TRCA scale of 10000 he/she shall be paid such
allowances as are admissible from time to time.

2. Shri/Smt/Ms. SWEDHA A Son/daughter of Shri
ANANDAKUMAR should clearly understand that his/her engagement
as GDS ABPM/ Dak Sevak,Bhujanganur B.O in account with / under
Seeliyur S.O/Mettupalayam H.O shall be in the nature of a contract
liable to be terminated by him/her or by the undersigned by notifying the order in writing and
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This Provisional Engagement is subject to satisfactory verification of the prescribed
educational qualification, community certificate and other certificates, wherever prescribed. The
candidate will have to undergo satisfactory prescribed Induction Training course and Practical
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper
channels. If the verification reveals that the claim of the candidate belonging to Scheduled
Caste/Scheduled Tribe /Other Backward Classes(Not belong to creamy layer)/ is false or
educational certificates are not genuine or found unfit on Police Verification, his/her



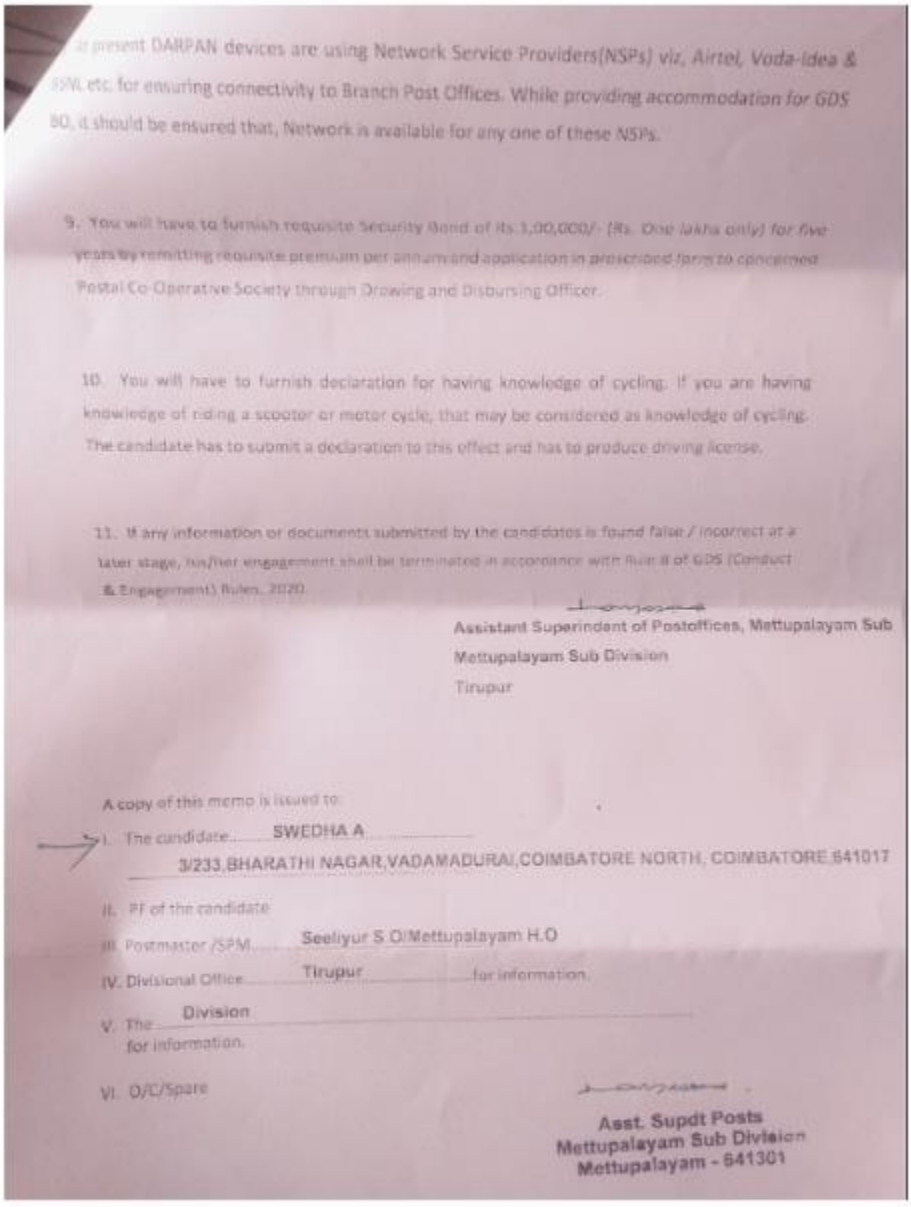
Engagement shall be terminated forthwith without assigning any further reasons and ... prejudice to other criminal/legal action as may be taken under the provisions of Indian ... Code for production of false certificate as a consequence.

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

6. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you have adequate independent means of livelihood for yourself and your family and other than the TRCA(allowances) being paid to you by Govt.

7. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification **STC/12-GDSONLINE/2020 DATED 01.09.2020** ..... As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated aa violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

7.1. Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct& Engagement) Rules, 2020 requiring removal/dismissal.



...at present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

9. You will have to furnish requisite Security Bond of Rs.1,00,000/- (Rs. One lakha only) for five years by remitting requisite premium per annum and application in prescribed form to concerned Postal Co-Operative Society through Drawing and Disbursing Officer.

10. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

11. If any information or documents submitted by the candidates is found false / incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement) Rules, 2020.

Assistant Superintendent of Postoffices, Mettupalayam Sub
Mettupalayam Sub Division
Tirupur

A copy of this memo is issued to:

I. The candidate... SWEDHA A
3/233,BHARATHI NAGAR,VADAMADURAI,COIMBATORE NORTH, COIMBATORE 641017

II. PF of the candidate

III. Postmaster /SPM... Seeliyur S O Mettupalayam H.O

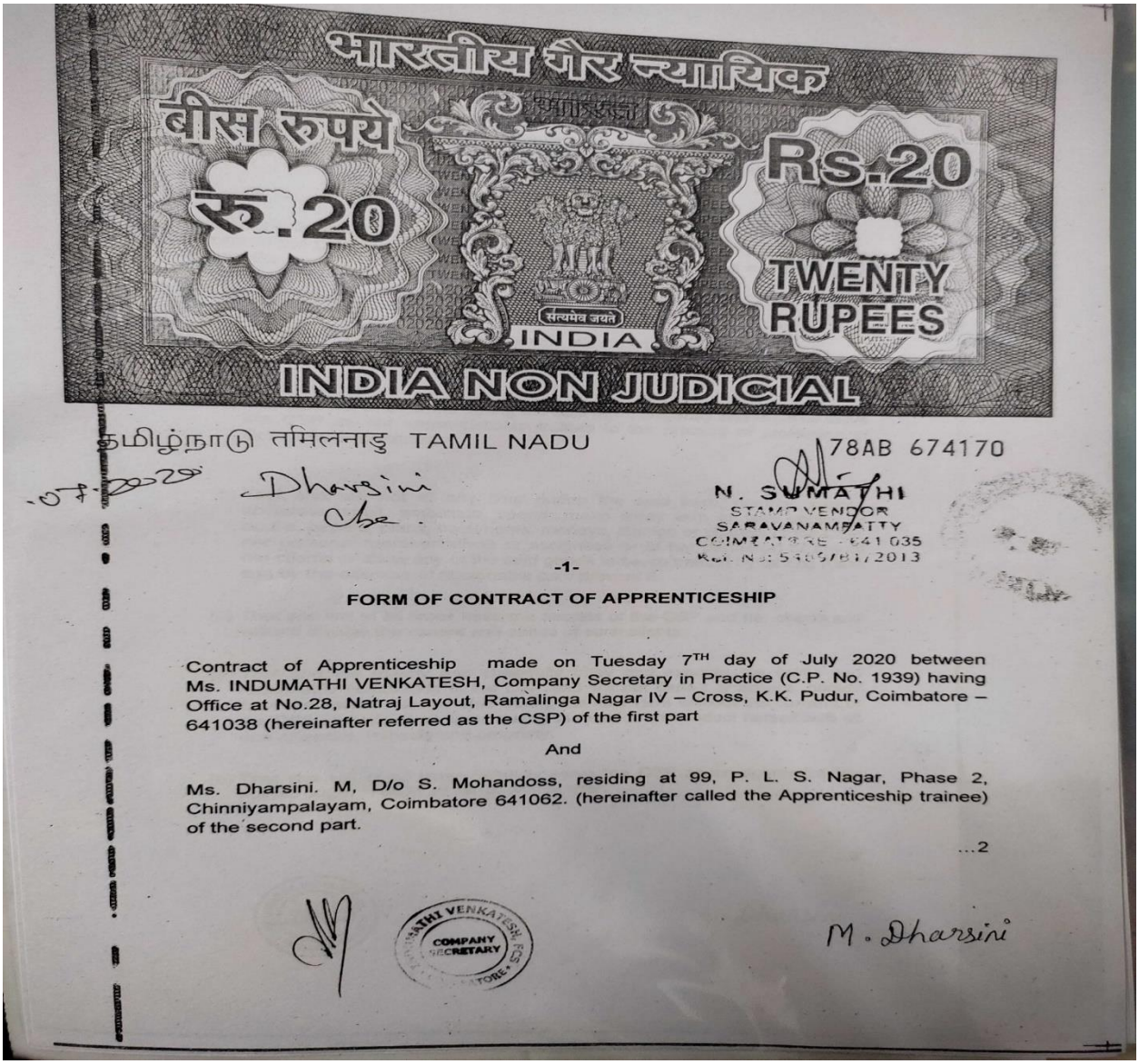
IV. Divisional Office... Tirupur ...for information.

V. The ... Division ...
for information.

VI. O/C/Spare

Asst. Supdt Posts
Mettupalayam Sub Division
Mettupalayam - 641301

DHARSINI M – INDHUMATHI VENKATESH , COMPANY SECRETARYOFFICE



भारतीय गैर न्यायिक

बीस रुपये

रु.20

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TWENTY RUPEES

सत्यमेव जयते

INDIA

INDIA NON JUDICIAL

தமிழ்நாடு तमिलनाडु TAMIL NADU

78AB 674170

N. SUMATHI
STAMP VENDOR
SARAVANAMPATTY
COIMBATORE - 641 035
Lic. No: 5486/B1/2013

-1-

FORM OF CONTRACT OF APPRENTICESHIP

Contract of Apprenticeship made on Tuesday 7TH day of July 2020 between Ms. INDUMATHI VENKATESH, Company Secretary in Practice (C.P. No. 1939) having Office at No.28, Natraj Layout, Ramalinga Nagar IV – Cross, K.K. Pudur, Coimbatore – 641038 (hereinafter referred as the CSP) of the first part

And

Ms. Dharsini. M, D/o S. Mohandoss, residing at 99, P. L. S. Nagar, Phase 2, Chinniyampalayam, Coimbatore 641062. (hereinafter called the Apprenticeship trainee) of the second part.

...2

M. Dharsini

THAMIL SELVI-INFACT

I-1

INFACT

A product of Crotser Consultants

Date: 19 / 12 /2019

Name : R. THAMIL SELVI
Address : 46, R.V.L NAGAR II STREET, OPP E.S.I HOSPITAL, UPPILIPALAYAM (PO), CBE-641 015.
Contact : 9894889849

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

Dear Mr. /Ms.

Following our recent discussions, we are delighted to offer you the position of Trainer with INFACT. In the event of your joining INFACT, you will become a part of a fast-paced and dedicated team that works together to provide our clients the best of service and advice.

We at INFACT are engaged in catering the best of brains to the needs in the field of education viz, language, life skills, general knowledge..

Once a member of INFACT team, you are expected to be committed to deliver outstanding quality and results that exceed client expectations. In addition, we would appreciate your personal accountability in all the products, actions, advice and results that you provide as a representative of INFACT. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following outline the terms and conditions we are proposing.

Title: Trainer

Job description: Training school students on Language Skill Development

Start date: June, 2020

Salary: Min Rs.144000/Annum,Take home, (An increment will be given after 6 months of service based on the performance)

Probation: Three months of period will be probationary.

Hours of work: 48 hours of a week will be your working hours.

Reporting relationship: Project Heads will be your immediate reporting hierarchy

INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

RAMYA.P-INFACT

I - 2

INFACT

A product of Crotser Consultants

Date: 19 / 12 /2019

Name : P. Ramya
Address : 2, Military colony, Kurukkupalayam, Palapuram, Tirupur - 641 601
Contact : 9952430164

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

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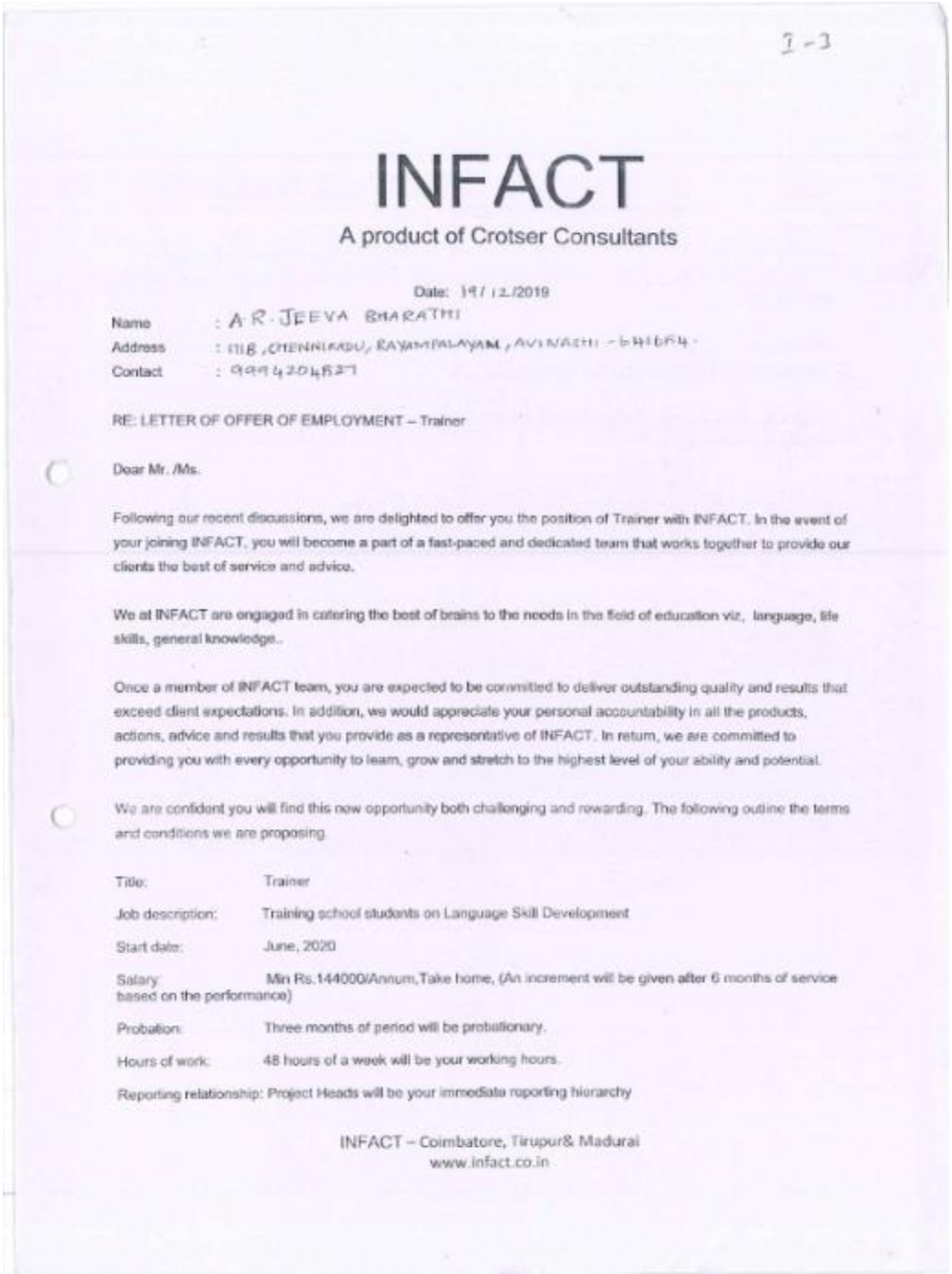
INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

JEEVA BHARATHI-INFACT



1-3

INFACT

A product of Crotser Consultants

Date: 19/12/2019

Name : A.R. JEEVA BHARATHI
Address : 11/8, CHENNIAPPA, KAVAMPALAYAM, AVINASHI - 641654.
Contact : 9994204827

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

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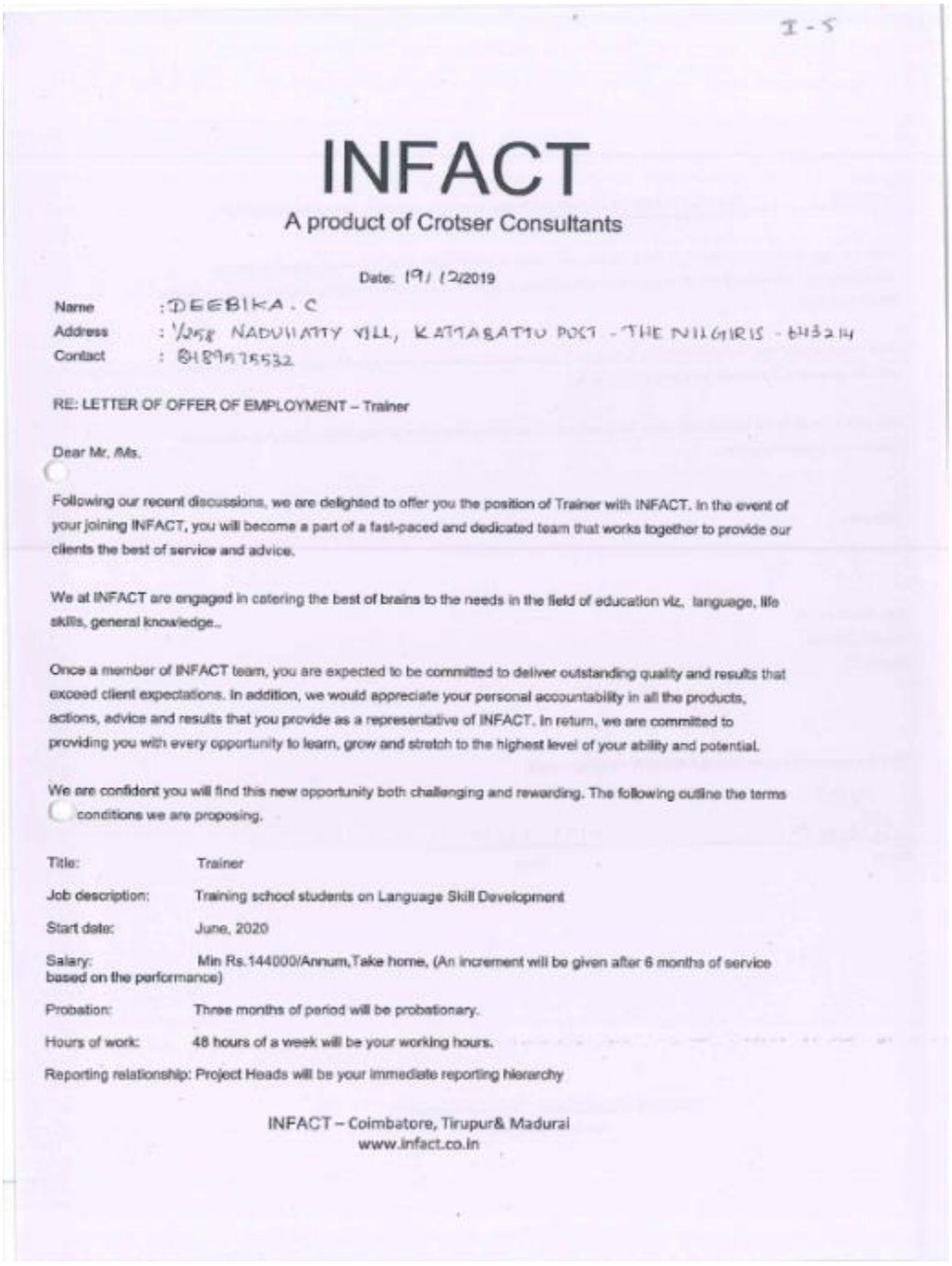
INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

DEEBIKA.C-INFACT



I - 5

INFACT

A product of Crotser Consultants

Date: 19/12/2019

Name : DEEBIKA.C
Address : 1/258 NADUVATTY VILL, KATTAGATTU POST - THE NILGIRIS - 643214
Contact : 8189716532

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INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

SHIVANI.R-INFACT

I - 6

INFACT

A product of Crotser Consultants

Date: 19/12/2019

Name : SHIVANI.R
Address : 4/164, Periathubbathalai, Hubbathalai (P.O), Aruvankadu, The Nilgiris
Contact : 8525079515, 8778533397

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

Dear Mr. /Ms.

Following our recent discussions, we are delighted to offer you the position of Trainer with INFACT. In the event of your joining INFACT, you will become a part of a fast-paced and dedicated team that works together to provide our clients the best of service and advice.

We at INFACT are engaged in catering the best of brains to the needs in the field of education viz. language, life skills, general knowledge..

Once a member of INFACT team, you are expected to be committed to deliver outstanding quality and results that exceed client expectations. In addition, we would appreciate your personal accountability in all the products, actions, advice and results that you provide as a representative of INFACT. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following outline the terms conditions we are proposing.

Title: Trainer

Job description: Training school students on Language Skill Development

Start date: June, 2020

Salary: Min Rs.144000/Annum,Take home, (An increment will be given after 6 months of service based on the performance)

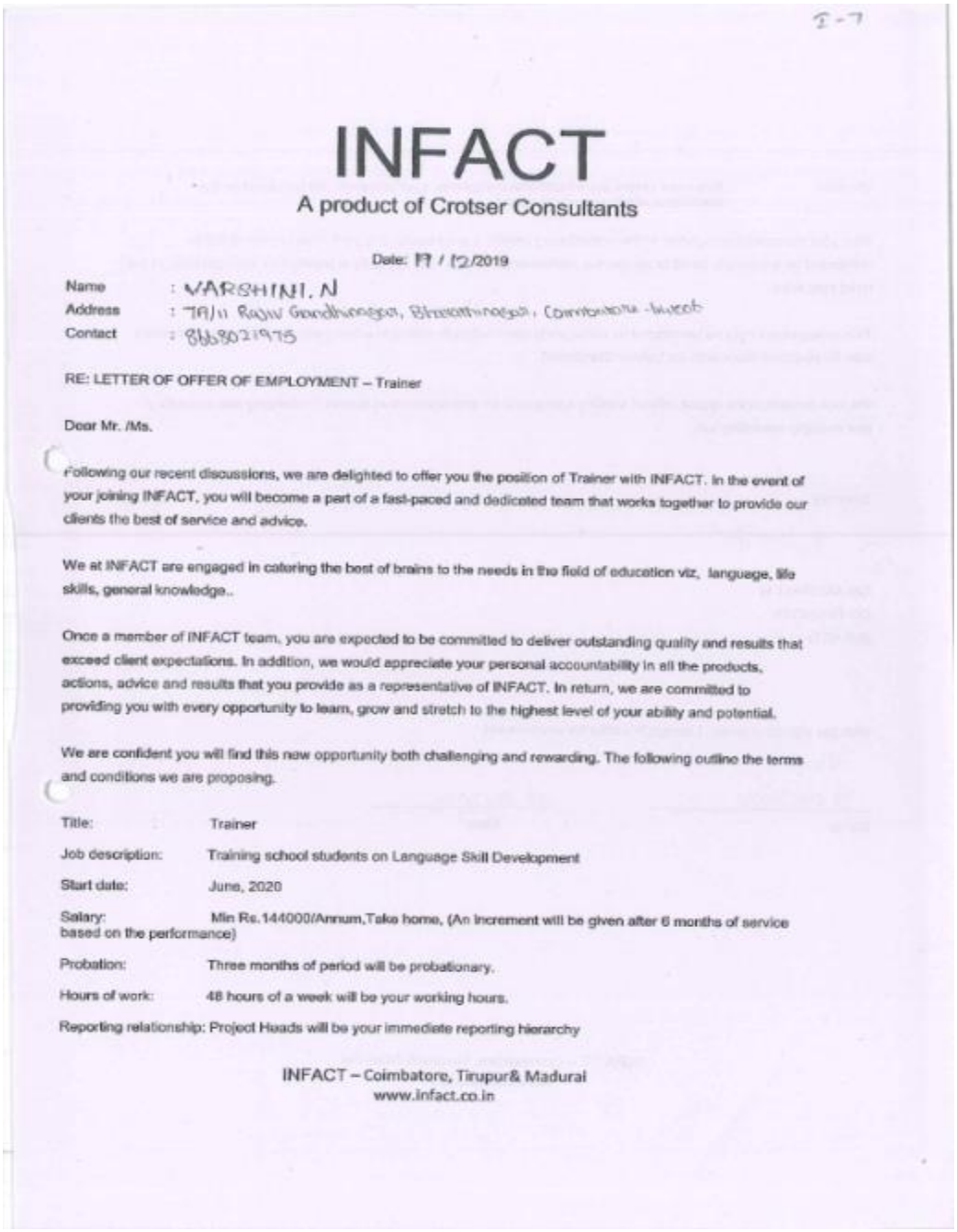
Probation: Three months of period will be probationary.

Hours of work: 48 hours of a week will be your working hours.

Reporting relationship: Project Heads will be your immediate reporting hierarchy

INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

VARSHINI.N-INFACT



I-7

INFACT

A product of Crotser Consultants

Date: 17 / 12/2019

Name : VARSHINI. N
Address : 7A/1 Rajiv Gandhinagar, Bheemanagar, Coimbatore -641006
Contact : 8838021975

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

Dear Mr. /Ms.

Following our recent discussions, we are delighted to offer you the position of Trainer with INFACT. In the event of your joining INFACT, you will become a part of a fast-paced and dedicated team that works together to provide our clients the best of service and advice.

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Start date: June, 2020

Salary: Min Rs.144000/Annum,Take home, (An Increment will be given after 6 months of service based on the performance)

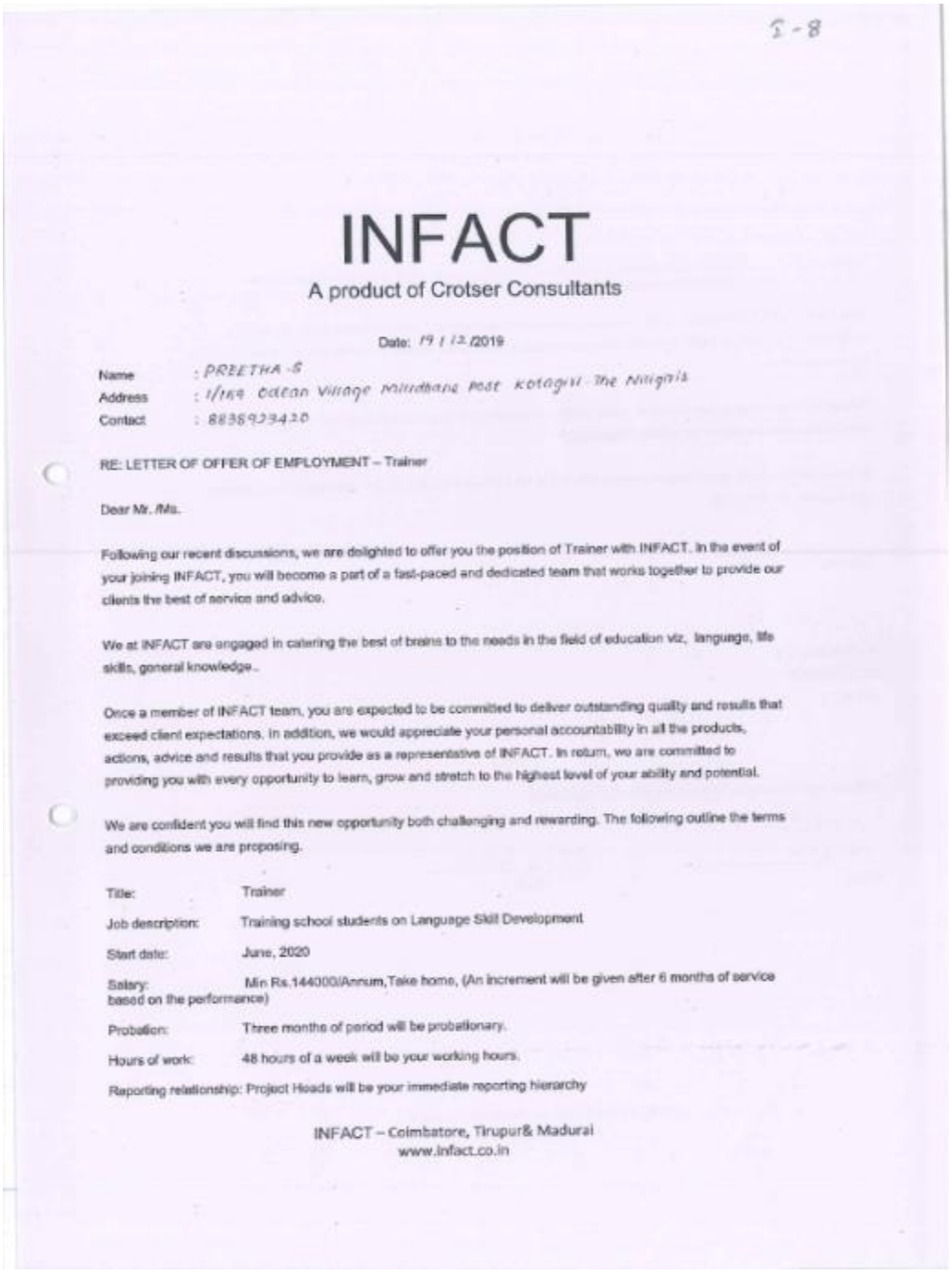
Probation: Three months of period will be probationary.

Hours of work: 48 hours of a week will be your working hours.

Reporting relationship: Project Heads will be your immediate reporting hierarchy

INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

PREETHA.S-INFACT



S-8

INFACT

A product of Crotser Consultants

Date: 19/12/2019

Name : PREETHA.S
Address : 1/164 Odean Village Mullathana Post Kotagiri The Nilgiris
Contact : 8838923420

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

Dear Mr. /Ms.

Following our recent discussions, we are delighted to offer you the position of Trainer with INFACT. In the event of your joining INFACT, you will become a part of a fast-paced and dedicated team that works together to provide our clients the best of service and advice.

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Hours of work: 48 hours of a week will be your working hours.

Reporting relationship: Project Heads will be your immediate reporting hierarchy

INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

GOKUL PRIYA.V-INFACT

I-7

INFACT

A product of Crotser Consultants

Date: 19 / Dec/2019

Name : V. Gokul Priya
Address : 21370, Sambavanalli, Sivanmigai Pettikuttai (PO) Pollachi
Contact : 9597727223

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

Dear Mr. /Ms.

Following our recent discussions, we are delighted to offer you the position of Trainer with INFACT. In the event of your joining INFACT, you will become a part of a fast-paced and dedicated team that works together to provide our clients the best of service and advice.

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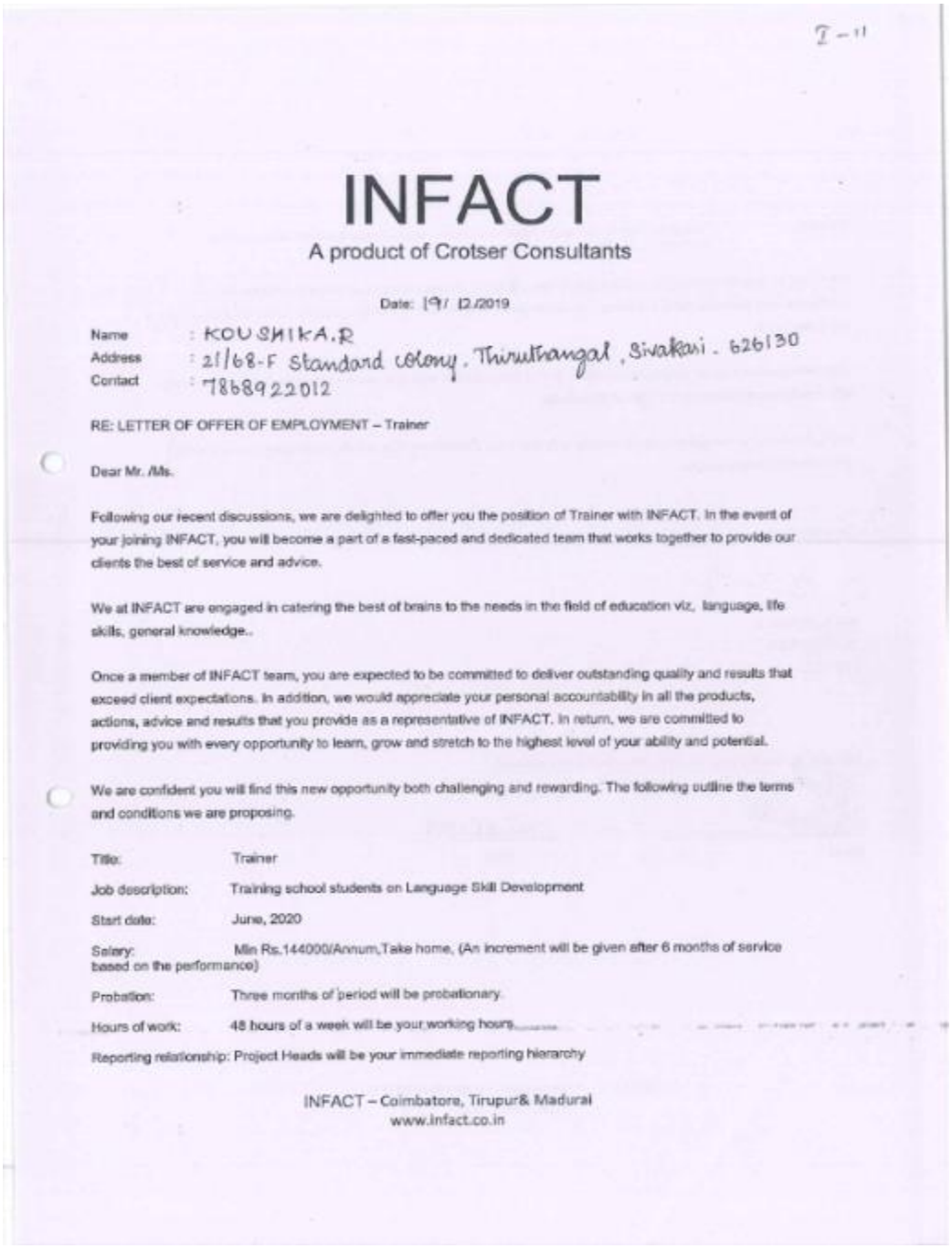
Title:	Trainer
Job description:	Training school students on Language Skill Development
Start date:	June, 2020
Salary:	Min Rs.144000/Annum,Take home, (An increment will be given after 6 months of service based on the performance)
Probation:	Three months of period will be probationary.
Hours of work:	48 hours of a week will be your working hours.
Reporting relationship:	Project Heads will be your immediate reporting hierarchy

INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

KOUSHIKA.R-INFACT



I - 11

INFACT

A product of Crotser Consultants

Date: 19/ 12/2019

Name : KOUSHIKA.R
Address : 21/68-F Standard colony, Thiruthangal, Sivakasi. 626130
Contact : 7868922012

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

Dear Mr. /Ms.

Following our recent discussions, we are delighted to offer you the position of Trainer with INFACT. In the event of your joining INFACT, you will become a part of a fast-paced and dedicated team that works together to provide our clients the best of service and advice.

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Job description: Training school students on Language Skill Development

Start date: June, 2020

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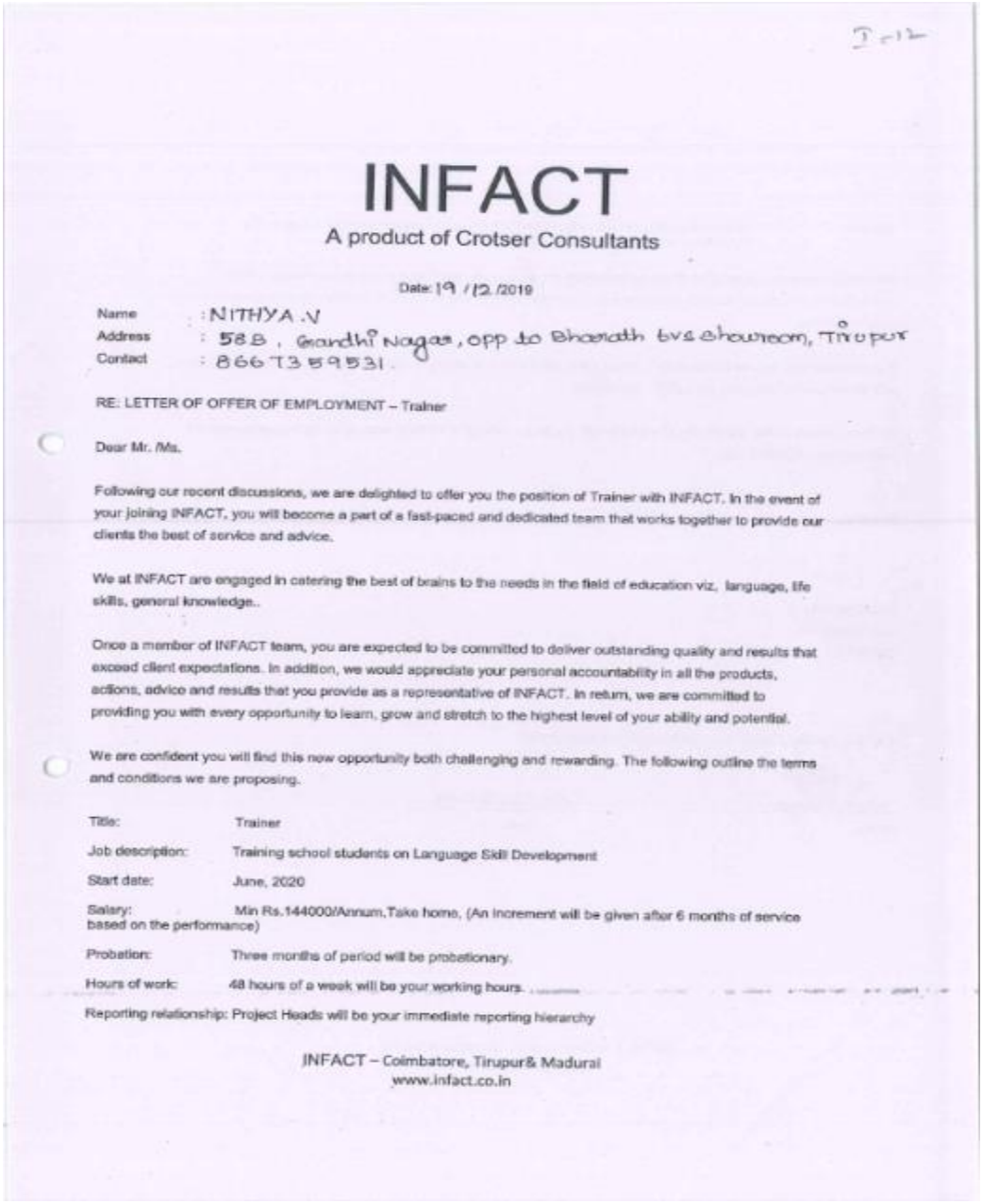
Hours of work: 48 hours of a week will be your working hours.

Reporting relationship: Project Heads will be your immediate reporting hierarchy

INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

NITHYA.V-INFACT



INFACT

A product of Crotser Consultants

Date: 19 /12 /2019

Name : NITHYA .V
Address : 58 B , Gandhi Nagar, opp to Bharath bus showroom, Tirupur
Contact : 8667359531

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

Dear Mr. /Ms.

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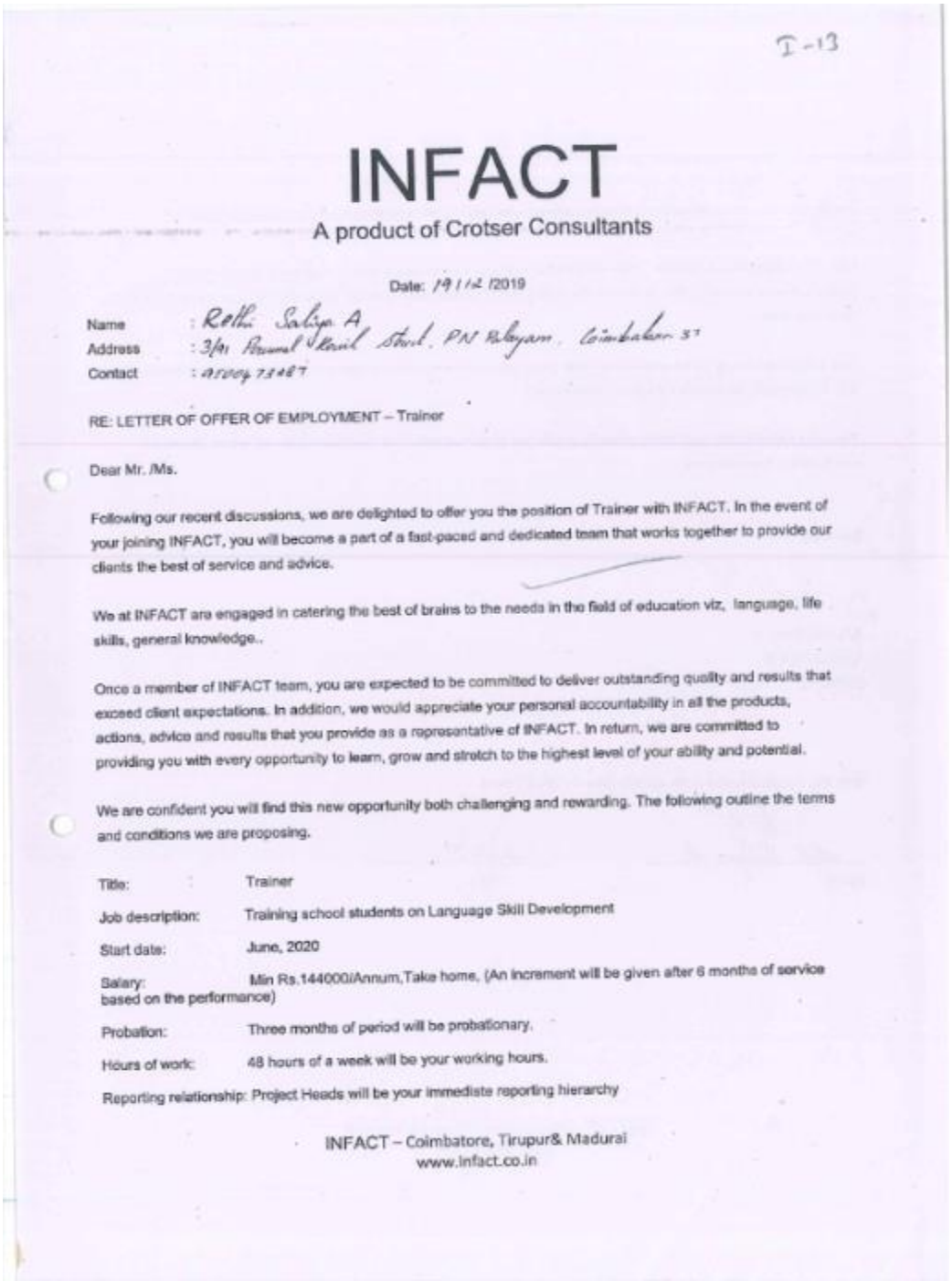
INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

RETHI SALIYA.A-INFACT



I-13

INFACT

A product of Crotser Consultants

Date: 19/12/2019

Name : Rethi Saliya A
Address : 3/91 Perumal Kovil Street, PN Palayam, Coimbatore 37
Contact : 9500973487

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

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INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

GNANAISHWARYA.S.S-INFACT

T-14

INFACT

A product of Crotser Consultants

Date: 19 / 12 /2019

Name : GNANAISHWARYA.S.S
Address : THIMMANAICKAN PUDUR, VADAKKU THOTTAM PONGALUR post -638459. TIRUPUR (DT.)
Contact : 8220014428,

RE: LETTER OF OFFER OF EMPLOYMENT – Trainer

Dear Mr. /Ms.

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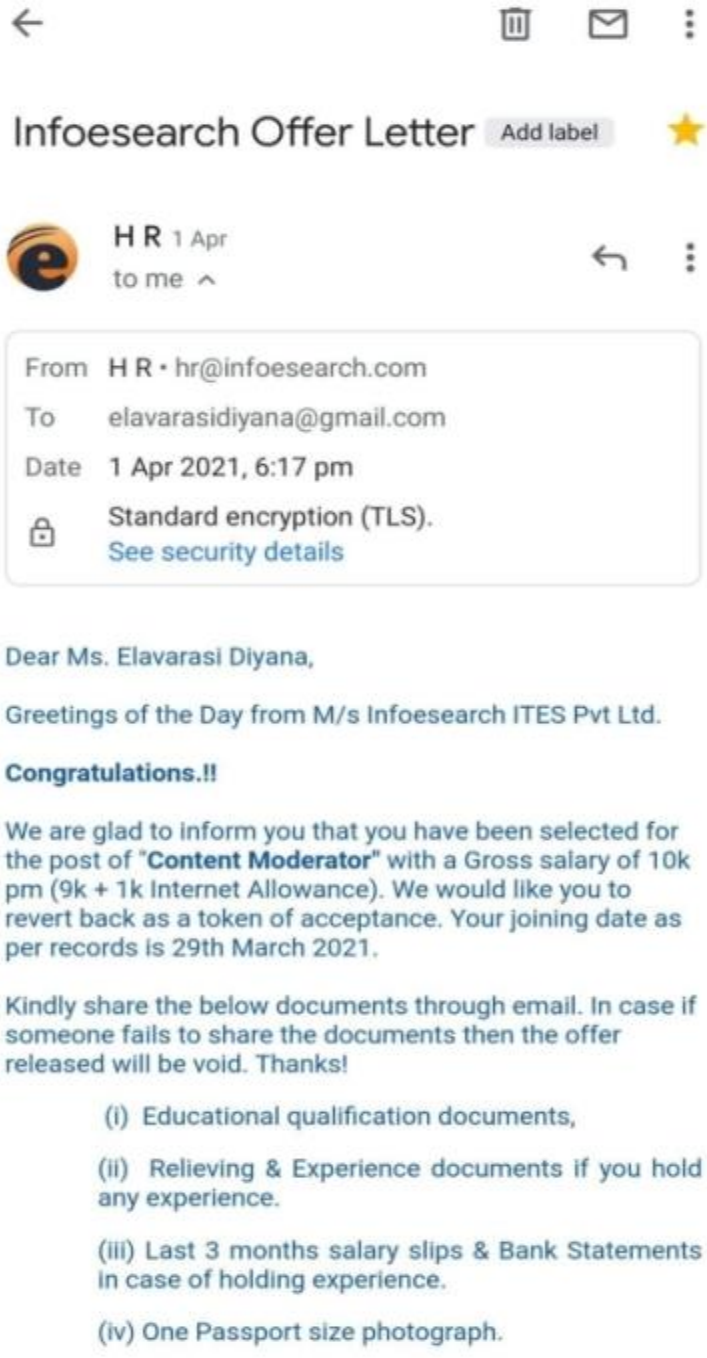
Reporting relationship: Project Heads will be your immediate reporting hierarchy

INFACT – Coimbatore, Tirupur& Madurai
www.infact.co.in

ELAVARASI DIYANA-INFOESEARCH



Infoesearch Offer Letter Add label

H R 1 Apr
to me

From H R • hr@infoesearch.com
To elavarasidiyana@gmail.com
Date 1 Apr 2021, 6:17 pm
Standard encryption (TLS).
See security details

Dear Ms. Elavarasi Diyana,

Greetings of the Day from M/s Infoesearch ITES Pvt Ltd.

Congratulations.!!

We are glad to inform you that you have been selected for the post of "**Content Moderator**" with a Gross salary of 10k pm (9k + 1k Internet Allowance). We would like you to revert back as a token of acceptance. Your joining date as per records is 29th March 2021.

Kindly share the below documents through email. In case if someone fails to share the documents then the offer released will be void. Thanks!

(i) Educational qualification documents,

(ii) Relieving & Experience documents if you hold any experience.

(iii) Last 3 months salary slips & Bank Statements in case of holding experience.

(iv) One Passport size photograph.

(iv) One Passport size photograph.

(v) Address and Id proofs. (PAN and Aadhar)

(vi) A soft copy of your CV.

Below are the additional details:

1. Salary will be paid on the 5th of every month. But, only for the first month, it might get delayed.

2. We calculate from 1st to 31st/30th not 1st to next month 5th which is 35 days. So it is for 30/31 days in a month.

3. If any employee joins post 20th of the month then they will receive their salary along with their next month salary (Example; If you join post 20th Oct then your October working days plus November month's salary will be processed on 5th of December. If they join on or before 20th Oct then they will receive it on 5th of November).

4. Format to share your personal bank account details are;

a) Name as per the Bank, b) Account No, c) IFSC Code.

5. The account should be on your name and it should be active as you will have to send a screenshot of the recent transaction for processing salary. So that there won't be any problem.

Note: In case you submit the wrong account number, we are not responsible for your salary. So, ensure that you are sending the right account details.

--
Regards,
Vijayalakshmi.
Senior-HR.

ARCHANI DHANDAPANI-INFOSYS

Infosys
Navigate your next

HRD/1000782751/20-21

December 10, 2020

Ms. Archani Dhandapani D
25 Kr Nagar Sirumugai Road
Karamadai,
Coimbatore-641104
India

Ph: +91-7845663984

Dear Archani,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Jan-2021.**

Location

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

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

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

Training

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

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Page 1 of 7

Infosys
Navigate your next

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Archani Dhandapani D
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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VIJAY SIVASAMY-INFOSYS

INFO-5

Infosys
Navigate your next

HRD/2T/1000782776/20-21

January 28, 2021

Mr. Vijay Sivasamy
47 Thilagar Street Karuparayan Palayam
Mylampatti(Po),
Coimbatore-641062
India

Ph: +91-9894578036

Dear Vijay,

Welcome to Infosys!

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

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

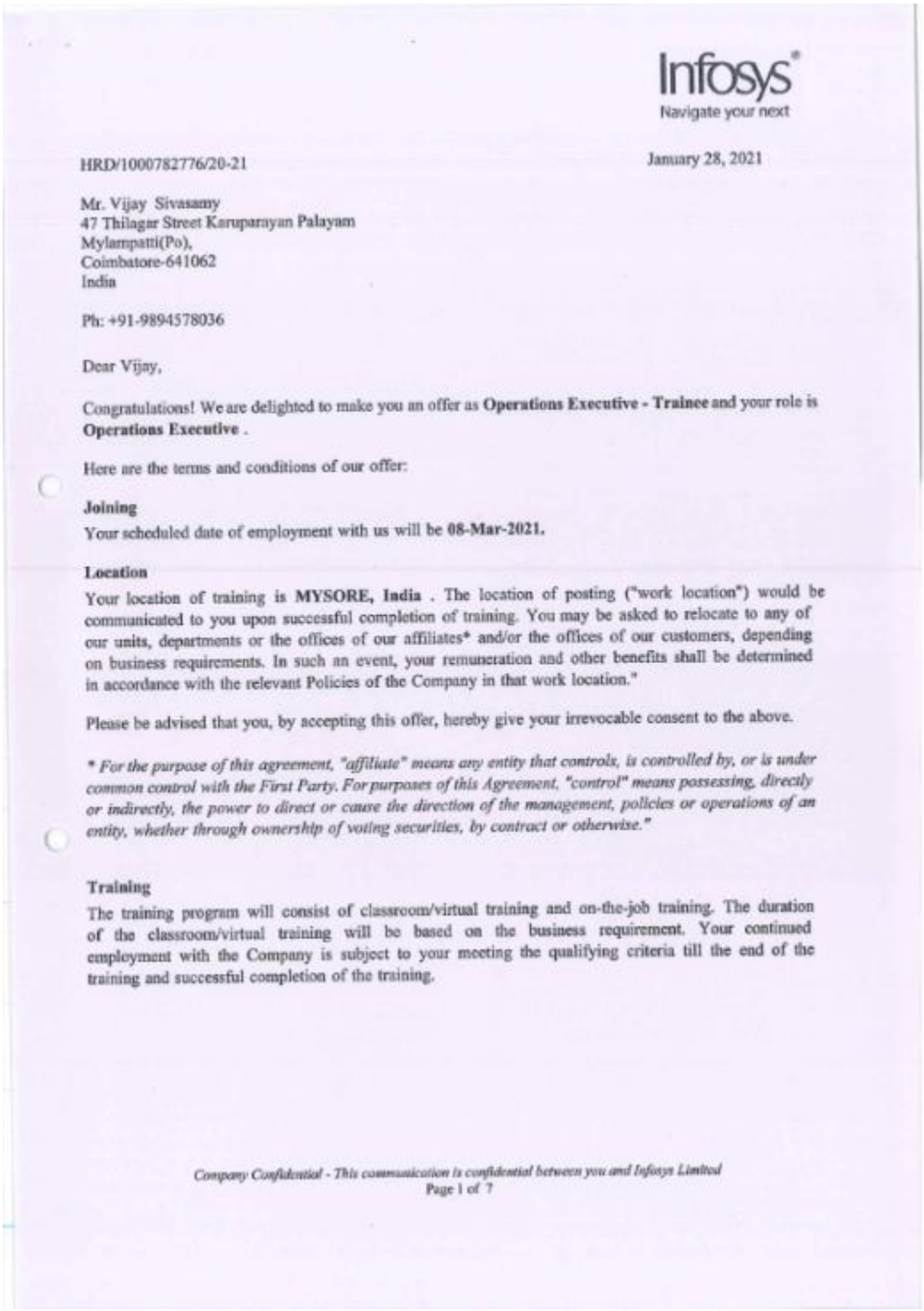
We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Company Confidential - This communication is confidential between you and Infosys Limited



Infosys
Navigate your next

HRD/1000782776/20-21

January 28, 2021

Mr. Vijay Sivasamy
47 Thilagar Street Karuparayan Palayam
Mylampatti(Po),
Coimbatore-641062
India

Ph: +91-9894578036

Dear Vijay,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **08-Mar-2021.**

Location

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

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

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

Training

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

Company Confidential - This communication is confidential between you and Infosys Limited
Page 1 of 7

Infosys
Navigate your next

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Vijay Sivasamy
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
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FIXED GROSS SALARY (1+2+3)	**18,581**
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All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

Company Confidential - This communication is confidential between you and Infosys Limited

SONIYA SAMINATHAN-INFOSYS

INTO -6.

Infosys
Navigate your next

HRD/2T/1000780782/20-21

November 24, 2020

Ms. Soniya Saminathan
6/1831 Senthur Garden Pogalur(Po)
Annur,
Coimbatore-641697
India

Ph: +91-9080541099

Dear Soniya,

Welcome to Infosys!

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

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

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Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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Infosys
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HRD/1000780782/20-21

November 24, 2020

Ms. Soniya Saminathan
6/1831 Senthur Garden Pogalur(Po)
Annur,
Coimbatore-641697
India

Ph: +91-9080541099

Dear Soniya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive .**

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **21-Dec-2020.**

Location

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

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

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

Training

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

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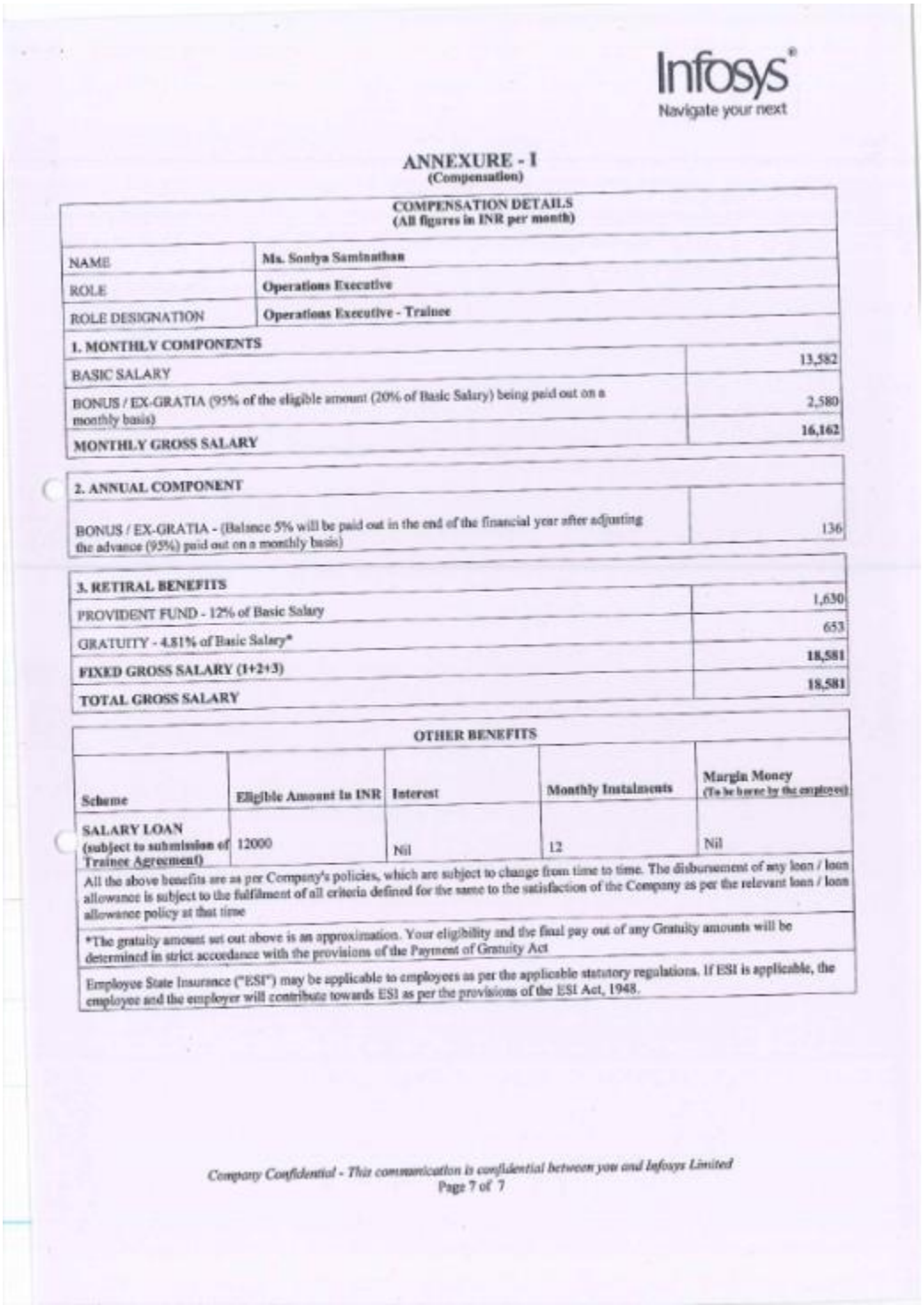
Page 1 of 7



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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Soniya Saminathan
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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SHAKTHI CHANDRAN-INFOSYS

INFO - 7.

Infosys
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HRD/2T/1000780779/20-21 November 24, 2020

Ms. Shakthi Chandran
4Z1/104 Saminathapuram 1St Street
Anupparpalayam(Po),
Tiruppur-641652
India

Ph: +91-9080087561

Dear Shakthi,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

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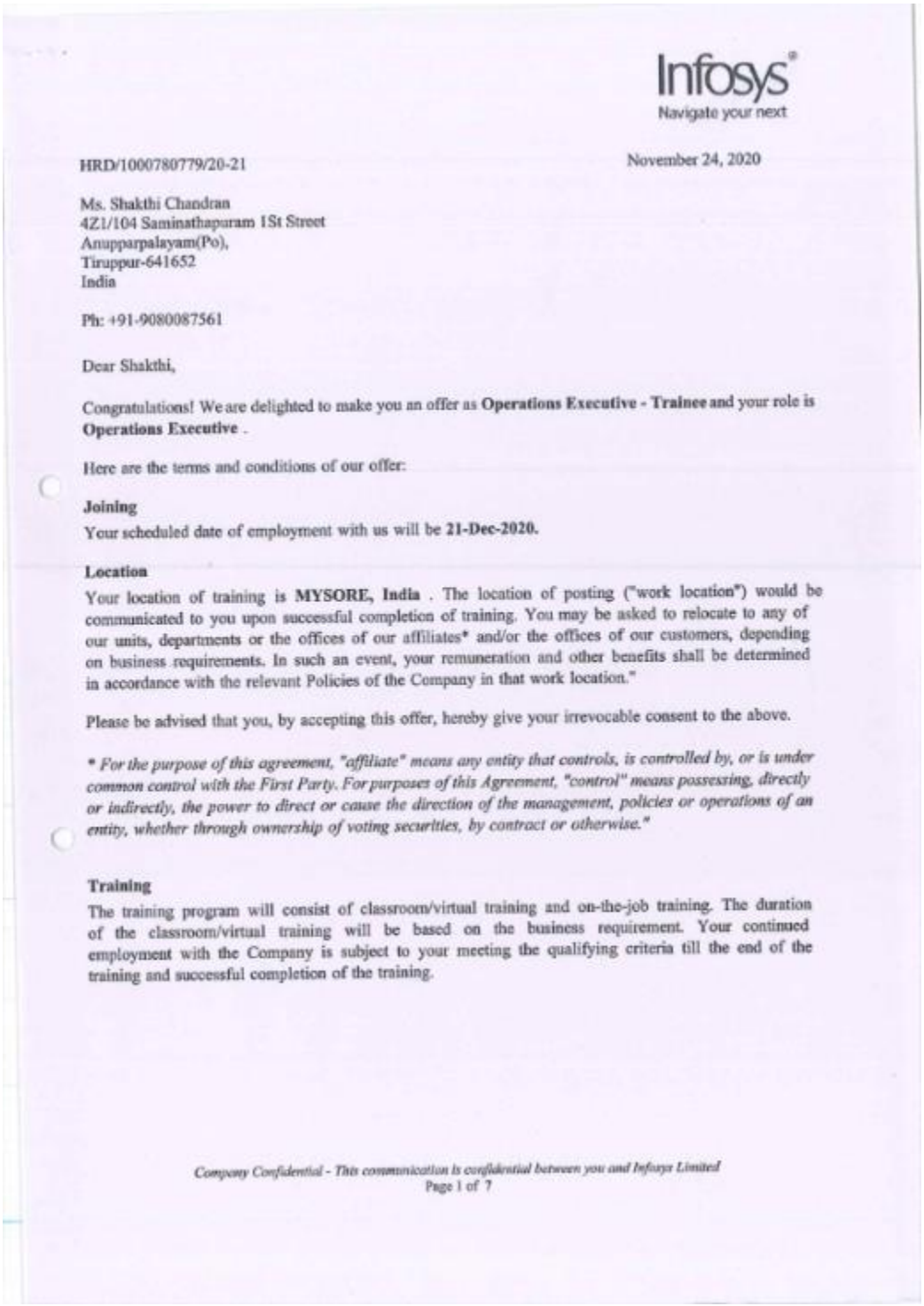

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HRD/1000780779/20-21

November 24, 2020

Ms. Shakthi Chandran
4Z1/104 Saminathapuram 1St Street
Anupparpalayam(Po),
Tiruppur-641652
India

Ph: +91-9080087561

Dear Shakthi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **21-Dec-2020.**

Location

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

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

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

Training

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Shakthi Chandran
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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DHARANI R-INFOSYS

INFO-6

Infosys
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HRD/2T/1000780709/20-21

December 15, 2020

Ms. Dharani R
24 Hariharabhavan Kandasamy Street,
Peelamedupudhur,
Coimbatore-641004
India

Ph: +91-9940952434

Dear Dharani,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

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HRD/1000780709/20-21

December 15, 2020

Ms. Dharani R
24 Hariharabhavan Kandasamy Street,
Peelamedupudhur,
Coimbatore-641004
India

Ph: +91-9940952434

Dear Dharani,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining
Your scheduled date of employment with us will be **21-Dec-2020.**

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

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

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Dharani R
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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GRACE VARSHA S-INFOSYS

INFO-9.

Infosys
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HRD/1000780873/20-21

February 12, 2021

Ms. Grace Varsha S Samy Dass K
A-8 Brindhavan Nagar Civil Aerodrome,
Post Sitra,
Coimbatore-641014
India

Ph: +91-8754997612

Dear Grace Varsha S,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **12-Apr-2021.**

Location

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

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

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

Training

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

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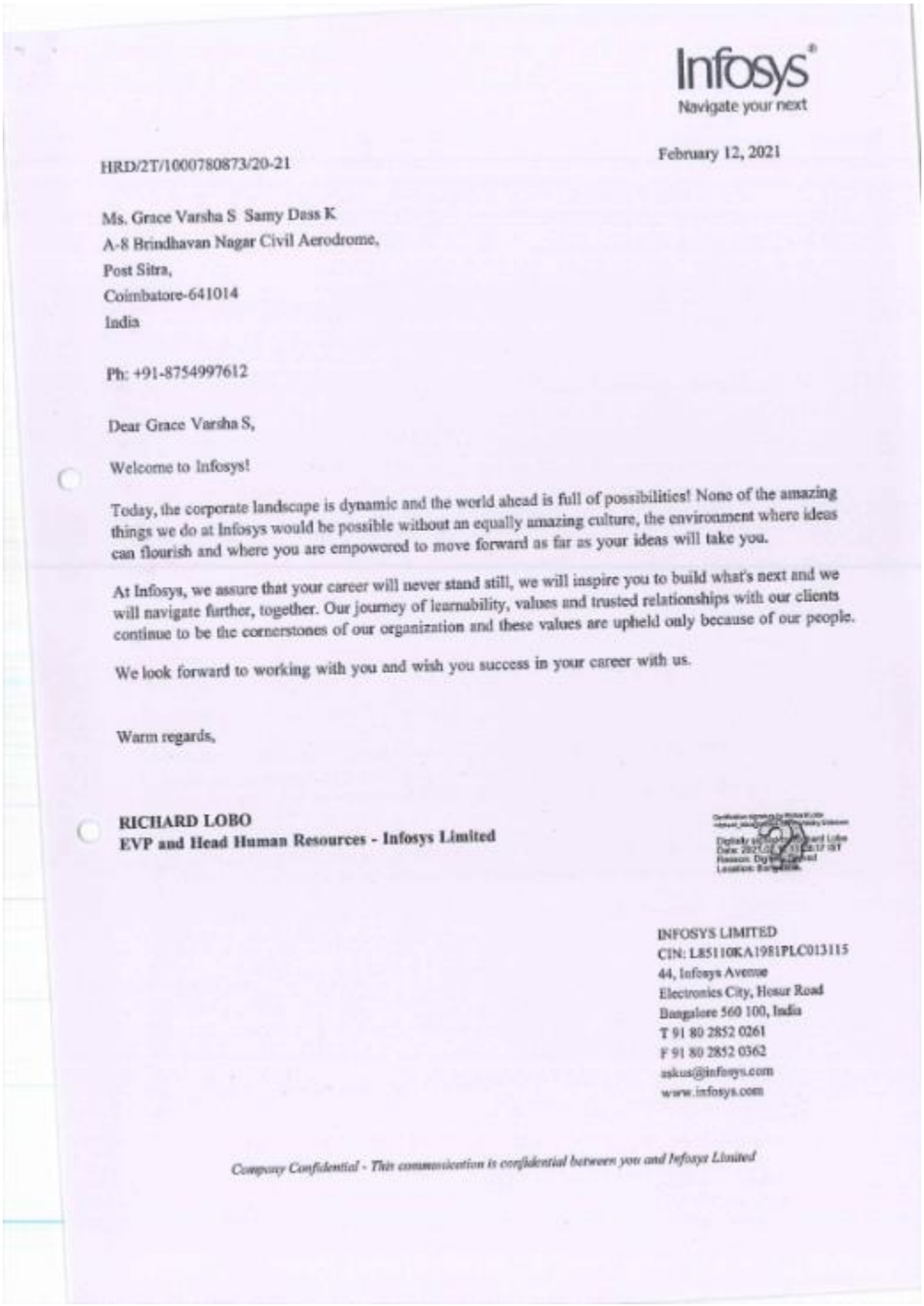

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HRD/2T/1000780873/20-21

February 12, 2021

Ms. Grace Varsha S Samy Dass K
A-8 Brindhavan Nagar Civil Aerodrome,
Post Sitra,
Coimbatore-641014
India

Ph: +91-8754997612

Dear Grace Varsha S,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Grace Varsha S Samy Dass K
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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THANGARAJ SUBRAMANIAM-INFOSYS

INFO-10

Infosys
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HRD/2T/1000782681/20-21

January 28, 2021

Mr. Thangaraj Subramanian
1/40 Samigoundampalayam Kupusamy Naidupuram
Palladam,
Tiruppur-641662
India

Ph: +91-9942687047

Dear Thangaraj,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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Electronics City, Hosur Road
Bangalore 560 100, India
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askus@infosys.com
www.infosys.com

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HRD/1000782681/20-21 January 28, 2021

Mr. Thangaraj Subramanian
1/40 Samigoundampalayam Kupusamy Naidupuram
Palladam,
Tiruppur-641662
India

Ph: +91-9942687047

Dear Thangaraj,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **08-Mar-2021.**

Location

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

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

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

Training

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Thangaraj Subramanian
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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ASWINI NARAYANAN-INFOSYS

INFO - 11

Infosys
Navigate your next

HRD/2T/1000782685/20-21

December 10, 2020

Ms. Aswini Narayanan
37,
Orange Groves Compound,
The nilgiris-643101
India

Ph: +91-8524882392

Dear Aswini,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Electronics City, Hosur Road
Bangalore 560 100, India
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askus@infosys.com
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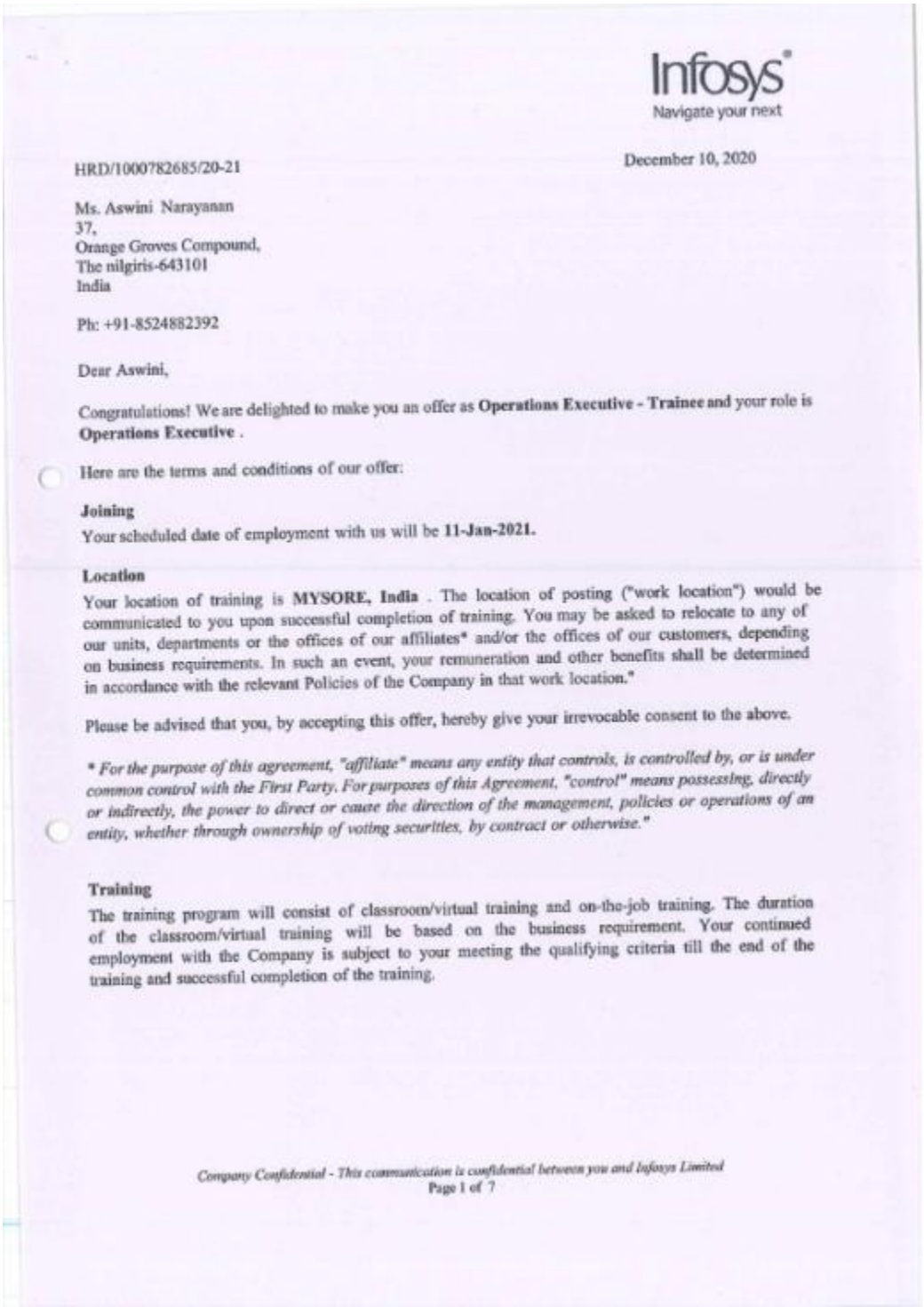

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HRD/1000782685/20-21

December 10, 2020

Ms. Aswini Narayanan
37,
Orange Groves Compound,
The nilgiris-643101
India

Ph: +91-8524882392

Dear Aswini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining
Your scheduled date of employment with us will be **11-Jan-2021.**

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

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

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

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

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Infosys
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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Aswini Narayanan
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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DHANYA GANESHAN-INFOSYS

IN-10 - 12.

Infosys
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HRD/2T/1000781794/20-21

December 10, 2020

Ms. Dhanya Ganeshan
1A Karunya Layout,
P.N Palayam,
Tiruppur-641607
India

Ph: +91-9585455888

Dear Dhanya,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

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Infosys
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HRD/1000781794/20-21

December 10, 2020

Ms. Dhanya Guneshan
1A Karunya Layout,
P.N Palayam,
Tiruppur-641607
India

Ph: +91-9585455888

Dear Dhanya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining
Your scheduled date of employment with us will be **11-Jan-2021.**

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

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

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

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Dhanya Ganeshan
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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RANJITHA M-INFOSYS

INFO-18.

Infosys
Navigate your next

HRD/2T/1000780773/20-21 December 18, 2020

Ms. Ranjitha M
3/136 South Street,
Appanaickenpatti Sulur,
Coimbatore-641402
India

Ph: +91-7010805537

Dear Ranjitha,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

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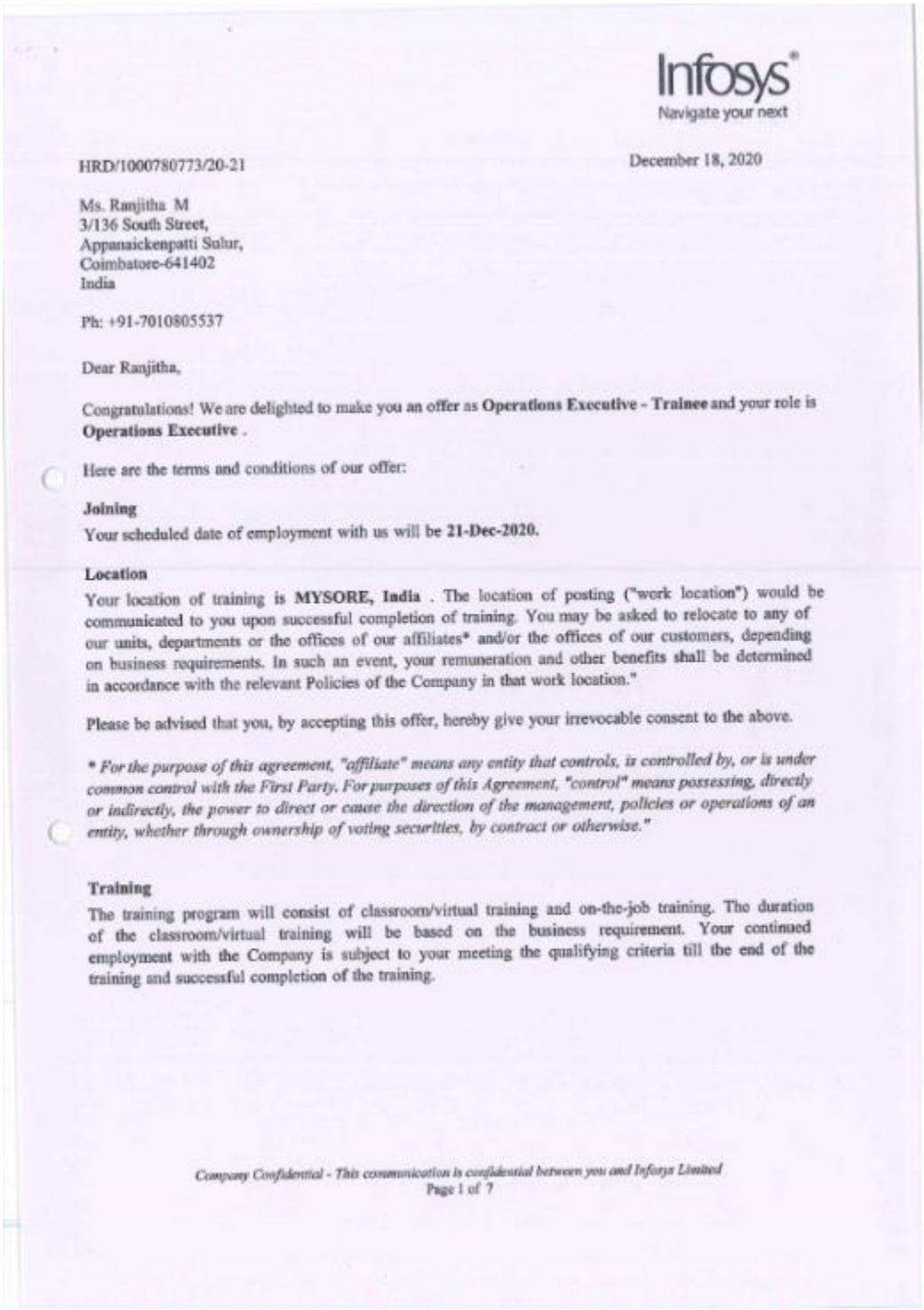

Infosys
Navigate your next

HRD/1000780773/20-21

December 18, 2020

Ms. Ranjitha M
3/136 South Street,
Appanaickenpatti Sulur,
Coimbatore-641402
India

Ph: +91-7010805537

Dear Ranjitha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **21-Dec-2020.**

Location

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

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

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

Training

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Ranjitha M
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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ABINAYA CHANDERASEKARAN-INFOSYS

IND-14

Infosys
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HRD/2T/1000780821/20-21 November 24, 2020

Ms. Abinaya Chanderasekaran
20/21 Thiruvalluvar Nagar Muthusamy 2Nd Street,Knp Puram Odakkadu,

Tiruppur-641602
India

Ph: 7373488070

Dear Abinaya,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2020.11.24 15:51:04 IST
Reason: Digitally Signed
Location: Bangalore

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

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AJITHA SHALINI R-INFOSYS

IN-50-15

Infosys
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HRD/ZT/1000780848/20-21

November 24, 2020

Ms. Ajitha Shalini Ravikumar
3/52 Nariyampalli Mettupallayam,
Ramanathapuram(Po) Karuvalur,
Coimbatore-641670
India

Ph: +91-9384952869

Dear Ajitha Shalini,

Welcome to Infosys!

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

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ailcus@infosys.com
www.infosys.com

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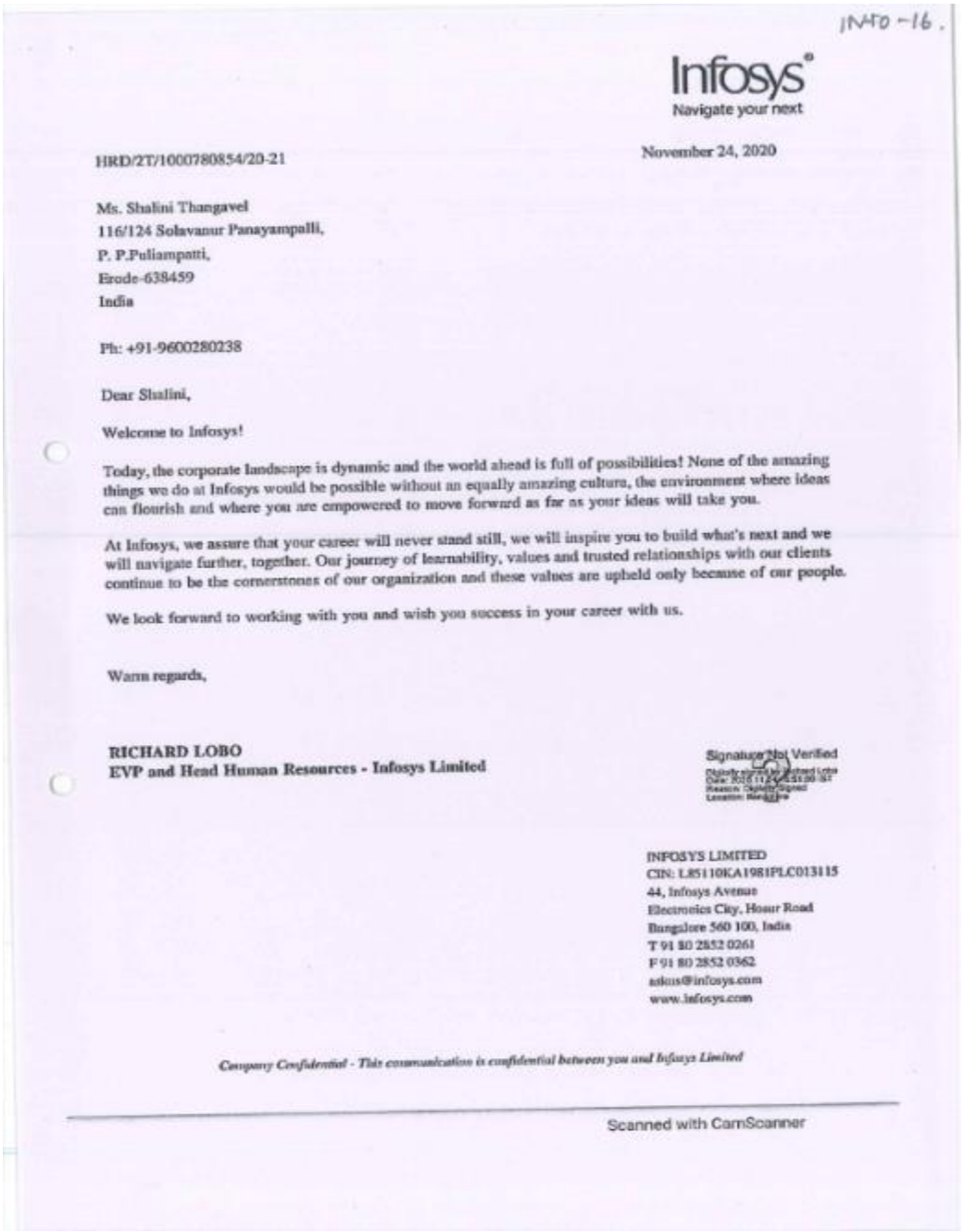
SHALINI THANGAVEL-INFOSYS



IND-16.

Infosys
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HRD/2T/1000780854/20-21

November 24, 2020

Ms. Shalini Thangavel
116/124 Solavanur Panayampalli,
P. P.Puliampatti,
Erode-638459
India

Ph: +91-9600280238

Dear Shalini,

Welcome to Infosys!

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

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44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
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askus@infosys.com
www.infosys.com

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ARUN PRASANTH MURUGESAN-INFOSYS

INFO - 17

Infosys
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HRD/2T/1000782648/20-21

December 10, 2020

Mr. Arun Prasanth Murugesan
3/248 I Allikaram Palayam Vinayagar Nagar
Annur,
Coimbatore-641653
India

Ph: +91-9629006780

Dear Arun Prasanth,

Welcome to Infosys!

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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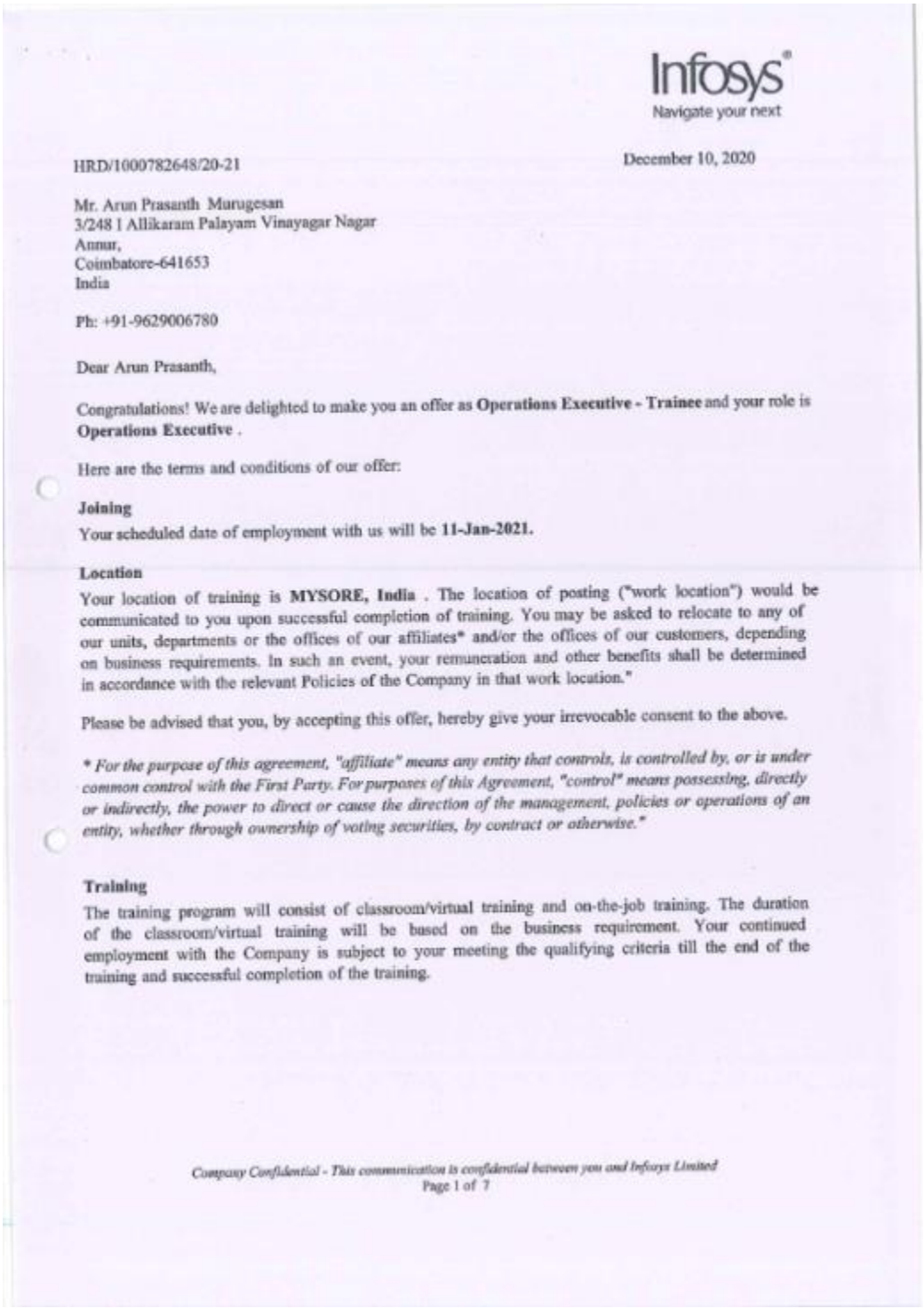

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HRD/1000782648/20-21

December 10, 2020

Mr. Arun Prasanth Murugesan
3/248 I Allikaram Palayam Vinayagar Nagar
Annur,
Coimbatore-641653
India

Ph: +91-9629006780

Dear Arun Prasanth,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Jan-2021.**

Location

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

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

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

Training

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

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Page 1 of 7

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Arun Prasanth Murugesan
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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MANOJ KUMAR RAJAMANI-INFOSYS

INFO-18'

Infosys
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HRD/2T/1000782667/20-21

December 10, 2020

Mr. Manojkumar Rajamani
15/34 Thottasalai Street M.Pappampatti
Vagarayampalayam(Po),
Coimbatore-641402
India

Ph: +91-9994330190

Dear Manojkumar,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature invalid

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Electronics City, Hosur Road
Bangalore 560 100, India
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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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HRD/1000782667/20-21

December 10, 2020

Mr. Manojkumar Rajamani
15/34 Thottasalai Street M.Pappampatti
Vagarayampalayam(Po),
Coimbatore-641402
India

Ph: +91-9994330190

Dear Manojkumar,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Jan-2021.**

Location

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

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

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Training

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Manojkumar Rajamani
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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NITHYA SRI GANAPATHY R-INFOSYS

INFO-19

Infosys
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HRD/2T/1000780700/20-21

November 24, 2020

Ms. Nithya Sri Ganapathy R
23/1 Pethampalayam Road Panapalayam,Palladam,
.
Tiruppur-641664
India

Ph: 7540015856

Dear Nithya Sri,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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Bangalore 560 100, India
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www.infosys.com

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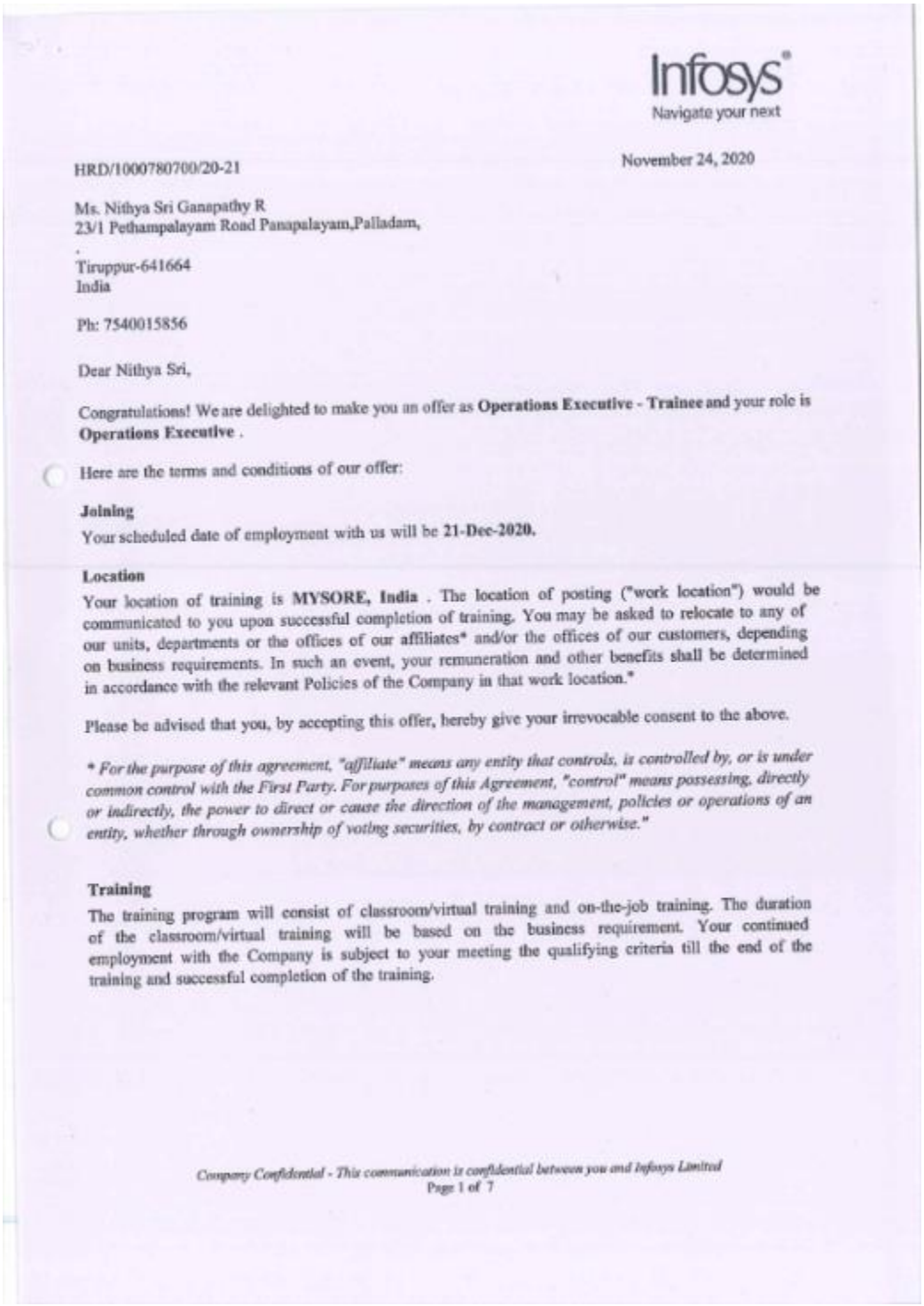

Infosys
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HRD/1000780700/20-21

November 24, 2020

Ms. Nithya Sri Ganapathy R
23/1 Pethampalayam Road Panapalayam,Palladam,
.
Tiruppur-641664
India

Ph: 7540015856

Dear Nithya Sri,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining
Your scheduled date of employment with us will be **21-Dec-2020.**

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

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

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

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

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Page 1 of 7

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Nithya Sri Ganapathy R
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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MOHAMED NOUFAL IMDATHUL BASHEER-INFOSYS

INFO-20

Infosys
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HRD/2T/1000783769/20-21 December 10, 2020

Mr. Mohamed Noufal Imdathul Basheer
87/4,Hajiyar Line,Thippu Nagar
Karumbukkadai,
Coimbatore-641001
India

Ph: +91-9751094472

Dear Mohamed,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

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HRD/1000783769/20-21

December 10, 2020

Mr. Mohamed Noufal Imdathul Basheer
87/4,Hajiyar Line,Thippu Nagar
Karumbukkadai,
Coimbatore-641001
India

Ph: +91-9751094472

Dear Mohamed,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Jan-2021.**

Location

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

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

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

Training

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

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Page 1 of 7

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ANNEXURE - 1
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Mohamed Noufal Inadathul Basheer
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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PRIYADHARSHINI ANANDHAN-INFOSYS

IN-TD -21

Infosys
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HRD/2T/1000780870/20-21

February 19, 2021

Ms. Priyadharshini Anandhan
17/1D,South Street,Ayakudi(Po)
Palani,
Dindigul-624613
India

Ph: +91-9994795361

Dear Priyadharshini,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Company Confidential - This communication is confidential between you and Infosys Limited

Infosys
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HRD/1000780870/20-21

February 19, 2021

Ms. Priyadharshini Anandhan
17/1D,South Street,Ayakudi(Po)
Palani,
Dindigul-624613
India

Ph: +91-9994795361

Dear Priyadharshini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **12-Apr-2021.**

Location

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

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

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Training

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Priyadharshini Anandhan
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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POOVARASAN KESAVAN-INFOSYS

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HRD/2T/1000782613/20-21

December 10, 2020

Mr. Poovarasan Kesavan
2/30 A Muthugoundan Pudur,
Kaduvettipalayam(PO),
Coimbatore-641659
India

Ph: +91-9003811745

Dear Poovarasan,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2020.12.10 20:46:45 IST
Reason: Digitally Signed
Location: Bangalore

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

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HRD/1000782613/20-21

December 10, 2020

Mr. Poovarasan Kesavan
2/30 A Muthugoundan Pudur,
Kaduvettipalayam(PO),
Coimbatore-641659
India

Ph: +91-9003811745

Dear Poovarasan,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Jan-2021.**

Location

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

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

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

Training

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

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Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200** . The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

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Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.12.10 12:20:46 IST
Reason: Digitally Signed
Location: Bangalore

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

Company Confidential - This communication is confidential between you and Infosys Limited

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Poovarasan Kesavan
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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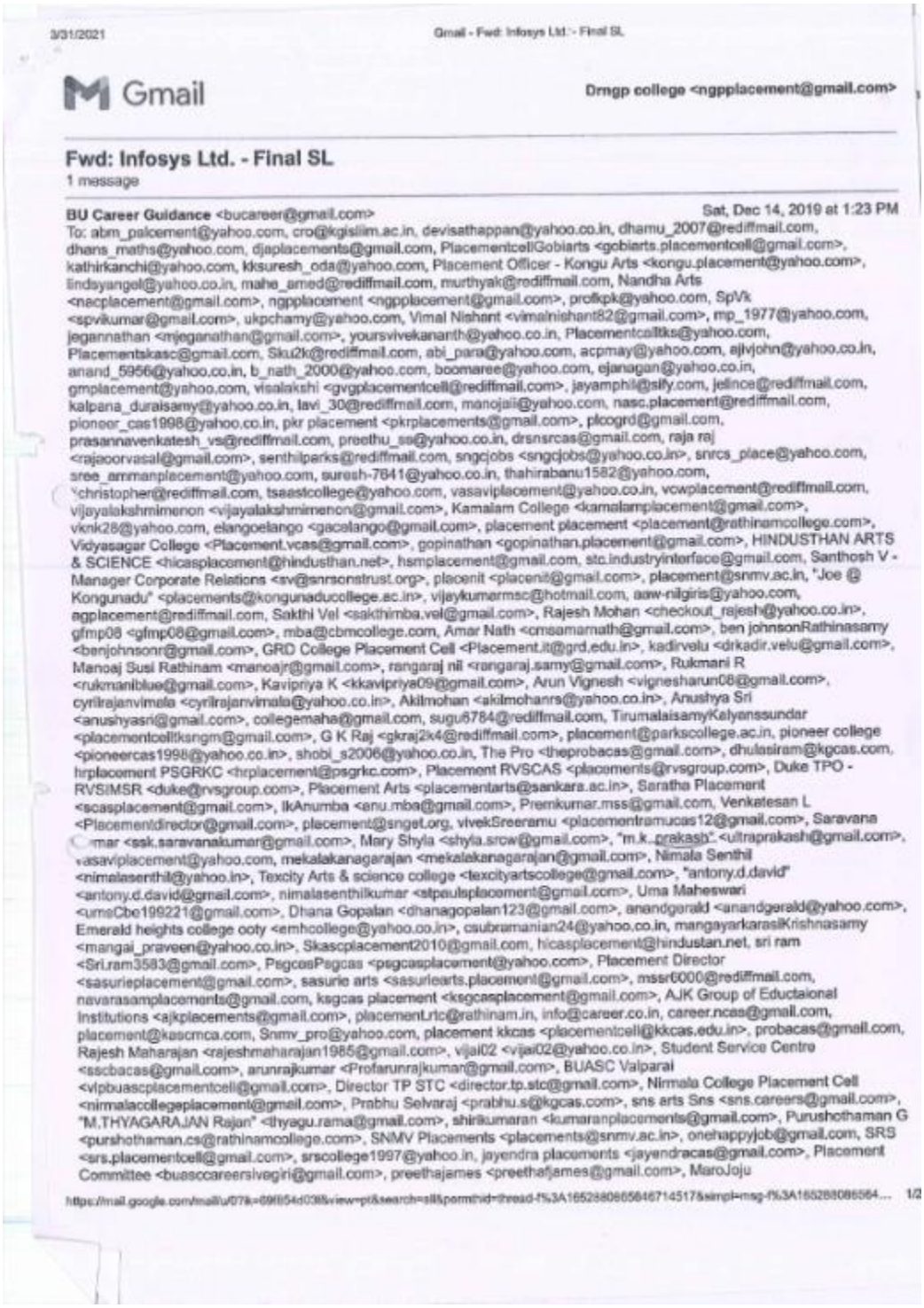

3/31/2021 Gmail - Fwd: Infosys Ltd. - Final SL

Gmail Drngp college <ngpplacement@gmail.com>

Fwd: Infosys Ltd. - Final SL
1 message

BU Career Guidance <bucareer@gmail.com> Sat, Dec 14, 2019 at 1:23 PM
To: abm_palcement@yahoo.com, cro@kgislim.ac.in, devisathappan@yahoo.co.in, dhamu_2007@rediffmail.com, dhans_maths@yahoo.com, djaplacements@gmail.com, PlacementcellGobiarts <gobiarts.placementcell@gmail.com>, kathirkanchi@yahoo.com, kksuresh_oda@yahoo.com, Placement Officer - Kongu Arts <kongu.placement@yahoo.com>, lindsyangel@yahoo.co.in, mahe_amed@rediffmail.com, murthyak@rediffmail.com, Nandha Arts <nacplacement@gmail.com>, ngpplacement <ngpplacement@gmail.com>, profkpk@yahoo.com, SpVk <spvikumar@gmail.com>, ukpchamy@yahoo.com, Vimal Nishant <vimalnishant82@gmail.com>, mp_1977@yahoo.com, jegannathan <mjeganathan@gmail.com>, yoursvivekananth@yahoo.co.in, Placementcelltks@yahoo.com, Placementskasc@gmail.com, Sku2k@rediffmail.com, abi_para@yahoo.com, acpmay@yahoo.com, ajlvjohn@yahoo.co.in, anand_5956@yahoo.co.in, b_nath_2000@yahoo.com, boomaree@yahoo.com, ejanagan@yahoo.co.in, gmplacement@yahoo.com, visalakshi <gvgplacementcell@rediffmail.com>, jayamphil@sify.com, jelince@rediffmail.com, kalpana_duraisamy@yahoo.co.in, lavi_30@rediffmail.com, manojaii@yahoo.com, nasc.placement@rediffmail.com, pioneer_cas1998@yahoo.co.in, pkr placement <pkrplacements@gmail.com>, plcogrd@gmail.com, prasannavenkatesh_vs@rediffmail.com, preethu_ss@yahoo.co.in, drsnsrcas@gmail.com, raja raj <rajaoorvasal@gmail.com>, senthilparks@rediffmail.com, sngcjobs <sngcjobs@yahoo.co.in>, snrcs_place@yahoo.com, sree_ammanplacement@yahoo.com, suresh-7841@yahoo.co.in, thahirabanu1582@yahoo.com, "christopher@rediffmail.com, tsaastcollege@yahoo.com, vasaviplacement@yahoo.co.in, vcwplacement@rediffmail.com, vijayalakshmimenon <vijayalakshmimenon@gmail.com>, Kamalam College <kamalamplacement@gmail.com>, vknk28@yahoo.com, elangoelango <gacelango@gmail.com>, placement placement <placement@rathinamcollege.com>, Vidyasagar College <Placement.vcas@gmail.com>, gopinathan <gopinathan.placement@gmail.com>, HINDUSTHAN ARTS & SCIENCE <hicasplacement@hindusthan.net>, hsmplacement@gmail.com, stc.industryinterface@gmail.com, Santhosh V - Manager Corporate Relations <sv@snrsonstrust.org>, placenit <placenit@gmail.com>, placement@snmv.ac.in, "Joe @ Kongunadu" <placements@kongunaducollege.ac.in>, vijaykumarmsc@hotmail.com, aaw-nilgiris@yahoo.com, agplacement@rediffmail.com, Sakthi Vel <sakthimba.vel@gmail.com>, Rajesh Mohan <checkout_rajesh@yahoo.co.in>, gfmp08 <gfmp08@gmail.com>, mba@cbmcollege.com, Amar Nath <cmsamarnath@gmail.com>, ben johnsonRathinasamy <benjohnsonr@gmail.com>, GRD College Placement Cell <Placement.it@grd.edu.in>, kadirvelu <drkadir.velu@gmail.com>, Manoaj Susi Rathinam <manoajr@gmail.com>, rangaraj nil <rangaraj.samy@gmail.com>, Rukmani R <rukmaniblue@gmail.com>, Kavipriya K <kkavipriya09@gmail.com>, Arun Vignesh <vignesharun08@gmail.com>, cyrilrajanvimala <cyrilrajanvimala@yahoo.co.in>, Akilmohan <akilmohanrs@yahoo.co.in>, Anushya Sri <anushyasri@gmail.com>, collegemaha@gmail.com, sugu6784@rediffmail.com, TirumalaisamyKalyanssundar <placementcellTksngm@gmail.com>, G K Raj <gkraj2k4@rediffmail.com>, placement@parkscollege.ac.in, pioneer college <pioneercas1998@yahoo.co.in>, shobi_s2006@yahoo.co.in, The Pro <theprobacas@gmail.com>, dhulasiram@kgcas.com, hrplacement PSGRKC <hrplacement@psgrkc.com>, Placement RVSCAS <placements@rvsgroup.com>, Duke TPO - RVSIMSR <duke@rvsgroup.com>, Placement Arts <placementarts@sankara.ac.in>, Saratha Placement <scasplacement@gmail.com>, IkAnumba <anu.mba@gmail.com>, Premkumar.mss@gmail.com, Venkatesan L <Placementdirector@gmail.com>, placement@snget.org, vivekSreeramu <placementramucas12@gmail.com>, Saravana Kumar <ssk.saravanakumar@gmail.com>, Mary Shyla <shyla.srow@gmail.com>, "m.k. prakash" <ultraprakash@gmail.com>, vasaviplacement@yahoo.com, mekalakanagarajan <mekalakanagarajan@gmail.com>, Nimala Senthil <nimalasenthil@yahoo.in>, Texcity Arts & science college <texcityartscollege@gmail.com>, "antony.d.david" <antony.d.david@gmail.com>, nimalasenthilkumar <stpaulsplacement@gmail.com>, Uma Maheswari <umeCbe199221@gmail.com>, Dhana Gopalan <dhanagopalan123@gmail.com>, anandgerald <anandgerald@yahoo.com>, Emerald heights college ooty <emhcollege@yahoo.co.in>, csubramanian24@yahoo.co.in, mangayarkarasiKrishnasamy <mangai_praveen@yahoo.co.in>, Skascplacement2010@gmail.com, hicasplacement@hindustan.net, sri ram <SriRam3583@gmail.com>, PsgcasPsgcas <psgcasplacement@yahoo.com>, Placement Director <sasurieplacement@gmail.com>, sasurie arts <sasuriearts.placement@gmail.com>, mssr6000@rediffmail.com, navarasamplacements@gmail.com, ksgcas placement <ksgcasplacement@gmail.com>, AJK Group of Eductaional Institutions <ajkplacements@gmail.com>, placement.rtc@rathinam.in, info@career.co.in, career.ncas@gmail.com, placement@kascmca.com, Snmv_pro@yahoo.com, placement kkcas <placementcell@kkcas.edu.in>, probacas@gmail.com, Rajesh Maharajan <rajeshmaharajan1985@gmail.com>, vijai02 <vijai02@yahoo.co.in>, Student Service Centre <sscbacas@gmail.com>, arunrajkumar <Profarunrajkumar@gmail.com>, BUASC Valparai <vlpbuasplacementcell@gmail.com>, Director TP STC <director.tp.stc@gmail.com>, Nirmala College Placement Cell <nirmalacollegeplacement@gmail.com>, Prabhu Selvaraj <prabhu.s@kgcas.com>, sns arts Sns <sns.careers@gmail.com>, "M.THYAGARAJAN Rajan" <thyagu.rama@gmail.com>, shirikumaran <kumaranplacements@gmail.com>, Purushothaman G <purshothaman.cs@rathinamcollege.com>, SNMV Placements <placements@snmv.ac.in>, onehappyjob@gmail.com, SRS <srs.placementcell@gmail.com>, srscollege1997@yahoo.in, jayendra placements <jayendracas@gmail.com>, Placement Committee <buasccareerslvegiri@gmail.com>, preethajames <preethajames@gmail.com>, MaroJoju

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S.no	Title	First Name	Middle Name	Last Name	Email ID	Date of Birth	College Details	
							College Name	Specilisation / Branch
1	Ms.	Mounica	N/A	Nandha	mounica9	28-Dec-99	Dr.N.G.P. Arts & Science College	Computer Applications
2	Ms.	Preethika	N/A	Palaniswa	preeethi7	19-Sep-99	Dr.N.G.P. Arts & Science College	Computer Applications
3	Ms.	Sangavi	N/A	Shanker	sangavika	4-Dec-99	Dr.N.G.P. Arts & Science College	Computer Applications
4	Ms.	Thaarani	N/A	Balarudhra	thaaranib	25-Sep-99	Dr.N.G.P. Arts & Science College	Computer Applications
5	Ms.	Archana	N/A	Venkatach	archanave	9-Sep-99	Dr.N.G.P. Arts & Science College	Computer Applications
6	Ms.	Karthika	N/A	Duraiswa	karthika.s	9-Aug-99	Dr.N.G.P. Arts & Science College	Computer Applications
7	Mr.	Praveen	N/A	Vijayakum	praveenvi	12-Feb-99	Dr.N.G.P. Arts & Science College	Computer Applications
8	Ms.	Sakthishre	N/A	Rajagopal	sakthishre	14-Dec-99	Dr.N.G.P. Arts & Science College	Computer Applications
9	Ms.	Suruthika	N/A	Thangarai	171cs155	23-Sep-99	Dr.N.G.P. Arts & Science College	Computer Applications
10	Mr.	Nilitha	N/A	Rangaraj	nilitharan	13-Jul-00	Dr.N.G.P. Arts & Science College	Computer Applications
11	Ms.	Manjupriy	N/A	Palaniasm	manjupriy	27-Dec-99	Dr.N.G.P. Arts & Science College	Computer Science
12	Ms.	Nithya Sri	N/A	Ganapath	nithyagan	16-Sep-99	Dr.N.G.P. Arts & Science College	Computer Science
13	Ms.	Sangeetha	N/A	C	sangeetha	10-Sep-99	Dr.N.G.P. Arts & Science College	Computer Science
14	Ms.	Dharani R	N/A	Raghupat	dharujulu	30-Apr-00	Dr.N.G.P. Arts & Science College	Computer Science
15	Ms.	Gayathiri	Devi	Mohan	gayathirim	4-Jun-99	Dr.N.G.P. Arts & Science College	Computer Technology
16	Mr.	Kaarthick	Sundar	Sundares	kaarthickv	26-Aug-99	Dr.N.G.P. Arts & Science College	Computer Technology
17	Ms.	Ramyaa	N/A	Shanmuga	ramyaa09	15-May-00	Dr.N.G.P. Arts & Science College	Computer Technology
18	Ms.	Dhatshaya	N/A	Anandhraj	swathiana	8-Feb-99	Dr.N.G.P. Arts & Science College	Computer Technology
19	Ms.	Divya	N/A	Ramyasam	divyabhar	29-Jan-00	Dr.N.G.P. Arts & Science College	Computer Technology
20	Mr.	Pranesh	N/A	Unnikrish	praneshkri	24-Aug-99	Dr.N.G.P. Arts & Science College	Computer Technology
21	Ms.	Sushmitha	N/A	Chandran	sushmitha	6-Mar-99	Dr.N.G.P. Arts & Science College	Computer Technology
22	Ms.	Ghanishka	N/A	Easwaran	ghanis199	25-Aug-99	Dr.N.G.P. Arts & Science College	Computer Technology
23	Ms.	Pavithra	N/A	Senniappa	pavlammu	2-Feb-00	Dr.N.G.P. Arts & Science College	Information Technology
24	Ms.	Swetha	N/A	Janardhan	swethari2	11-Feb-00	Dr.N.G.P. Arts & Science College	Information Technology
25	Ms.	Akalvizhl	N/A	Anbarasan	akalkavi@	23-Jul-00	Dr.N.G.P. Arts & Science College	Information Technology
26	Ms.	Ranjitha	M	Mahalinga	ranjitham	12-Apr-99	Dr.N.G.P. Arts & Science College	Mathematics
27	Ms.	Shakthi	N/A	Chandran	shakthisha	18-Nov-99	Dr.N.G.P. Arts & Science College	Mathematics
28	Mr.	Soniya	N/A	Saminatha	soniyamali	29-Nov-99	Dr.N.G.P. Arts & Science College	Mathematics
29	Ms.	Suji	N/A	Giri	sujisangav	26-Nov-99	Dr.N.G.P. Arts & Science College	Mathematics
30	Ms.	Varshini	N/A	Raaja	rvarshini	12-Mar-00	Dr.N.G.P. Arts & Science College	Mathematics
31	Ms.	Vishnu	N/A	Rajasekar	rvishnupri	21-Dec-99	Dr.N.G.P. Arts & Science College	Mathematics
32	Ms.	Kavipriya	N/A	Jagadees	kavikavi1	13-Dec-99	Dr.N.G.P. Arts & Science College	Mathematics
33	Ms.	Mohana	N/A	T	mohana19	19-Mar-00	Dr.N.G.P. Arts & Science College	Mathematics and Computing
34	Ms.	Swetha	N/A	Ravindra	swetharav	25-Jul-00	Dr.N.G.P. Arts & Science College	Computer Applications
35	Ms.	Abinaya	N/A	Chanderas	abinayach	7-Apr-00	Dr.N.G.P. Arts & Science College	Computer Applications
36	Ms.	Monika	N/A	Kalimuthu	monikakal	13-Aug-99	Dr.N.G.P. Arts & Science College	Physics
37	Ms.	Sandhiya	I	Joespharo	sandhiyale	24-Sep-99	Dr.NGP Arts and science	Physics
38	Ms.	Sandra	N/A	Rajeev	sandrarajv	4-Nov-99	Dr.N.G.P. Arts & Science College	Physics
39	Mr.	Santhosh	N/A	Kumar	sk718147	19-Jul-00	Dr.N.G.P. Arts & Science College	Physics
40	Ms.	Sowmya	N/A	Anbalagan	sowmi3ph	30-Dec-99	Dr.N.G.P. Arts & Science College	Physics
41	Ms.	Dhivya	N/A	Gunasekar	dhivyache	7-Mar-99	Dr.N.G.P. Arts & Science College	Physics
42	Ms.	Ajitha	N/A	Ravikumar	ajeetujee	9-Oct-99	Dr.N.G.P. Arts & Science College	Computer Applications
43	Ms.	Shalini	N/A	Thangavel	shalinitha	16-Dec-99	Dr.N.G.P. Arts & Science College	Physics
44	Ms.	priyadharsi	N/A	Anandhan	priyaanan	8-Sep-99	Dr.N.G.P. Arts & Science College	Physics
45	Ms.	Grace	N/A	Samy Dass	gracevsm	28-Apr-00	Dr.N.G.P. Arts & Science College	Computer Applications
							Dr.N.G.P. Arts & Science College	Computer Technology

ABINAYA-INFOSYS

INFO BPM - 1

Infosys
Navigate your next

Letter of Interest

To ABINAYA

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name: HINANSHU
Issuer's Emp. No.: 90091214

Acknowledgement of receipt

Name: ABINAYA
Date: 16 DEC 2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/5
Hosur Road , Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4167 9999
F 91 80 2852 2411
www.infosysbpm.com

SASMETHA S-INFOSYS

INFO BPM-2

Infosys
Navigate your next

Letter of Interest

To SASMETHA.S

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

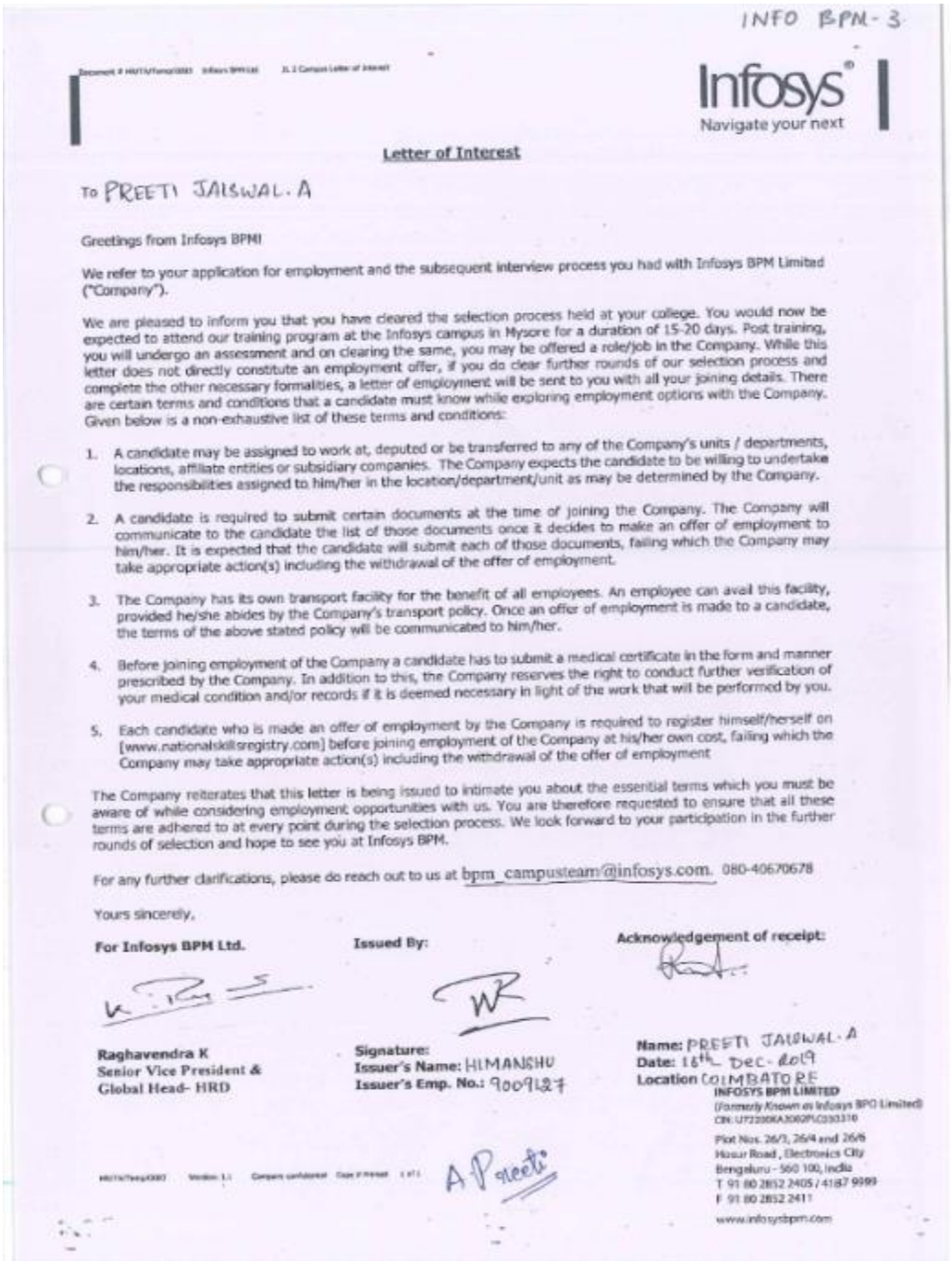
Signature:
Issuer's Name: HIMANSHU
Issuer's Emp. No.: 9009187

Acknowledgement of receipt:

Name: SASMETHA.S
Date: 16-DEC-2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/6
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

PREETI JAISWAL A-INFOSYS



INFO BPM-3

Infosys
Navigate your next

Letter of Interest

To PREETI JAISWAL.A

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name: HIMANSHU
Issuer's Emp. No.: 900912?

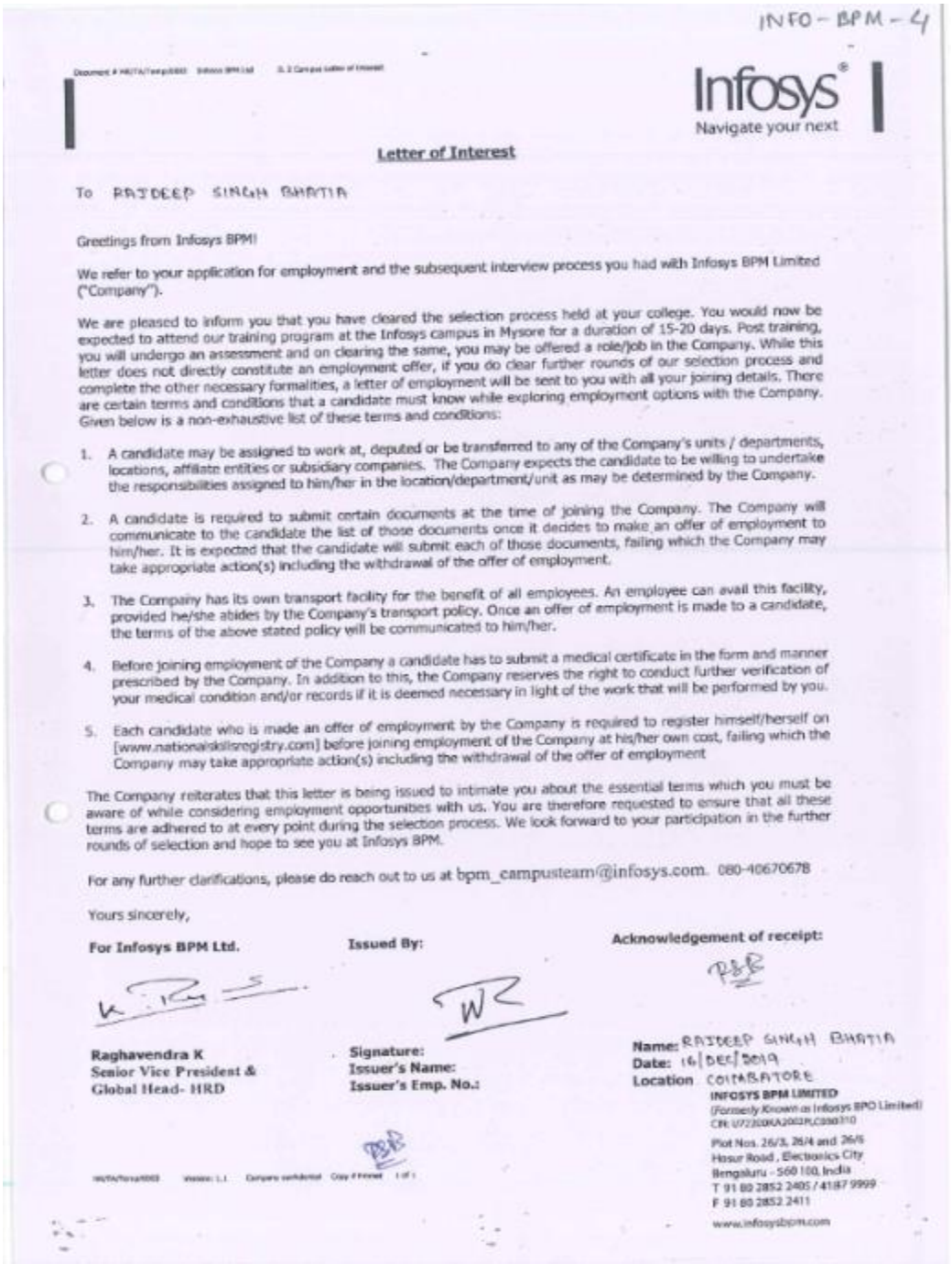
Acknowledgement of receipt:

Name: PREETI JAISWAL.A
Date: 18th Dec-2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/8
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

A Preeti

RAJDEEP SINGH BHARIA-INFOSYS



INFO – BPM – 4

Infosys®
Navigate your next

Letter of Interest

To RAJDEEP SINGH BHARIA

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name:
Issuer's Emp. No.:

Acknowledgement of receipt:

Name: RAJDEEP SINGH BHARIA
Date: 16/DEC/2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/5
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

SHANTHINI ELANGOVAN-INFOSYS

INFO BPM-5

Infosys
Navigate your next

Letter of Interest

To SHANTHINI. ELANGOVAN

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name: HIMANSHU
Issuer's Emp. No.: 9009124

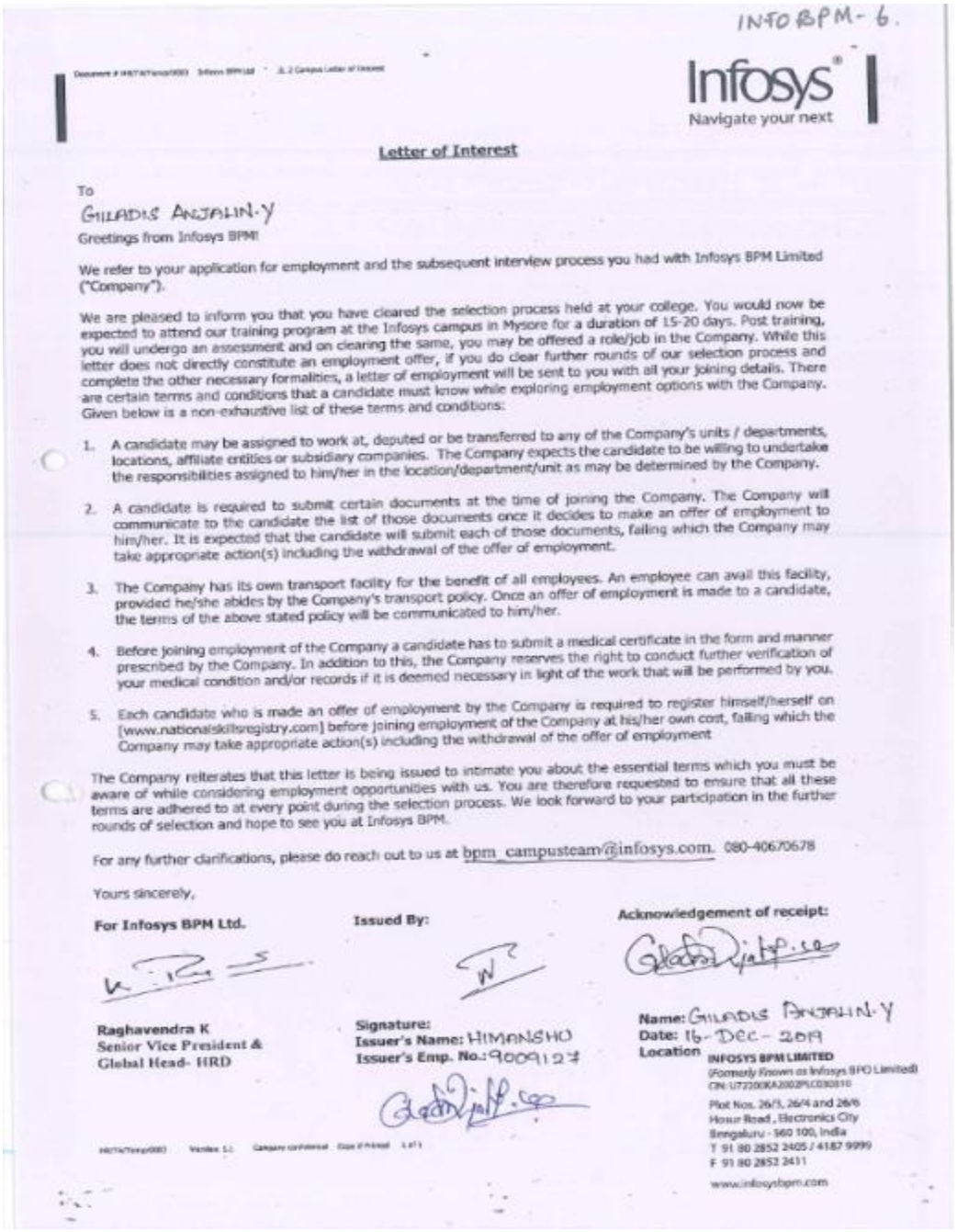
Acknowledgement of receipt:

Shanthini E

Name: SHANTHINI. ELANGOVAN
Date: 16-DEC-2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2003PLC030510
Plot Nos. 26/3, 26/4 and 26/6
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

GILADIS ANJALIN Y-INFOSYS



INFO BPM-6.

Infosys
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Letter of Interest

To
GILADIS ANJALIN.Y

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

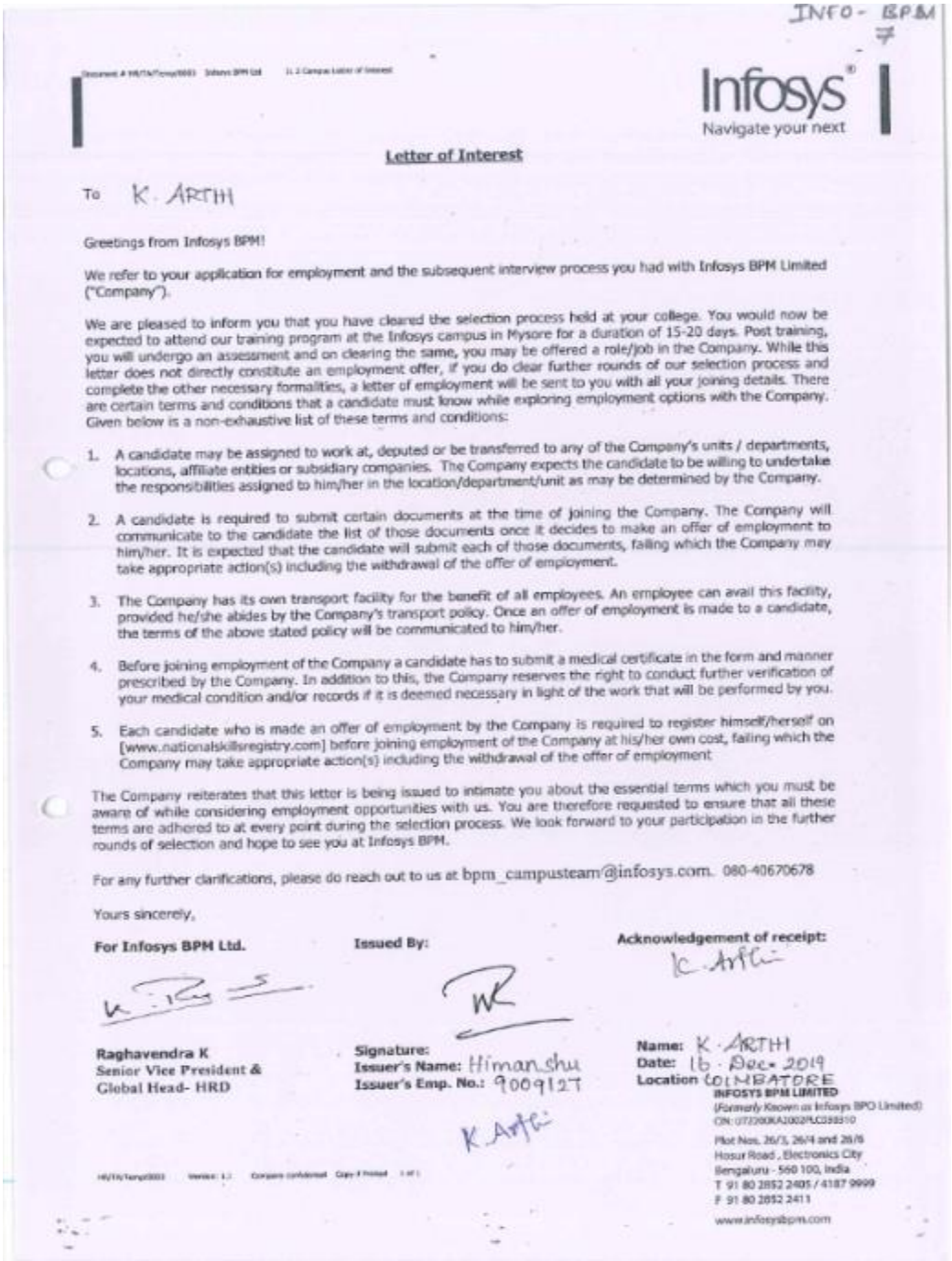
Signature:
Issuer's Name: HIMANSHO
Issuer's Emp. No.: 9009122

Acknowledgement of receipt:

Name: GILADIS ANJALIN.Y
Date: 16-DEC-2019
Location

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/6
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2431
www.infosysbpm.com

ARTHI K -INFOSYS



INFO - BPM

Infosys
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Letter of Interest

To K. ARTHI

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

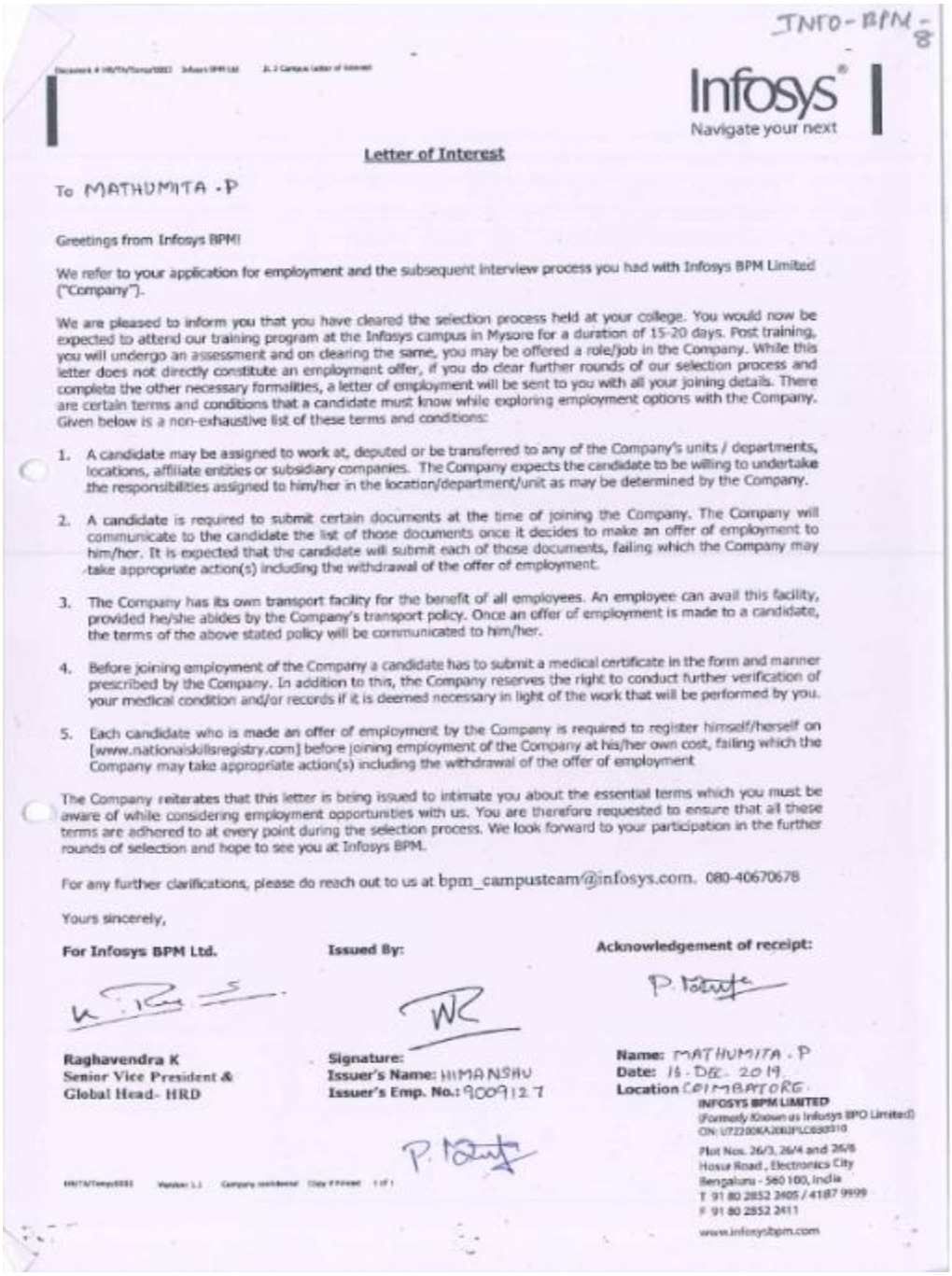
Signature:
Issuer's Name: Himanshu
Issuer's Emp. No.: 9009127

Acknowledgement of receipt:
K. Arthi

Name: K. ARTHI
Date: 16 Dec 2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/1, 26/4 and 26/5
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

MATHUMITA P-INFOSYS



INFO-BPM-8

Infosys
Navigate your next

Letter of Interest

To MATHUMITA .P

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

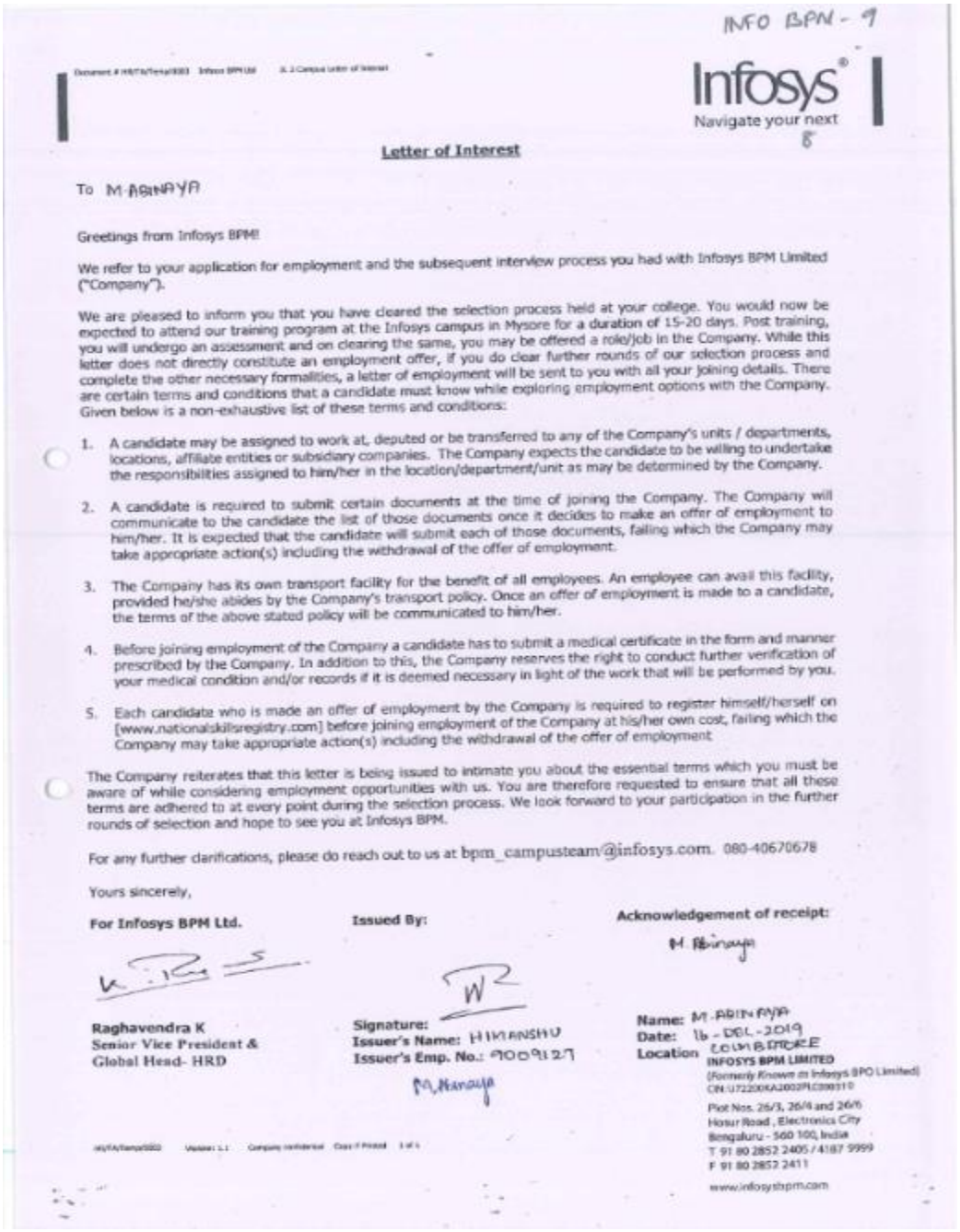
Signature:
Issuer's Name: HIMANSHU
Issuer's Emp. No.: 9009127

Acknowledgement of receipt:

Name: MATHUMITA .P
Date: 18-DEC-2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/5
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

ABINAYA M -INFOSYS



INFO BPM - 9

Infosys
Navigate your next

Letter of Interest

To M ABINAYA

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name: HIMANSHU
Issuer's Emp. No.: 90091127

Acknowledgement of receipt:

M Abinaya

Name: M.ABINAYA
Date: 16-DEC-2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN:U72200KA2002PLC030519
Plot Nos. 26/3, 26/4 and 26/5
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

MANGAYARKKARARI-INFOSYS

INFO BPM - 10

Infosys
Navigate your next

Letter of Interest

To
K. Mangayarkkarasi
Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name: Himanshu
Issuer's Emp. No.: 900927

Acknowledgement of receipt:

K. Mangayarkkarasi

Name: K. Mangayarkkarasi
Date: 16/Dec/2019
Location Coimbatore

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72300KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/5
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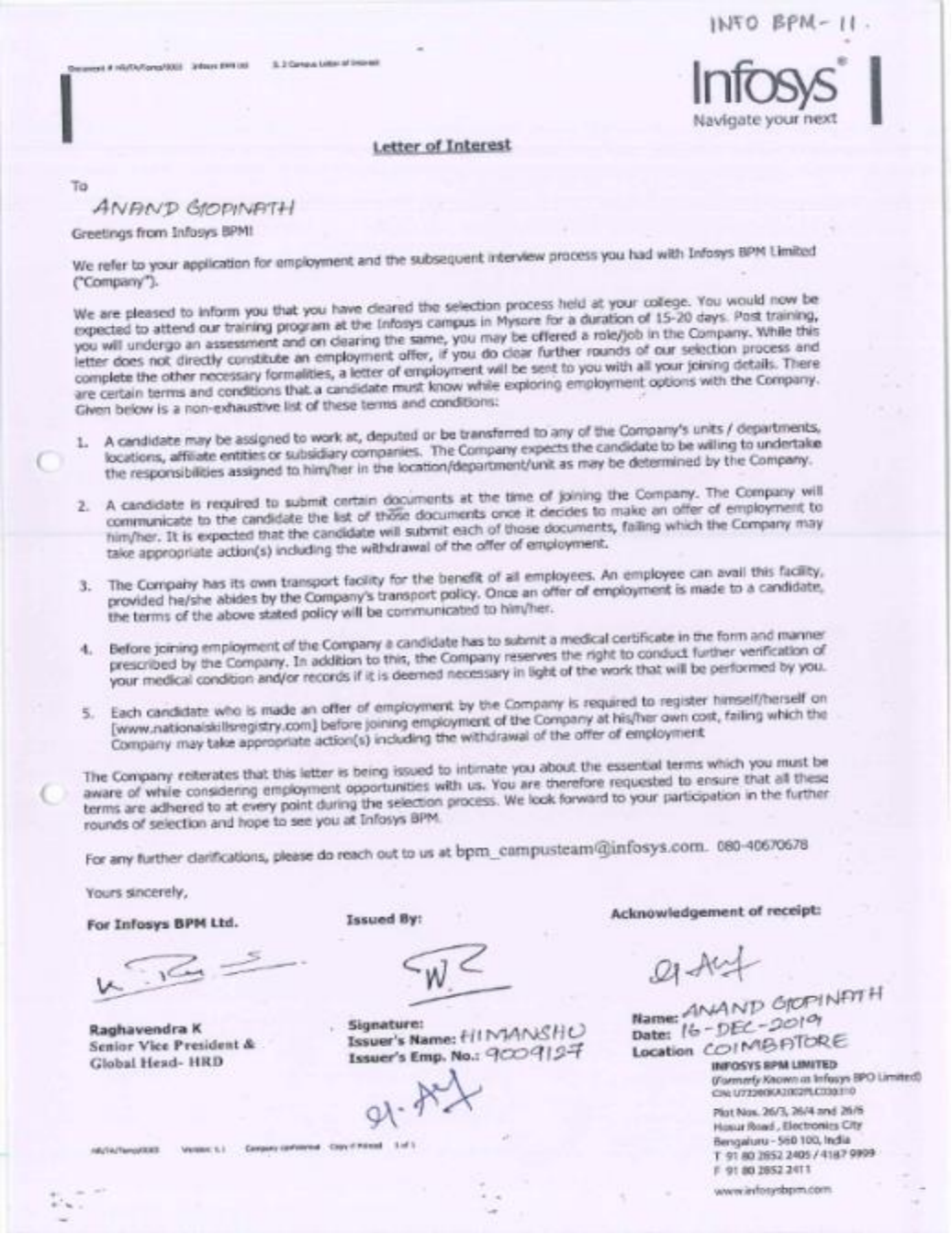
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

ANAND GOPINATH-INFOSYS



INFO BPM - 11

Infosys
Navigate your next

Letter of Interest

To
ANAND GOPINATH

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

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Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name: HIMANSHU
Issuer's Emp. No.: 9009127

Acknowledgement of receipt:

Name: ANAND GOPINATH
Date: 16-DEC-2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/5
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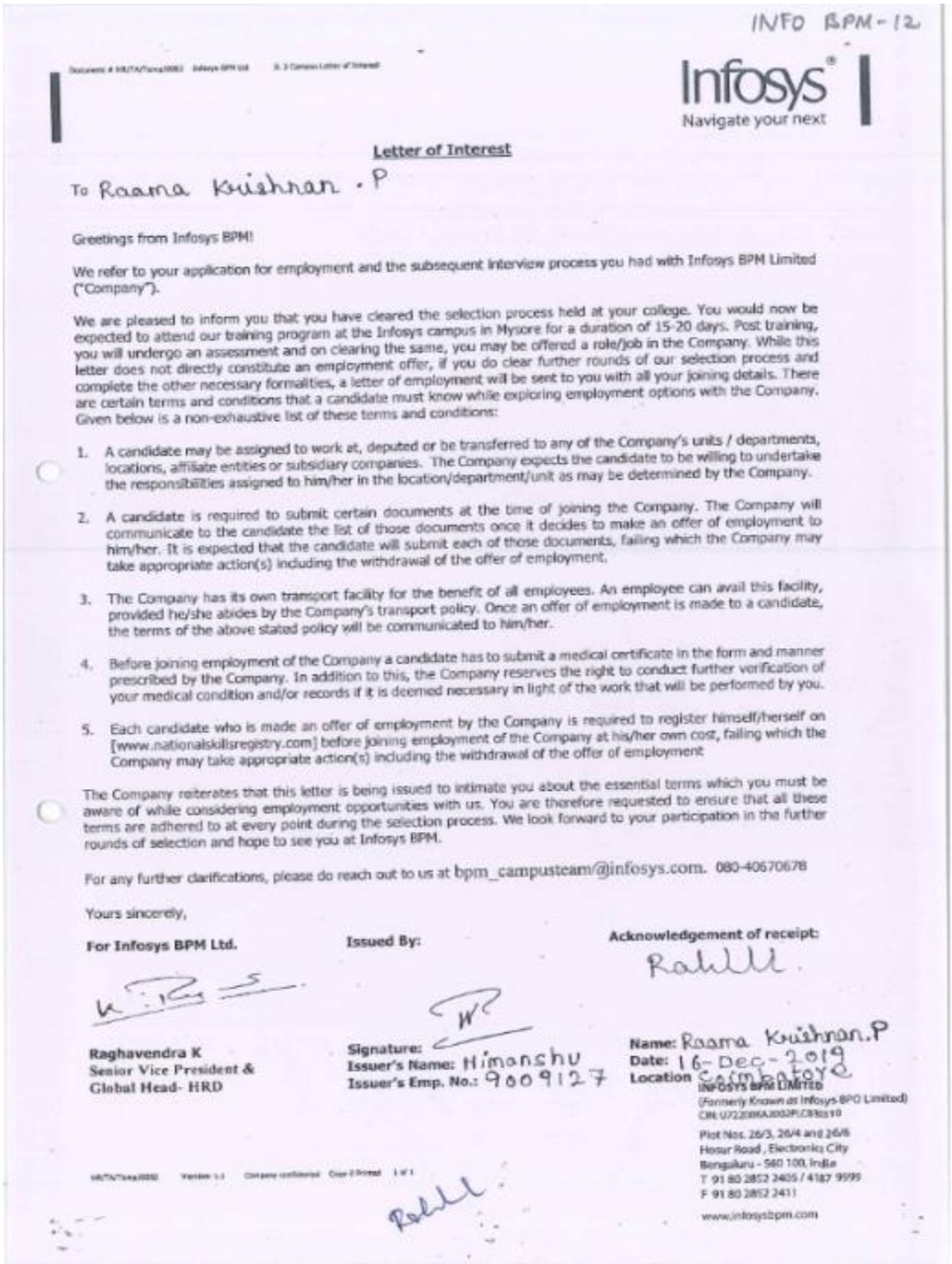
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4167 9999
F 91 80 2852 2411
www.infosysbpm.com

RAAMA KRISHNAN P -INFOSYS



INFO BPM-12

Infosys
Navigate your next

Letter of Interest

To Raama Krishnan . P

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

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Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

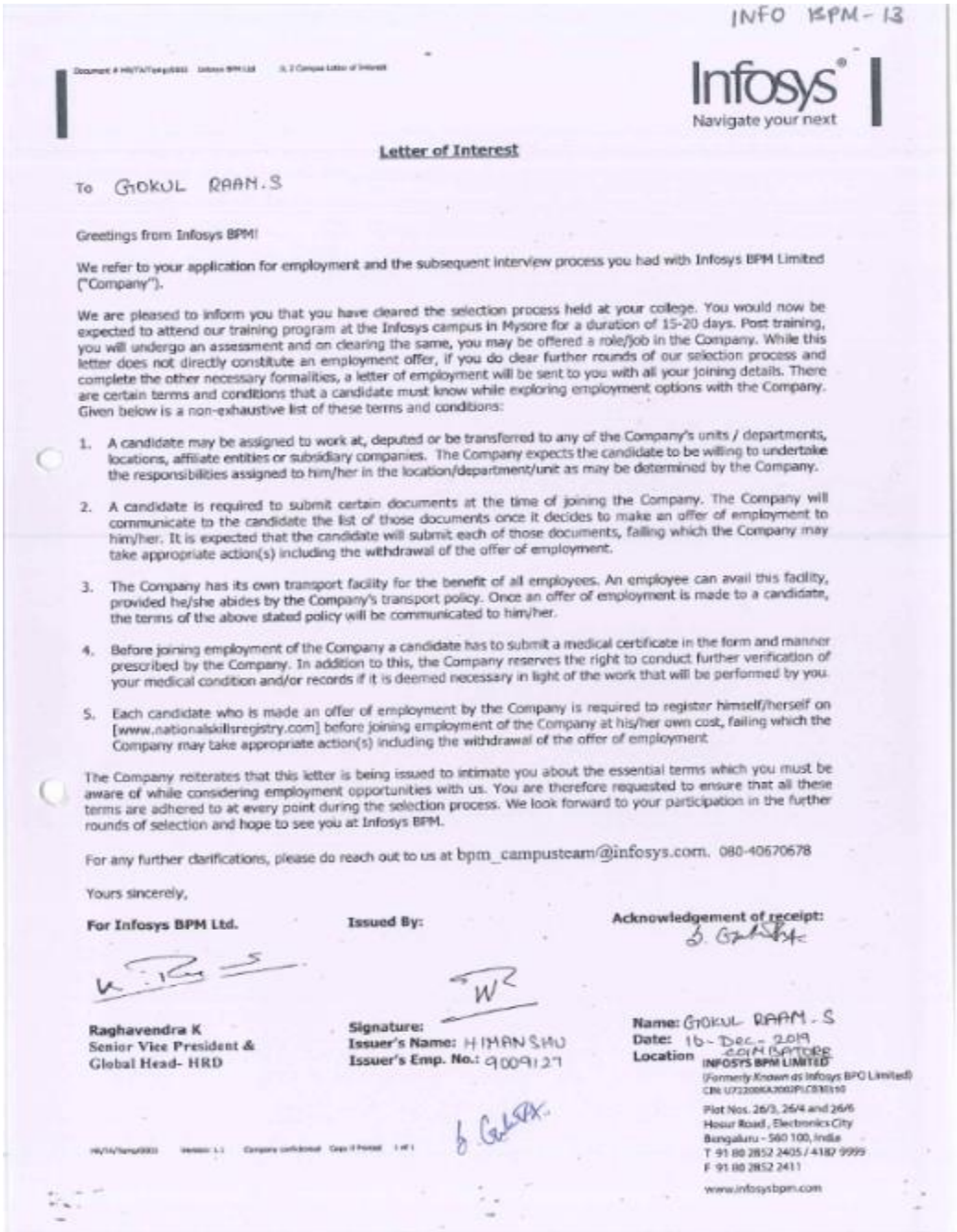
Signature:
Issuer's Name: Himanshu
Issuer's Emp. No.: 9009127

Acknowledgement of receipt:

Name: Raama Krishnan.P
Date: 16-Dec-2019
Location Coimbatore

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030519
Plot Nos. 26/3, 26/4 and 26/6
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

GOKUL RAAM S -INFOSYS



INFO BPM - 13

Infosys
Navigate your next

Letter of Interest

To GOKUL RAAM.S

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com, 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name: HIMANSHU
Issuer's Emp. No.: 9009127

Acknowledgement of receipt:

Name: GOKUL RAAM.S
Date: 16-Dec-2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030510
Plot Nos. 26/3, 26/4 and 26/5
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4182 9999
F 91 80 2852 2411
www.infosysbpm.com

KALAIVANAN R -INFOSYS

INFO BPM-14

Infosys
Navigate your next

Letter of Interest

To Kalaivanan.R.

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

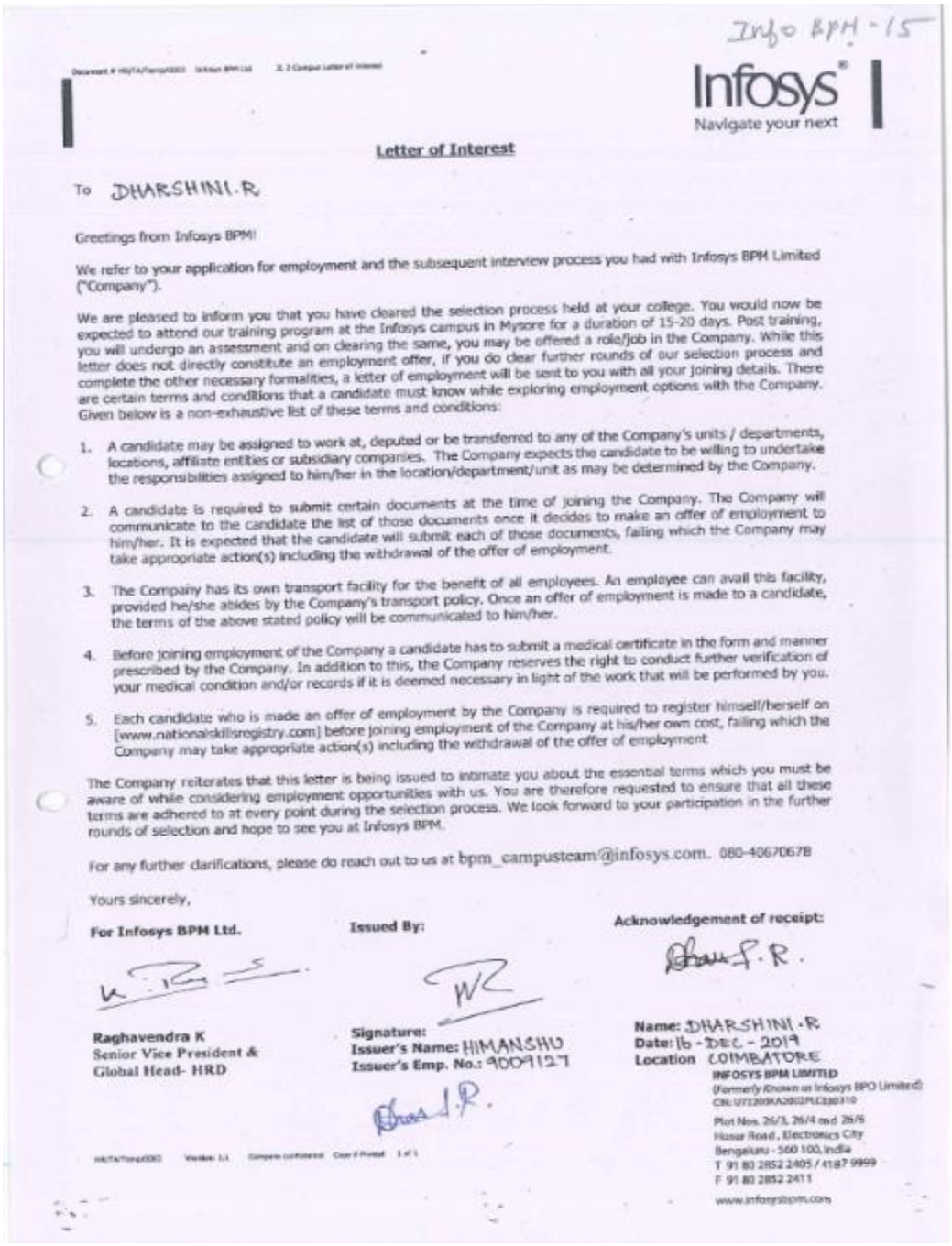
Signature:
Issuer's Name: Himanshu
Issuer's Emp. No.: 900912 F

Acknowledgement of receipt:

Name: Kalaivanan.R.
Date: 16-Oct-2019
Location Coimbatore

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030310
Plot Nos. 26/3, 26/4 and 26/6
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4182 9999
F 91 80 2852 2411
www.infosysbpm.com

DHARSHINI R -INFOSYS



Info BPM - 15

Infosys
Navigate your next

Letter of Interest

To DHARSHINI.R

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Raghavendra K
Senior Vice President &
Global Head- HRD

Issued By:

Signature:
Issuer's Name: HIMANSHU
Issuer's Emp. No.: 90091127

Acknowledgement of receipt:

Name: DHARSHINI.R
Date: 16-DEC-2019
Location COIMBATORE

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
CIN: U72200KA2002PLC030710
Plot Nos. 26/3, 26/4 and 26/5
Hosur Road, Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411
www.infosysbpm.com

MALLIKAARJUN MANICKARAJ-INFOSYS

Info BIM-16

Infosys
Navigate your next

HRD/2T/1000781757/20-21

December 10, 2020

Mr. Mallikaarjun Manickaraj
21/13 S.V Colony East
7Th Street,
Tiruppur-641602
India

Ph: +91-8870016565

Dear Mallikaarjun,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Company Confidential - This communication is confidential between you and Infosys Limited

Infosys
Navigate your next

HRD/1000781757/20-21

December 10, 2020

Mr. Mallikaarjun Manickaraj
21/13 S.V Colony East
7Th Street,
Tiruppur-641602
India

Ph: +91-8870016565

Dear Mallikaarjun,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Jan-2021.**

Location

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

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

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

Training

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

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Infosys
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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Mallikaarjun Manickaraj
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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DIVYA BHARATHI RAMASAMY -INFOSYS

Infosys
Navigate your next

HRD/2T/1000780740/20-21

November 24, 2020

Ms. Divya Bharathi Ramasamy
6/142 Anandapuram,
Semmandampalayam(Po) Somanur,
Coimbatore-641668
India

Ph: +91-9080683718

Dear Divya Bharathi,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

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Navigate your next

HRD/1000780740/20-21

November 24, 2020

Ms. Divya Bharathi Ramasamy
6/142 Anandapuram,
Semmandampalayam(Po) Somanur,
Coimbatore-641668
India

Ph: +91-9080683718

Dear Divya Bharathi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive .**

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **21-Dec-2020.**

Location

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

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

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

Training

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

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Infosys
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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Divya Bharathi Ramasamy
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

Company Confidential - This communication is confidential between you and Infosys Limited

BIBIN SAM BINOY-INFOSYS

INFO-3
IT

Infosys
Navigate your next

HRD/2T/1000782643/20-21

December 11, 2020

Mr. Bibin Sam Binoy
183/2 Kamban Street Vinayakapuram Vk Road
Saravanampatti.P.O,
Coimbatore-641035
India

Ph: +91-8825724247

Dear Bibin,

Welcome to Infosys!

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

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

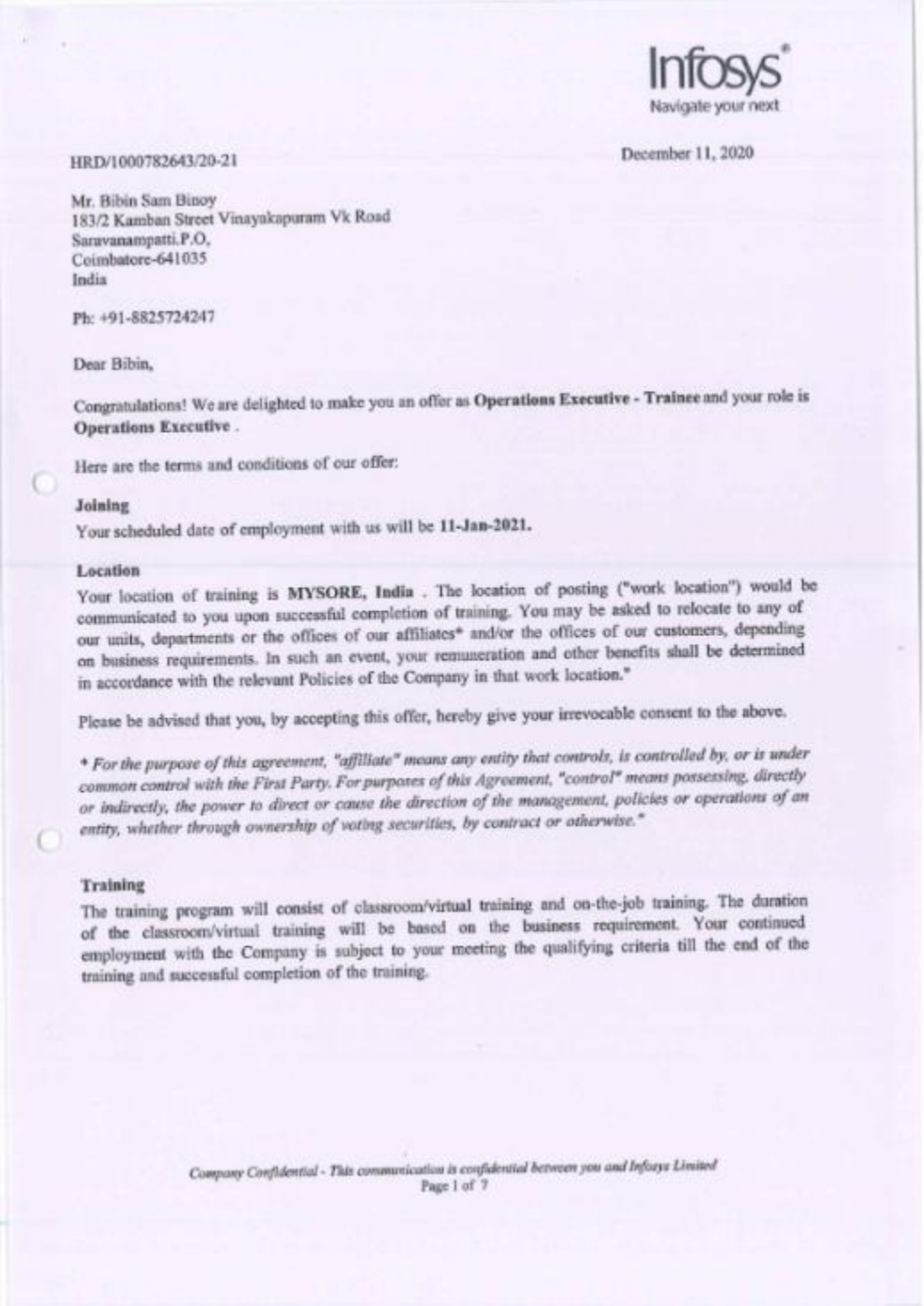
We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Company Confidential - This communication is confidential between you and Infosys Limited



Infosys
Navigate your next

HRD/1000782643/20-21

December 11, 2020

Mr. Bibin Sam Binoy
183/2 Kamban Street Vinayakapuram Vk Road
Saravanampatti.P.O,
Coimbatore-641035
India

Ph: +91-8825724247

Dear Bibin,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining
Your scheduled date of employment with us will be **11-Jan-2021.**

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

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

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

Company Confidential - This communication is confidential between you and Infosys Limited
Page 1 of 7

Infosys
Navigate your next

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Bibin Sam Binoy
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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Company Confidential - This communication is confidential between you and Infosys Limited

NARENDRAN PONNUSAMY

Infosys
Navigate your next

December 10, 2020

HRD/2T/1000782762/20-21

Mr. Narendran Ponnusamy
2/345,Moolakadu,West Rasagoundanpalayam, Sukkampalayam(Po),
K.N.Puram(Via) Palladam(Tk),
Tiruppur-641662
India

Ph: +91-7601001759

Dear Narendran,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2020.12.10 14:09:56 IST
Reason: Digitally Signed
Location: Bangalore

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

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HRD/1000782762/20-21

December 10, 2020

Mr. Narendran Ponnusamy
2/345,Moolakadu,West Rasagoundanpalayam, Sukkampalayam(Po),
K.N.Puram(Via) Palladam(Tk),
Tiruppur-641662
India

Ph: +91-7601001759

Dear Narendran,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Jan-2021.**

Location

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

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

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

Training

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

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Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200** . The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

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Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2020.12.10 09:56 IST
Reason: Digitally Signed
Location: Bangalore

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

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	**Mr. Narendran Ponnusamy**
ROLE	**Operations Executive**
ROLE DESIGNATION	**Operations Executive - Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

BALAVIGNESH S – INTEGRA GLOBAL SOLUTIONS

DHARUNYA SHANMUGA SUNDARAM-ITRON

Itron

Private & Confidential

August 18, 2021
Dharunya Shanmuga Sundaram
Bangalore

Dear Dharunya Shanmuga Sundaram,

OFFER OF EMPLOYMENT

We are pleased to offer you the position of **Technical Support Associate** of Itron India Pvt. Ltd. (**"Company"**), This Offer of Employment is based on you having furnished to the Company correct information regarding your past services and records. You represent and warrant that you have requisite skills and qualifications to perform your duties and roles as are assigned to you by the Company. If at any time, it is revealed that the employment has been obtained by furnishing false information or by withholding pertinent information, the Company shall be free to terminate your services at any time without any notice or compensation thereof.

Currently you will be in Bangalore and you will be employed by the Company on the following terms of employment:

1. **Commencement Date**
Your work commencement date will be on **August 23, 2021**..

Subject to your confirmation, the Commencement Date will also be deemed as your seniority date in the Company. .

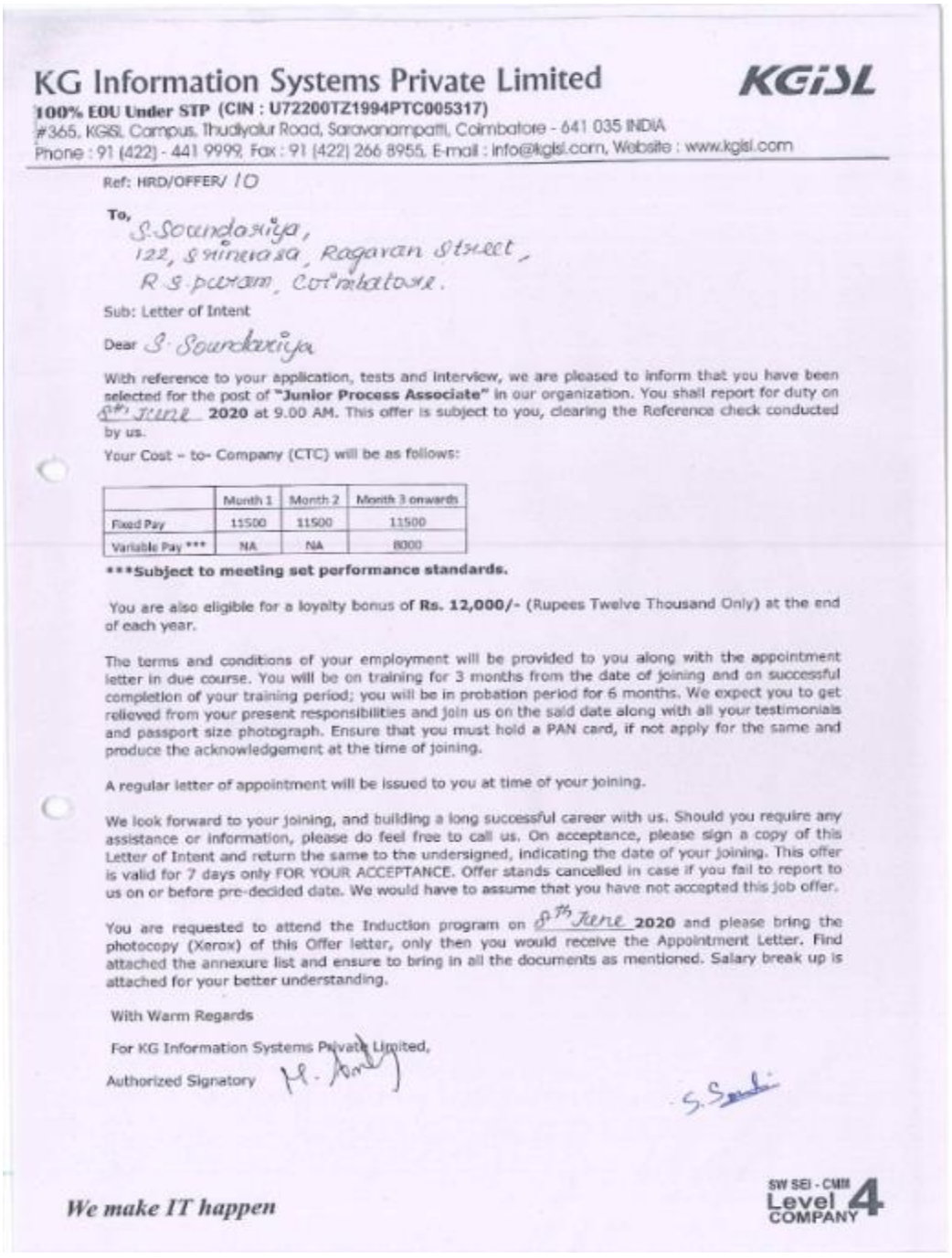
2. **Annual Base Salary**
Your initial pre–tax annual salary will be as per the "Annexure I" of this letter.

The Company may undertake a yearly review taking into consideration the market situation, business results, Company performance as well as your performance and any incentive payments. The common review date at the Company is 1st January of each year. Please note that any review in remuneration shall be solely at the discretion of the Company and cannot be claimed as a matter of right by you.

Subject to terms as above, your individual remuneration is solely a matter between yourself and the Company and commensurate with your work experience, professional merits and qualifications, etc. You are expected to maintain this information and any changes made therein from time to time as personal and confidential

3. **Variable Incentive Plan**
Subject to the applicable policies of the Company, you will be eligible to participate in the Incentive Plan as per the details provided in "Annexure I" subject to the individual objectives agreed with and approved by management, the financial performance of the Company, and approval of the incentive payout by

SOUNDARIYA.S-KGISL



KG Information Systems Private Limited

KGiSL

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#365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA
Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/ 10

To,
S.Soundariya,
122, Srinivasa, Ragavan Street,
R.S.puram, Coimbatore.

Sub: Letter of Intent

Dear S. Soundariya

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining.

We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on 8th June **2020** and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

S. Soundariya

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NIMMI MOHAN-KGISL

KG Information Systems Private Limited

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Ref: HRD/OFFER/ 05

To,
Nimmi Mohan,
10/65, Kodharvagal,
Guddur, Dist. D.Iguru - 642212.

Sub: Letter of Intent

Dear Nimmi Mohan,

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

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THAARANI.B-KGISL

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Ref: HRD/OFFER/ 14

To,
Thaarani° B
12/1A, Uzhipalar Street, Vellakinar po,
Coimbatore.

Sub: Letter of Intent

Dear Thaarani° B

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining.

We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on 8th June **2020** and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

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MUKILA D -KGISL

KG Information Systems Private Limited

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Ref: HRD/OFFER/ 02

To, Mukila D
3/4, Devi Parai Nagar,
Balaji Nagar North, Chinnavedampatti,
CBE- 641048.

Sub: Letter of Intent

Dear Mukila D

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

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We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

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DEVABALAKRISHNAN-KGISL

KG Information Systems Private Limited

KGiSL

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Ref: HRD/OFFER/ [ ]

To,
C. Devabalakrishnan,
No 8, AVM Crawden phase -I, Kamarajar Road,
Uppilipalayam, Coimbatore.

Sub: Letter of Intent

Dear C. Devabalakrishnan

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

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SELVA SHREE V -KGISL

KG Information Systems Private Limited

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Ref: HRD/OFFER/03

To, Selva shree. V,
Kattai Kattu Pudhur, Chennampatti (Po),
Anthiyur (Tk), Erode (Dt)

Sub: Letter of Intent

Dear Selva shree. V,

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining.

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You are requested to attend the Induction program on 8th June **2020** and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

We make IT happen

SW SEI - CMM Level 4 COMPANY

DEVIKA P -KGISL

KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)
#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA
Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/ 09

To,
P. Devika,
V29, AITUC colony, 3rd street, kaumarampalayam
Mannarai, Tiruppur

Sub: Letter of Intent

Dear P. Devika

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

We make IT happen

SW SEI - CMM Level 4 COMPANY

KIRUTHIKA B -KGISL

KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)
#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA
Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/ 13

To,
Kiruthika. B,
NO. 22 P.M Samy colony,
Rathinapuri, Coimbatore.

Sub: Letter of Intent

Dear Kiruthika. B

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

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Variable Pay ***	NA	NA	8000

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

B. Kiruthika.

We make IT happen

SW SEI - CMM Level 4 COMPANY

NIVETHA P R -KGISL

KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)
#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA
Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/ / 5

To,
Nivetha P R,
9/106, Nanjegoundanpudur,
Vinayagapatti, Kegannam, Udumalpet, Tirupur.

Sub: Letter of Intent

Dear Nivetha P R

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 8th June **2020** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

P. Balaji

We make IT happen

SW SEI - CMM Level 4 COMPANY

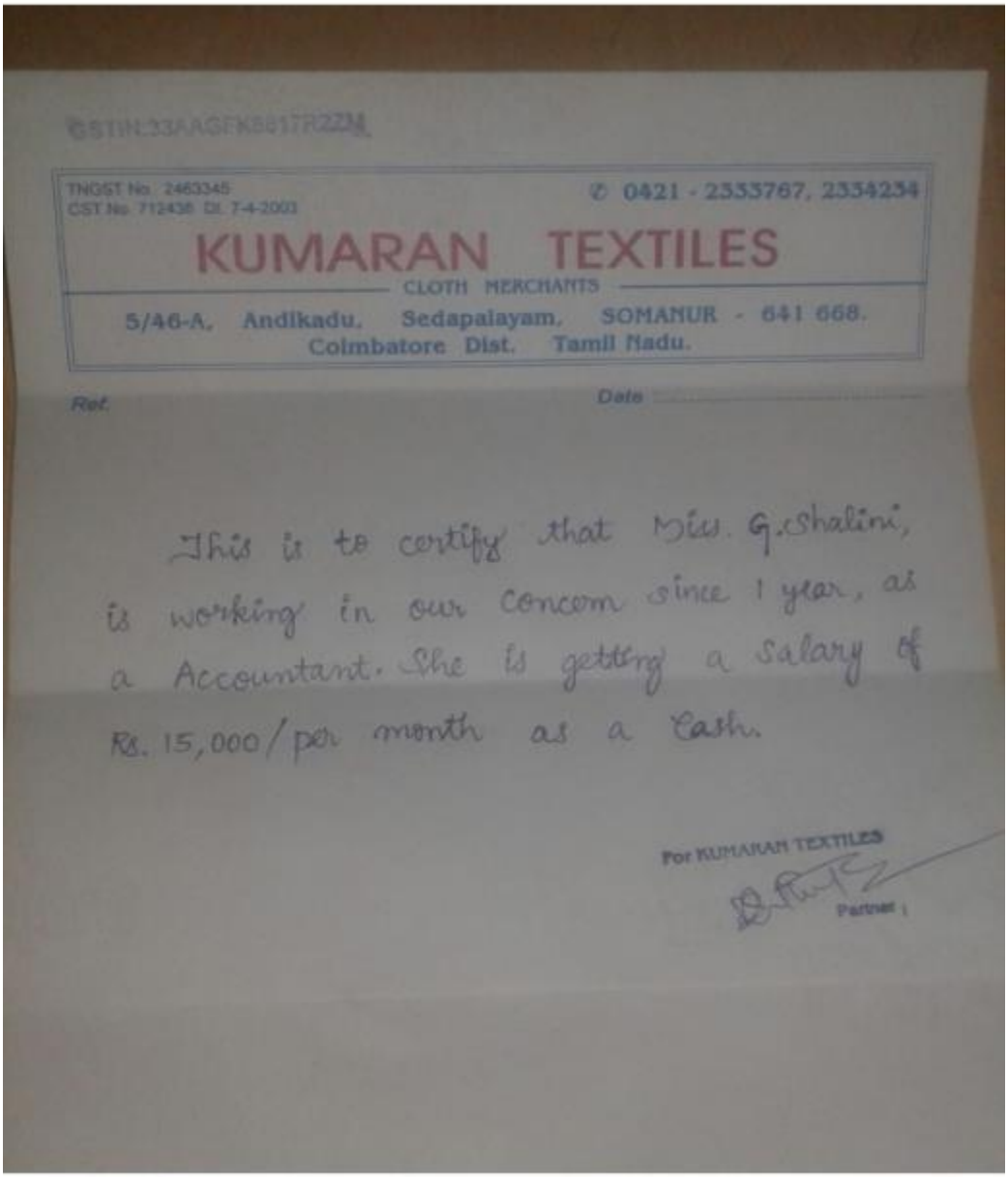
JOTHI RUBA- KMCH

ABIRAMI C-KMCH

KALAISELVI-KRISHNA SPECIALITY HOSPITAL

Date Of Birth : 28. 05. 1998
Address : 13, Thaikant Nagar,
Civil Aerodrome (Po),
Goldwins,
Coimbatore - 641 014.
Blood Group : O+ve
Mobile No. : 8056412470
KRISHNA SPECIALITY HOSPITAL

SHALINI G – KUMARAN TEXTILES



GSTIN:33AAGFK8617R2ZA

TNGST No. 2463345
CST No. 712436 Dt. 7-4-2003

✆ 0421 - 2555767, 2554234

KUMARAN TEXTILES

CLOTH MERCHANTS

5/46-A, Andikadu, Sedapalayam, SOMANUR - 641 668.
Coimbatore Dist. Tamil Nadu.

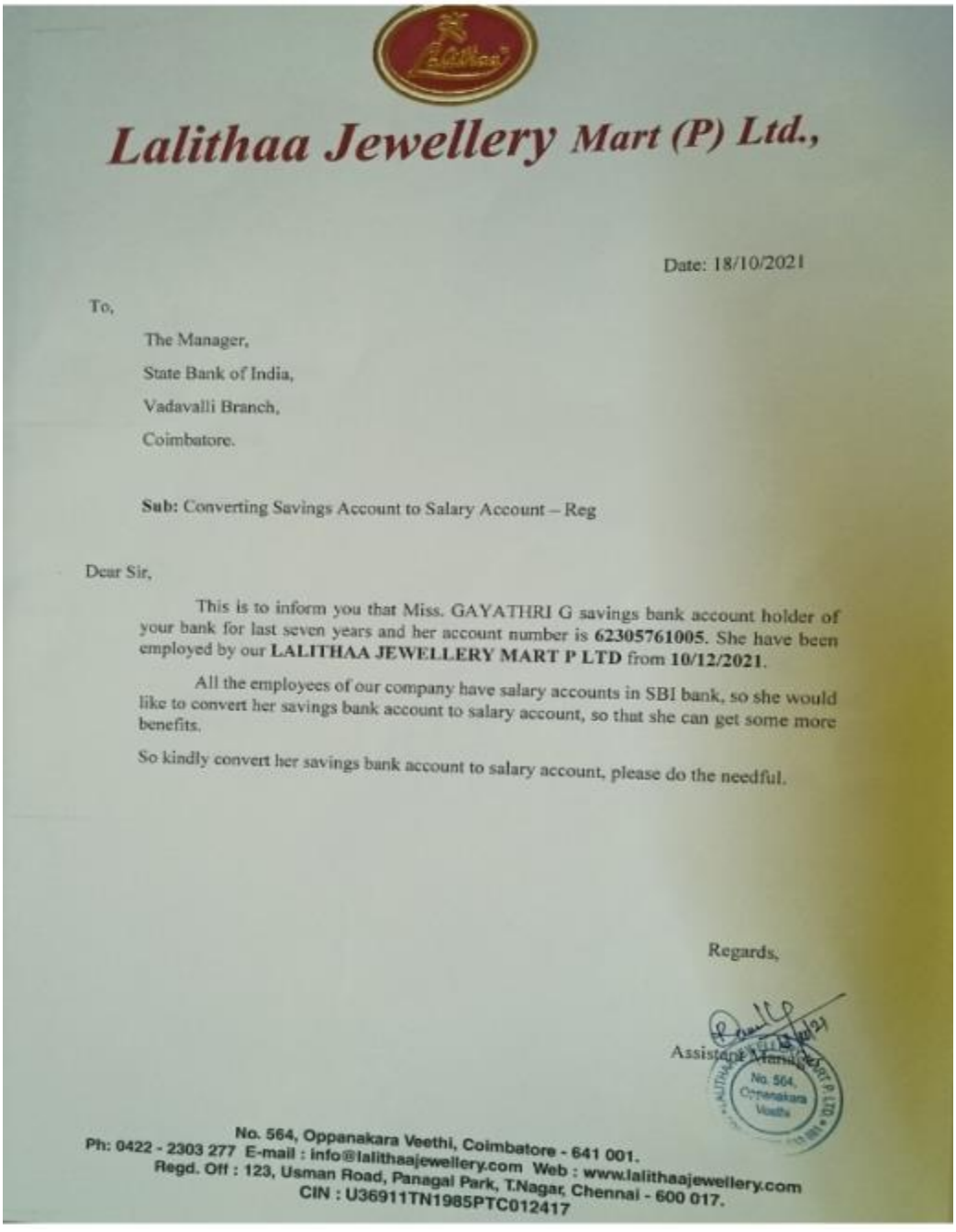
Ref. Date

This is to certify that Miss. G. Shalini, is working in our concern since 1 year, as a Accountant. She is getting a Salary of Rs. 15,000/- per month as a Cash.

For KUMARAN TEXTILES

Partner

GAYATHRI G – LALITHAA JEWELLERY MART P LTD



Lalithaa Jewellery Mart (P) Ltd.,

Date: 18/10/2021

To,

The Manager,
State Bank of India,
Vadavalli Branch,
Coimbatore.

Sub: Converting Savings Account to Salary Account – Reg

Dear Sir,

This is to inform you that Miss. GAYATHRI G savings bank account holder of your bank for last seven years and her account number is **62305761005**. She have been employed by our **LALITHAA JEWELLERY MART P LTD** from **10/12/2021**.

All the employees of our company have salary accounts in SBI bank, so she would like to convert her savings bank account to salary account, so that she can get some more benefits.

So kindly convert her savings bank account to salary account, please do the needful.

Regards,

Assistant Manager

No. 564, Oppanakara Veethi, Coimbatore - 641 001.
Ph: 0422 - 2303 277 E-mail : info@lalithaajewellery.com Web : www.lalithaajewellery.com
Regd. Off : 123, Usman Road, Panagal Park, T.Nagar, Chennai - 600 017.
CIN : U36911TN1985PTC012417

ARUN.C.D-L& T

LARSEN & TOUBRO

Larsen & Toubro Limited,
Construction
Water & Effluent Treatment
P. B. No. 979, Mount Poonamalee Road
Manapakkam
Chennai - 600 089, INDIA
Tel : +91-44-2252 6000, 2252 8000
Fax : +91-44-3319 4949
www.Lntecc.com

Ref.: GCT 2020 / WET IC -16044642

02nd Nov 2020

Mr. Arun.C.D
Dr. N. G. P. Arts and Science College,Coimbatore,Tamil Nadu
Contact No. +91 9597293643

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

Hearty Congratulations on being selected for the position of Graduate Commercial Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as GCT. We would advise you to sign online and submit your acceptance within 07 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Commercial Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be posted at Project sites in **Rajastan state / region** under **Jaipur Cluster**. Our Cluster will share the project location and reporting details in the due course. You will be required to report for the joining formalities latest by **November 2020**. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained. Based on your travel plan of reporting at the project location and the local quarantine norms, your date of joining will be considered. On completion of the joining formalities & orientation program, you will be required to proceed to your place of posting immediately.

While coming for the joining, you will be required to bring 02 nos. of your recent colour passport sized photographs and the following documents in original along with a set of self-attested photocopies:

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Graduation of all the semesters/years- In Original (Except final semester, if results have not been declared) - [Attested copies of Graduation certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

Cluster HR Person	Cluster HR Contact No.	Cluster HR E-Mail ID
Mr. Ashutosh Bargh / Mr. Ashwins Kumar	8875013702/ 9789424393	abargh@Lntecc.com / ashwin-s@Lntecc.com

In case of any clarification, kindly contact Mr. Sivakumar B / 9500010533 / Sivakumar.b@lntecc.com

Yours Faithfully,
for LARSEN & TOUBRO LIMITED

(R SAI RADHA)
HEAD – TALENT ACQUISITION
WATER & EFFLUENT TREATMENT IC

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA
License No. : CIN - L99999MH1946PLC004768

L&T Construction - Water & Effluent Treatment is a brand of Larsen & Toubro Limited

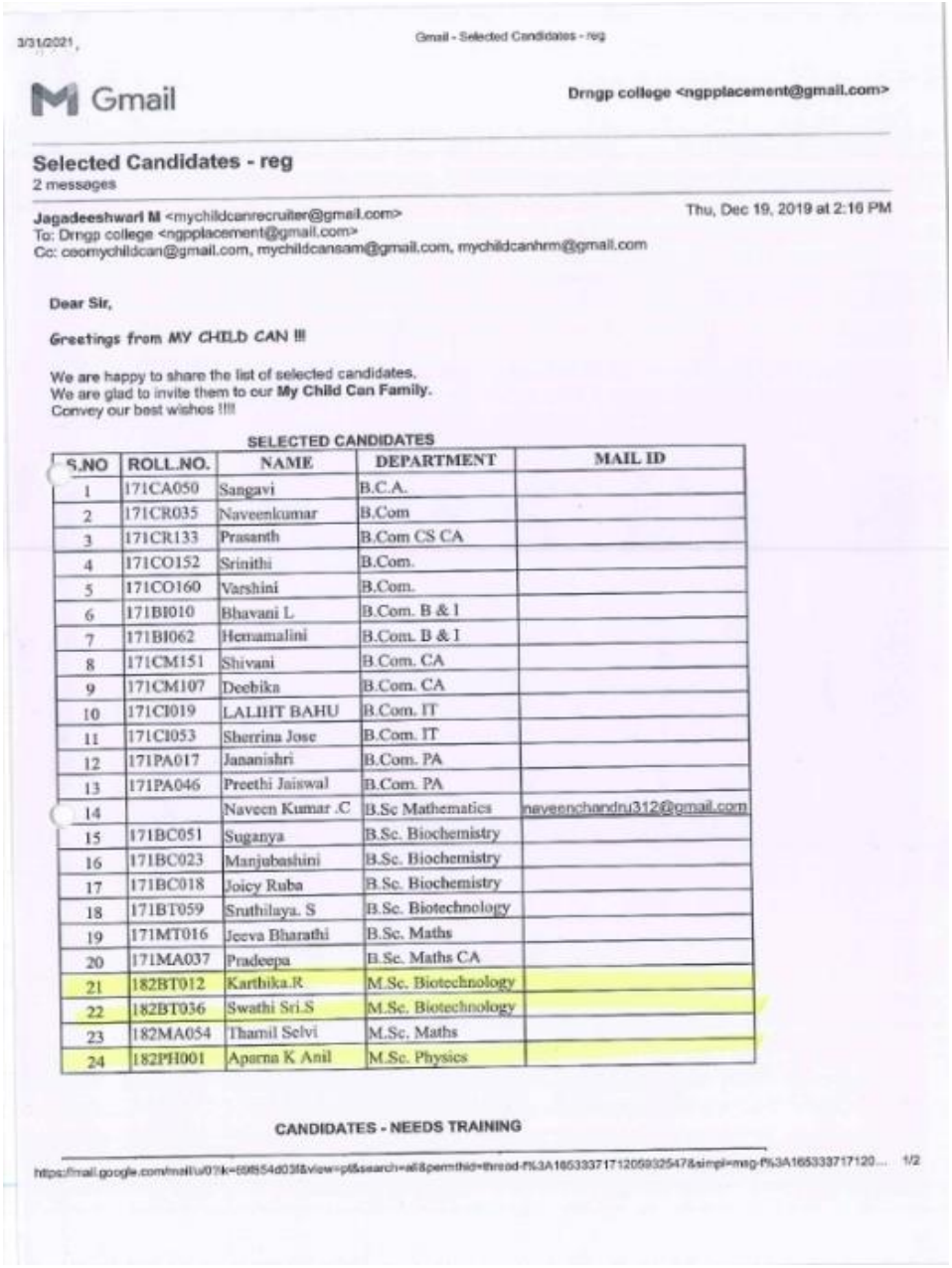
Sensitivity: LNT Construction Internal Use

SABARNA G – LESHARK GLOBAL

SASIKUMAR S LOTUS HYUNDAI

SARAVANAN- MAHALAKSHMI PHOTOS

KARTHIKA – MY CHILD CAN



3/31/2021 Gmail - Selected Candidates - reg

Gmail

Drngp college <ngpplacement@gmail.com>

Selected Candidates - reg
2 messages

Jagadeeshwari M <mychildcanrecruiter@gmail.com> Thu, Dec 19, 2019 at 2:16 PM
To: Drngp college <ngpplacement@gmail.com>
Cc: ceomychildcan@gmail.com, mychildcansam@gmail.com, mychildcanhrm@gmail.com

Dear Sir,

Greetings from MY CHILD CAN !!!

We are happy to share the list of selected candidates.
We are glad to invite them to our **My Child Can Family.**
Convey our best wishes !!!!

SELECTED CANDIDATES

S.NO	ROLL.NO.	NAME	DEPARTMENT	MAIL ID
1	171CA050	Sangavi	B.C.A.	
2	171CR035	Naveenkumar	B.Com	
3	171CR133	Prasanth	B.Com CS CA	
4	171CO152	Srinithi	B.Com.	
5	171CO160	Varshini	B.Com.	
6	171BI010	Bhavani L	B.Com. B & I	
7	171BI062	Hemamalini	B.Com. B & I	
8	171CM151	Shivani	B.Com. CA	
9	171CM107	Deebika	B.Com. CA	
10	171CI019	LALIHT BAHU	B.Com. IT	
11	171CI053	Sherrina Jose	B.Com. IT	
12	171PA017	Janani shri	B.Com. PA	
13	171PA046	Preethi Jaiswal	B.Com. PA	
14		Naveen Kumar .C	B.Sc Mathematics	naveenchandru312@gmail.com
15	171BC051	Suganya	B.Sc. Biochemistry	
16	171BC023	Manjubashini	B.Sc. Biochemistry	
17	171BC018	Joicy Ruba	B.Sc. Biochemistry	
18	171BT059	Sruthilaya. S	B.Sc. Biotechnology	
19	171MT016	Jeeva Bharathi	B.Sc. Maths	
20	171MA037	Pradeepa	B.Sc. Maths CA	
21	182BT012	Karthika.R	M.Sc. Biotechnology	
22	182BT036	Swathi Sri.S	M.Sc. Biotechnology	
23	182MA054	Thamil Selvi	M.Sc. Maths	
24	182PH001	Aparna K Anil	M.Sc. Physics	

CANDIDATES - NEEDS TRAINING

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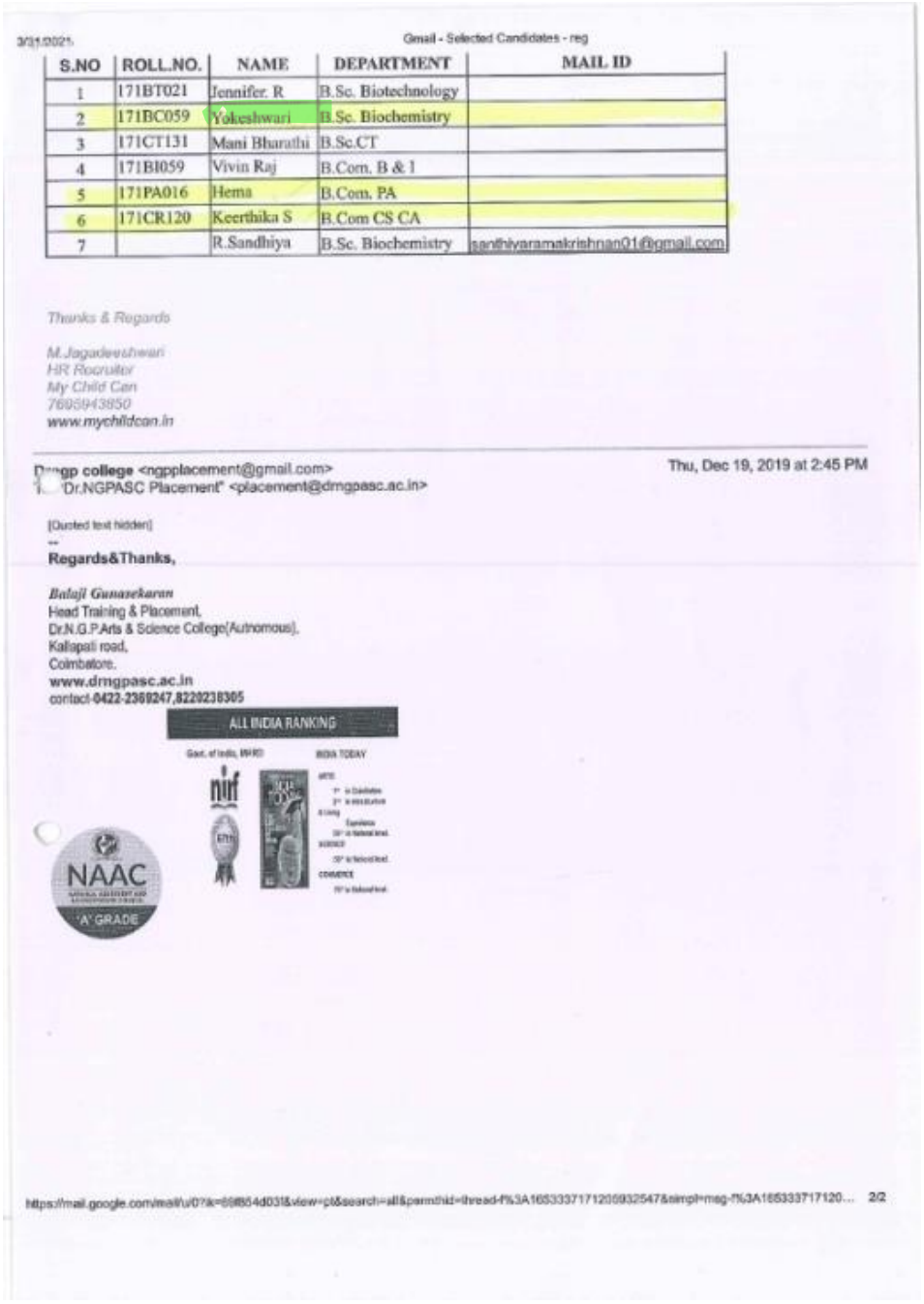
YOKESHWARI – MY CHILD CAN



3/31/2021 Gmail - Selected Candidates - reg

S.NO	ROLL.NO.	NAME	DEPARTMENT	MAIL ID
1	171BT021	Jennifer. R	B.Sc. Biotechnology	
2	171BC059	Yokeshwari	B.Sc. Biochemistry	
3	171CT131	Mani Bharathi	B.Sc.CT	
4	171BI059	Vivin Raj	B.Com. B & I	
5	171PA016	Hema	B.Com. PA	
6	171CR120	Keerthika S	B.Com CS CA	
7		R.Sandhiya	B.Sc. Biochemistry	santhiyaramakrishnan01@gmail.com

Thanks & Regards

M.Jagadeeshwari
HR Recruiter
My Child Can
7695943850
www.mychildcan.in

Drngp college <ngpplacement@gmail.com> Thu, Dec 19, 2019 at 2:45 PM
To: "Dr.NGPASC Placement" <placement@drngpasc.ac.in>

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Regards&Thanks,

Balaji Gunasekaran
Head Training & Placement,
Dr.N.G.P.Arts & Science College(Autnomous),
Kalapati road,
Coimbatore.
www.drngpasc.ac.in
contact-**0422-2369247,8220238305**

ALL INDIA RANKING

NAAC 'A' GRADE

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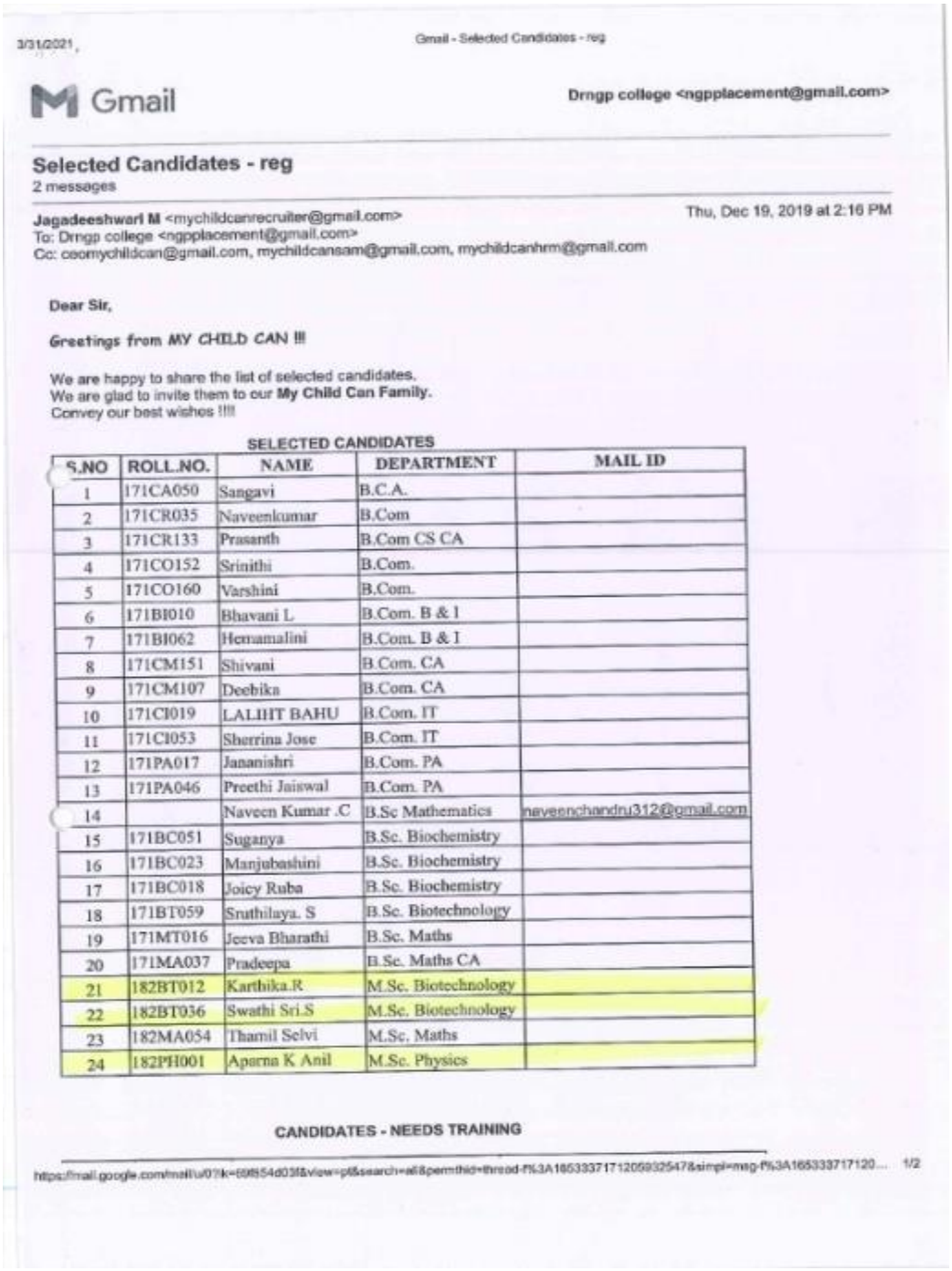

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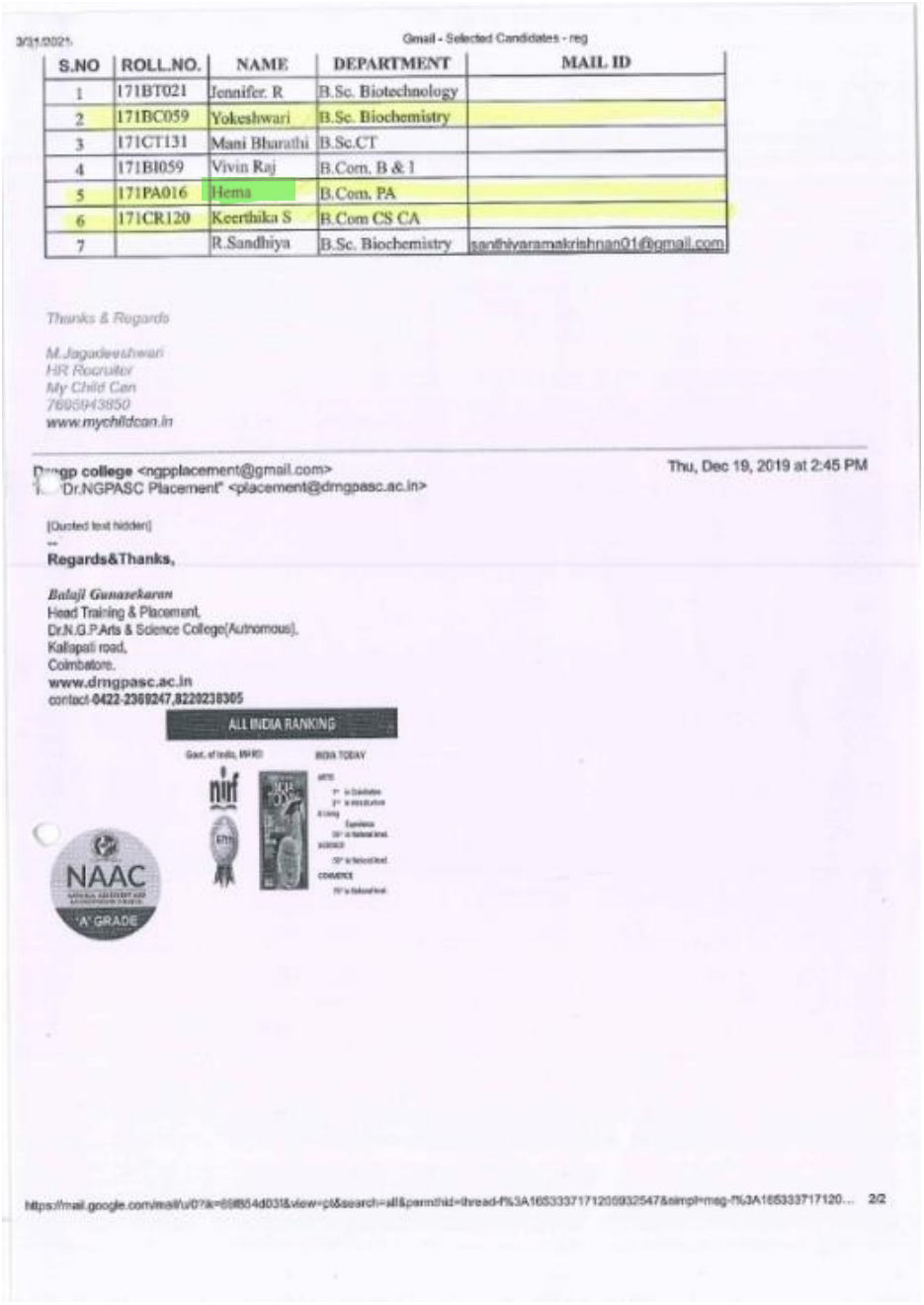
CANDIDATES - NEEDS TRAINING

https://mail.google.com/mail/u/0?ik=69f654d03f&view=pt&search=all&permthid=thread-f%3A1653337171205932547&simpl=msg-f%3A1653337171120... 1/2

HEMA – MY CHILD CAN



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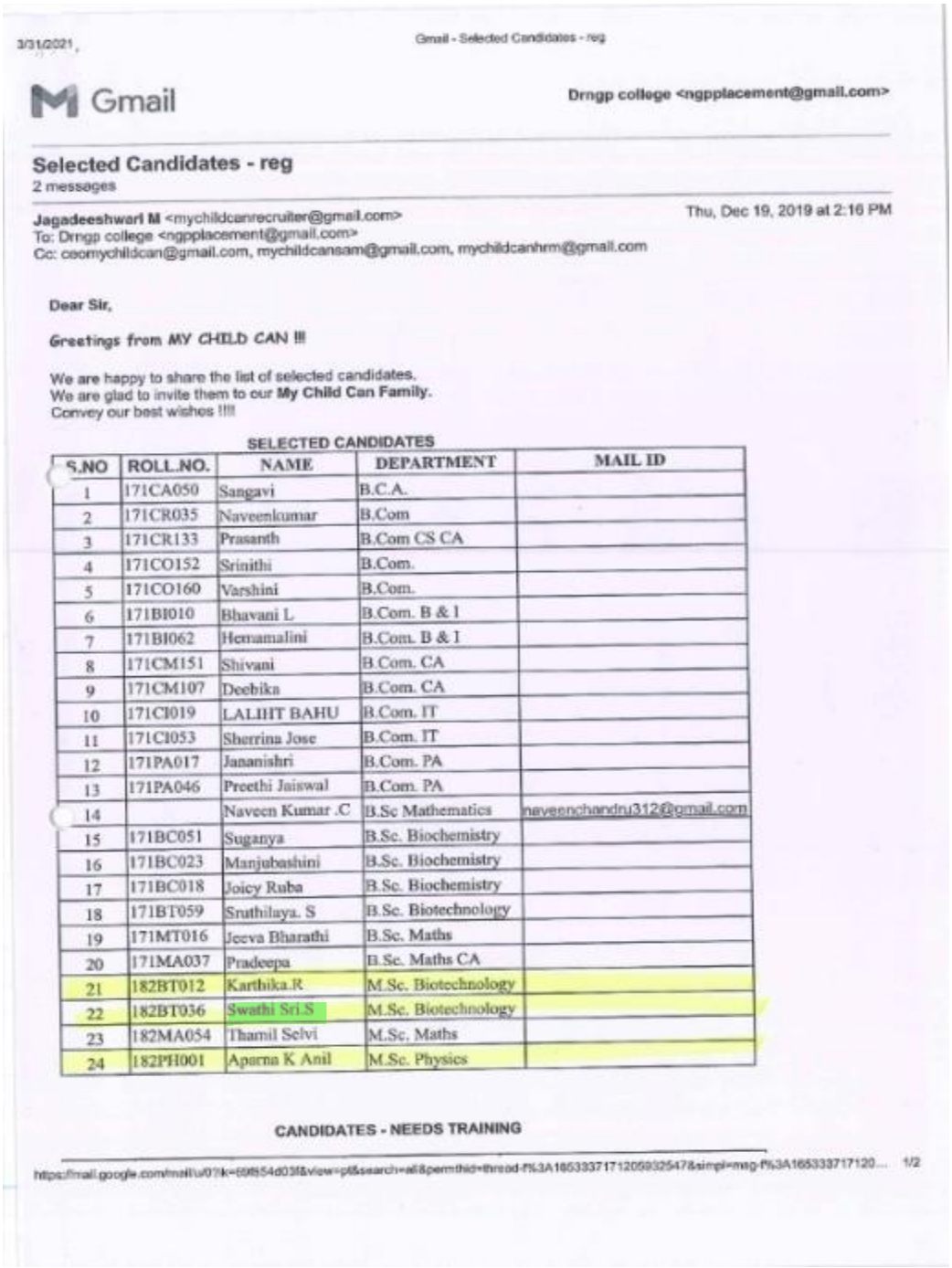
Regards&Thanks,

Balaji Gunasekaran
Head Training & Placement,
Dr.N.G.P.Arts & Science College(Autnomous),
Kallapati road,
Coimbatore.
www.drngpasc.ac.in
contact-**0422-2369247,8220238305**

ALL INDIA RANKING

https://mail.google.com/mail/u/0?ik=69f854d031&view=pt&search=all&permthid=thread-f%3A1653337171206932547&simpl=msg-f%3A1653337171120... 2/2

SWATHI SRI – MY CHILD CAN



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Gmail

Drngp college <ngpplacement@gmail.com>

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12	171PA017	Jananishri	B.Com. PA	
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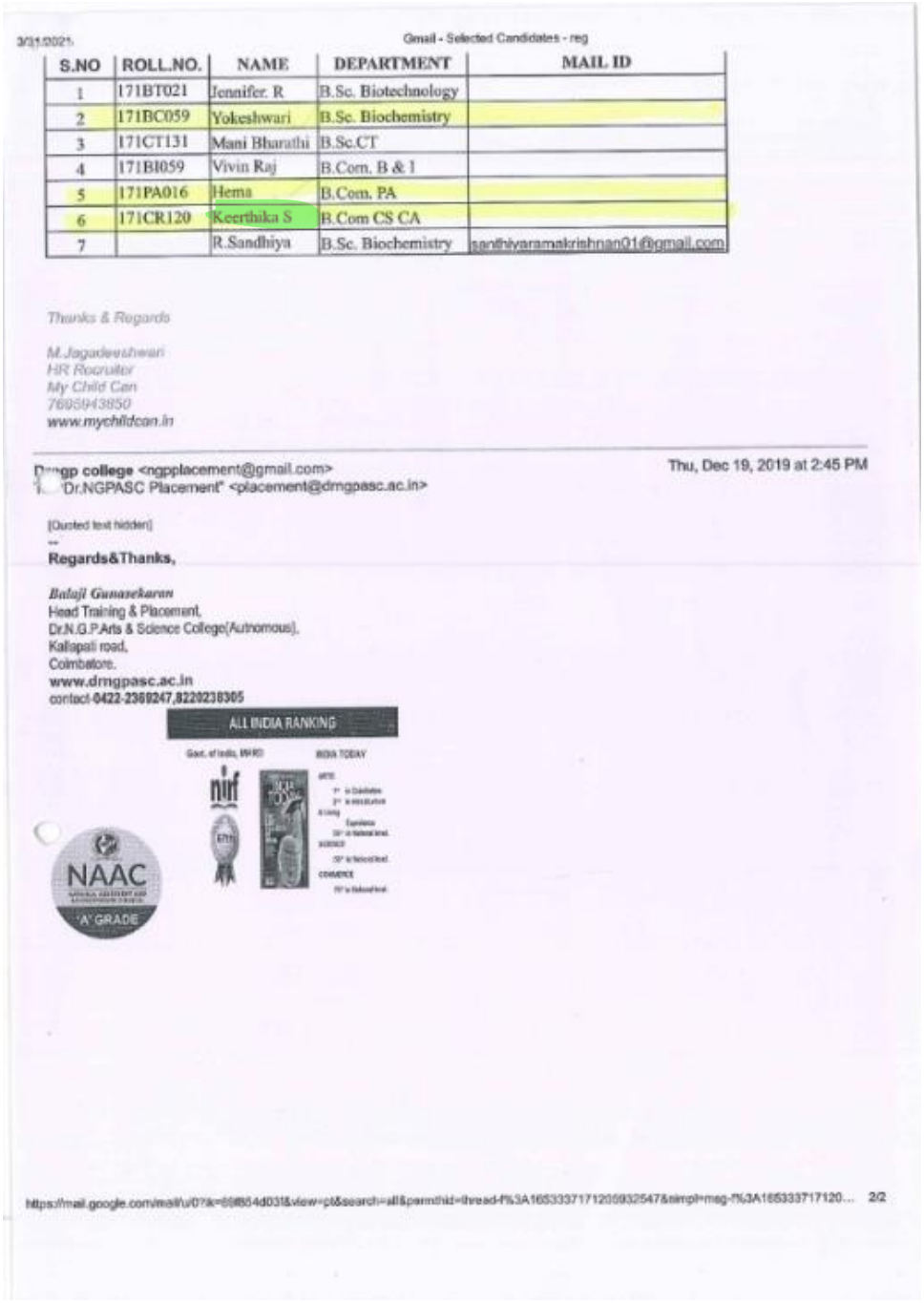
17	171BC018	Joicy Ruba	B.Sc. Biochemistry	
18	171BT059	Sruthilaya. S	B.Sc. Biotechnology	
19	171MT016	Jeeva Bharathi	B.Sc. Maths	
20	171MA037	Pradeepa	B.Sc. Maths CA	
21	182BT012	Karthika.R	M.Sc. Biotechnology	
22	182BT036	Swathi Sri.S	M.Sc. Biotechnology	
23	182MA054	Thamil Selvi	M.Sc. Maths	
24	182PH001	Aparna K Anil	M.Sc. Physics	

CANDIDATES - NEEDS TRAINING

https://mail.google.com/mail/u/0?ik=69f654d03f&view=pt&search=all&permthid=thread-f%3A1653337171205932547&simpl=msg-f%3A1653337171120... 1/2

KEERTHIKA – MY CHILD CAN



3/31/2021 Gmail - Selected Candidates - reg

S.NO	ROLL.NO.	NAME	DEPARTMENT	MAIL ID
1	171BT021	Jennifer. R	B.Sc. Biotechnology	
2	171BC059	Yokeshwari	B.Sc. Biochemistry	
3	171CT131	Mani Bharathi	B.Sc.CT	
4	171BI059	Vivin Raj	B.Com. B & I	
5	171PA016	Hema	B.Com. PA	
6	171CR120	Keerthika S	B.Com CS CA	
7		R.Sandhiya	B.Sc. Biochemistry	santhiyaramakrishnan01@gmail.com

Thanks & Regards

M.Jagadeeshwari
HR Recruiter
My Child Can
7695943850
www.mychildcan.in

Drngp college <ngpplacement@gmail.com> Thu, Dec 19, 2019 at 2:45 PM
To: "Dr.NGPASC Placement" <placement@drngpasc.ac.in>

[Quoted text hidden]

Regards&Thanks,

Balaji Gunasekaran
Head Training & Placement,
Dr.N.G.P.Arts & Science College(Autnomous),
Kalapati road,
Coimbatore.
www.drngpasc.ac.in
contact-**0422-2369247,8220238305**

ALL INDIA RANKING

NAAC 'A' GRADE

https://mail.google.com/mail/u/0?ik=60f654d031&view=pt&search=all&permthid=thread-f%3A1653337171209932547&simpl=msg-f%3A1653337171209... 2/2

KARTHIKEYAN V – NATCO PHARMA LIMITED

NATCO

Natco Pharma Limited

Regd. Off. : 'NATCO HOUSE', Road No. 2, Banjara Hills, Hyderabad - 500034.
Telangana, INDIA. Tel : +91 40 23547532, Fax : +91 40 23548243
CIN : L24230TG1981PLC003201, www.natcopharma.co.in

Ref: HR / OFR /CND/2021

Date: 04/10/2021

OFFER LETTER

Mr. ~~Ms.~~ Karthikeyan V
Kuppammal Vinayagar Vedhi,
15 Velan Palayam,
Tirupur – 641652.

Dear Mr./Ms. Karthikeyan V,

We refer to your application and the subsequent interview you had with us. We are pleased to offer you the position of **BUSINESS DEVELOPMENT EXECUTIVE TRAINEE - CARDIOVASCULAR & DIABETIC DIVISION** in our Organisation based at Palakkad **HEAD QUARTERS** as per the terms and conditions discussed and mutually agreed.

This offer is valid up to 11/10/2021. However, we would like you to join us as early as possible.

Kindly confirm your acceptance and date of joining.

Your appointment letter will be issued soon after your joining.

Please bring with your relevant documents as mentioned below.

1. Photocopies of all educational qualifications, including school leaving certificates.
2. One recent photograph.
3. If you have ICICI Bank account please forward your account number, otherwise furnish your local ICICI bank branch address (for salary transfer).
4. Photocopy of PAN & AADHAR cards

We look forward to welcoming you into **NATCO FAMILY.**

For **NATCO PHARMA LIMITED**

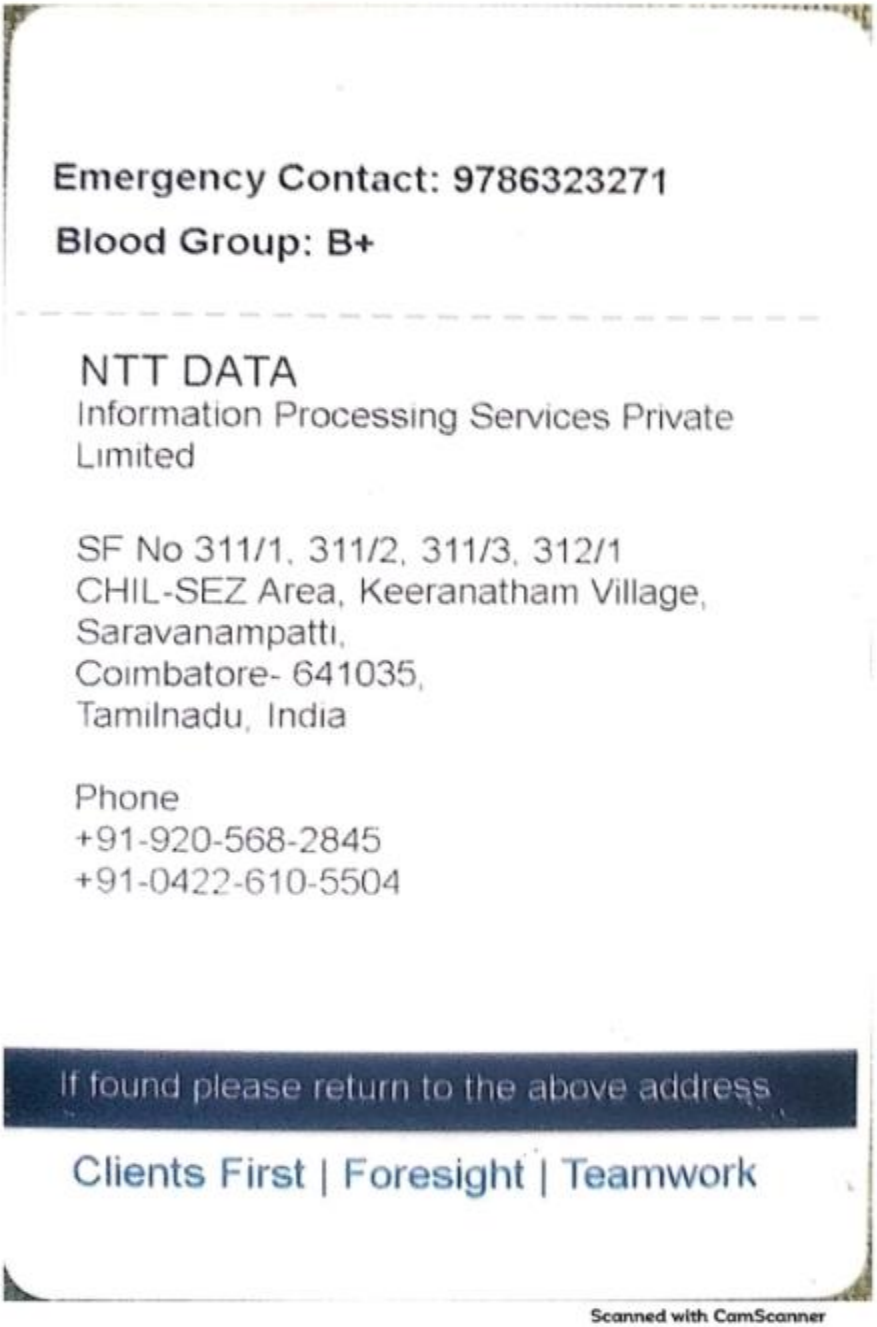
(A.LAKSHMINARAYANA)
VICE PRESIDENT - HR

I am pleased to accept this offer as per the terms and conditions mutually agreed

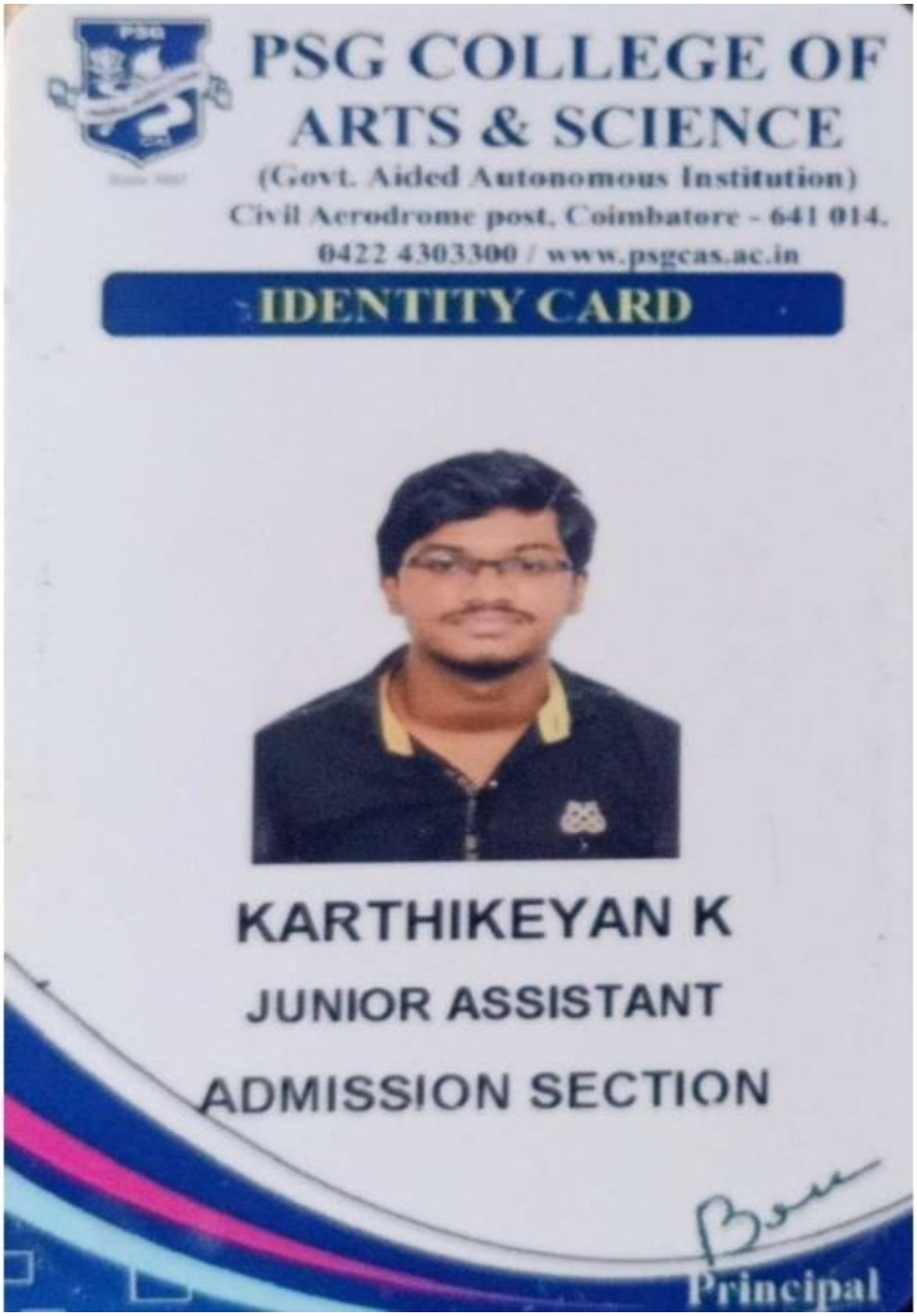
---------- ----------
(Name and Signature) (Date)

KISHORE KUMAR S –NIPPON PAINT

DIVYA KUMAR – NTT DATA


Emergency Contact: 9786323271
Blood Group: B+
NTT DATA
Information Processing Services Private Limited
SF No 311/1, 311/2, 311/3, 312/1
CHIL-SEZ Area, Keeranatham Village,
Saravanampatti,
Coimbatore- 641035,
Tamilnadu, India
Phone
+91-920-568-2845
+91-0422-610-5504
If found please return to the above address
Clients First | Foresight | Teamwork
Scanned with CamScanner

KARTHIKEYAN K-PSG COLLEGE ARTS & SCIENCE



VIDHYA G – PV GLOBAL LOGISTICS

PV GLOBAL LOGISTICS
Forwarding, Clearing & Transportation

63820 21795
94861 75835

GSTIN : 33BKTPA1028A1ZV

JOB OFFER LETTER

Date:21.01.2021

Dear VIDHYA .G,

We are pleased to offer you the position of **OPERATION-EXECUTIVE** at **PV GLOBAL LOGISTICS** .We feel confident that you will contribute your skills towards the growth of the organization.

As per the discussion your joining date will be on 01.02.2021.

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

We look forward to welcoming you on board.

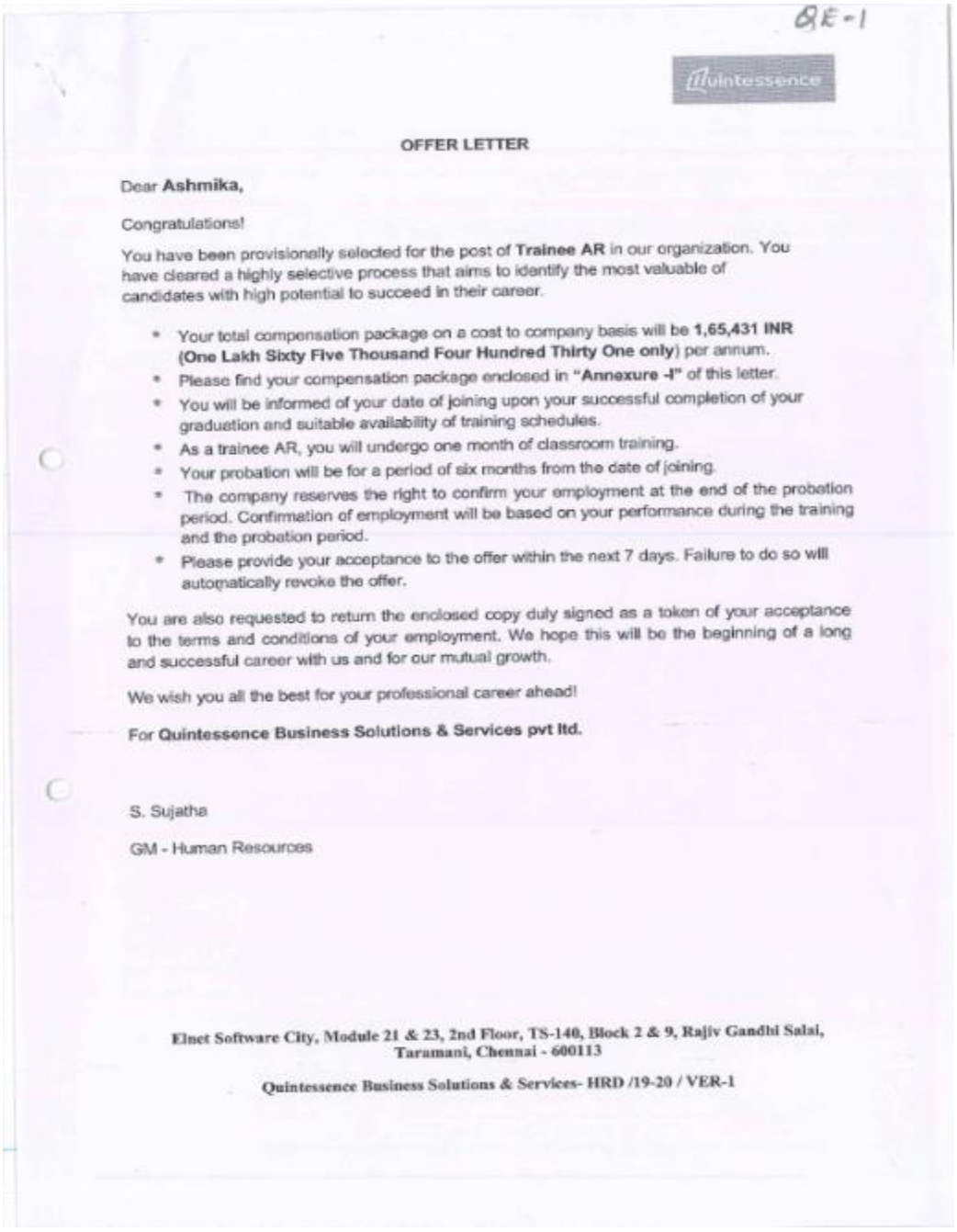
With regards,

For PV GLOBAL LOGISTICS
Proprietor

SERVICE FOR ALL - ALL FOR SERVICE

Door No : 12, 621/1 Jayamnagar - 1, Rakkiyapalayam Road, Tirupur - 641 654. emmanuel.v@pvgl.in
Branches : Cochin, Chennai, Tuticorin, Tirupur

ASHMIKA-QUINTESSENCE



QE-1

Quintessence

OFFER LETTER

Dear **Ashmika,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
- Please find your compensation package enclosed in **"Annexure -I"** of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a trainee AR, you will undergo one month of classroom training.
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- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup

Designation: **Trainee AR**	Location:	Coimbatore
	Monthly	**Annual**
CTC	**13,786**	**1,65,431**
Components -A		
Basic Pay	7,456	89,466
HRA	3,441	41,292
CCA	574	6,882
Total - Gross (A)	**11,470**	**1,30,758**
Deductions		
Employee's Contribution to PF @12%	**963**	**11,562**
Employee's Contribution to ESIC @0.75%	**86**	**1,032**
NET TAKE HOME PAY	**10,420**	**1,25,046**
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	**980**	**11,756**
Components -C		
Company's Contribution to PF @12%	963	11,562
Company's Contribution to ESIC@3.25%	373	4,473
Total - C	**1,336**	**11,562**
Total CTC (A+B+C)	13,786	1,65,431

Income Tax /Professional Tax will be deducted each month according to the Income Tax rules as/if applicable. Each employee will be expected to take care of his/her tax planning on an individual basis.
Employees are eligible for Night Shift Cab allowance those who work in night shift based on Business requirement.

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

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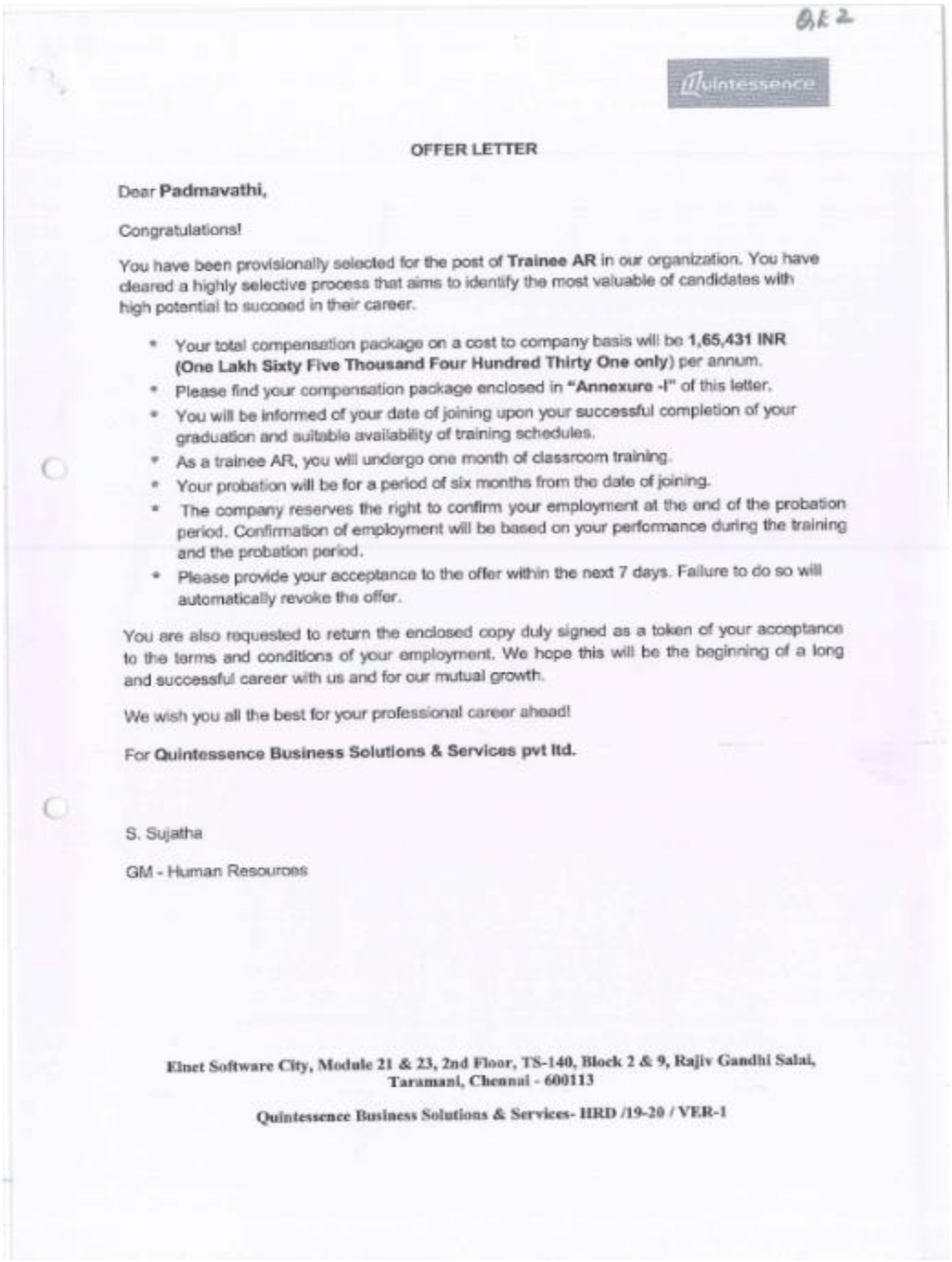
Quintessence Business Solutions & Services- HRD /19-20 / VER-1

PADMAVATHI-QUINTESSENCE



OFFER LETTER

Dear **Padmavathi,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup

Designation: **Trainee AR**	Location:	**Coimbatore**
	Monthly	**Annual**
CTC	**13,786**	**1,65,431**
Components -A		
Basic Pay	7,456	89,466
HRA	3,441	41,292
CCA	574	6,882
Total - Gross (A)	**11,470**	**1,30,758**
Deductions		
Employee's Contribution to PF @12%	**963**	**11,562**
Employee's Contribution to ESIC @0.75%	**86**	**1,032**
NET TAKE HOME PAY	**10,420**	**1,25,046**
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	**980**	**11,756**
Components -C		
Company's Contribution to PF @12%	963	11,562
Company's Contribution to ESIC@3.25%	373	4,473
Total - C	**1,336**	**11,562**
Total CTC (A+B+C)	**13,786**	**1,65,431**

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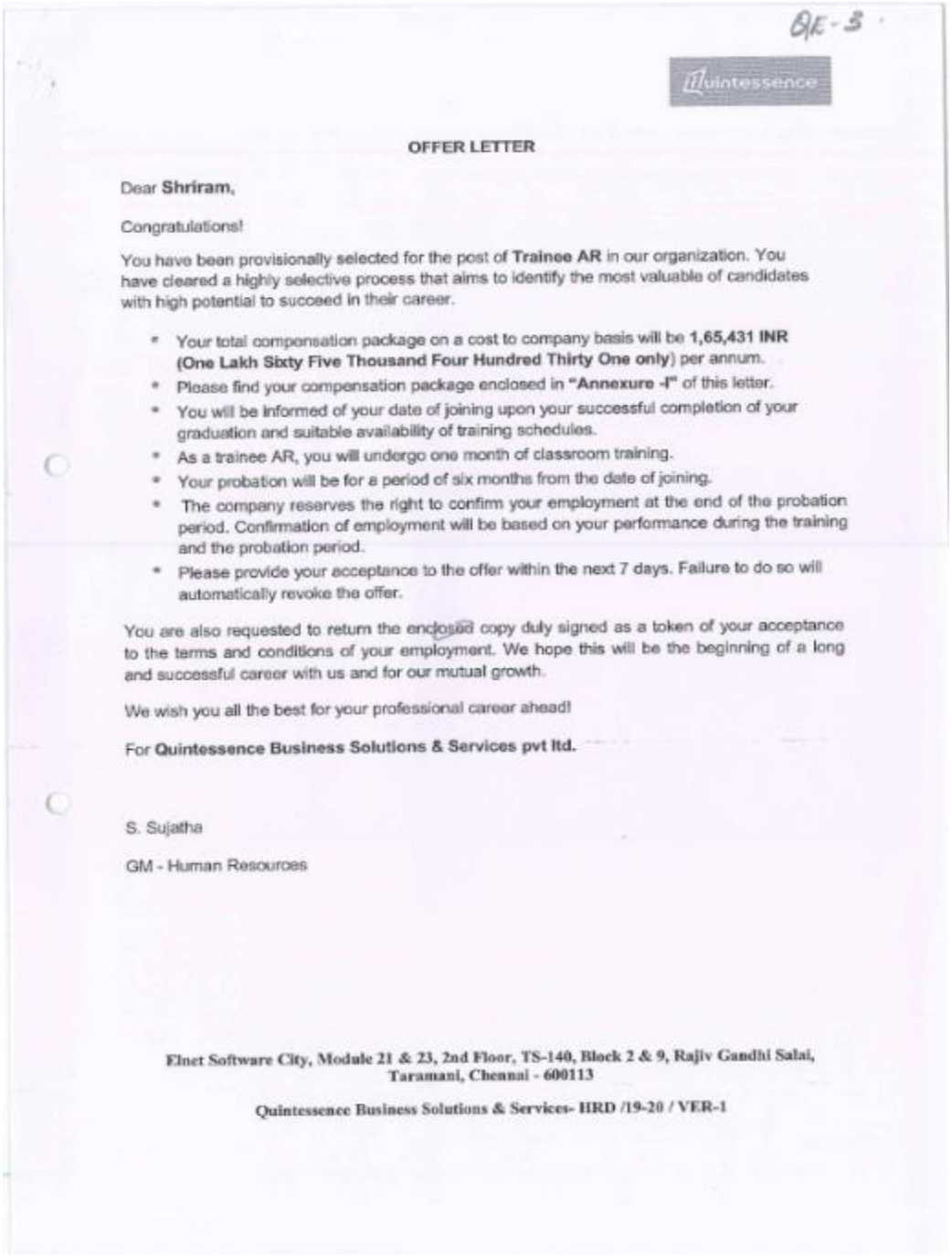
Quintessence Business Solutions & Services- HRD /19-20 / VER-1

SHRIRAM-QUINTESSENCE



QE-3

Quintessence

OFFER LETTER

Dear **Shriram,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Quintessence

Annexure - I

CTC Breakup		
Designation: **Trainee AR**	Location:	Coimbatore
	Monthly	Annual
CTC	13,786	1,65,431
Components -A		
Basic Pay	7,456	89,466
HRA	3,441	41,292
CCA	574	6,882
Total - Gross (A)	11,470	1,30,758
Deductions		
Employee's Contribution to PF @12%	963	11,562
Employee's Contribution to ESIC @0.75%	86	1,032
NET TAKE HOME PAY	10,420	1,25,046
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	980	11,756
Components -C		
Company's Contribution to PF @12%	963	11,562
Company's Contribution to ESIC@3.25%	373	4,473
Total - C	1,336	11,562
Total CTC (A+B+C)	13,786	1,65,431

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Please Note:

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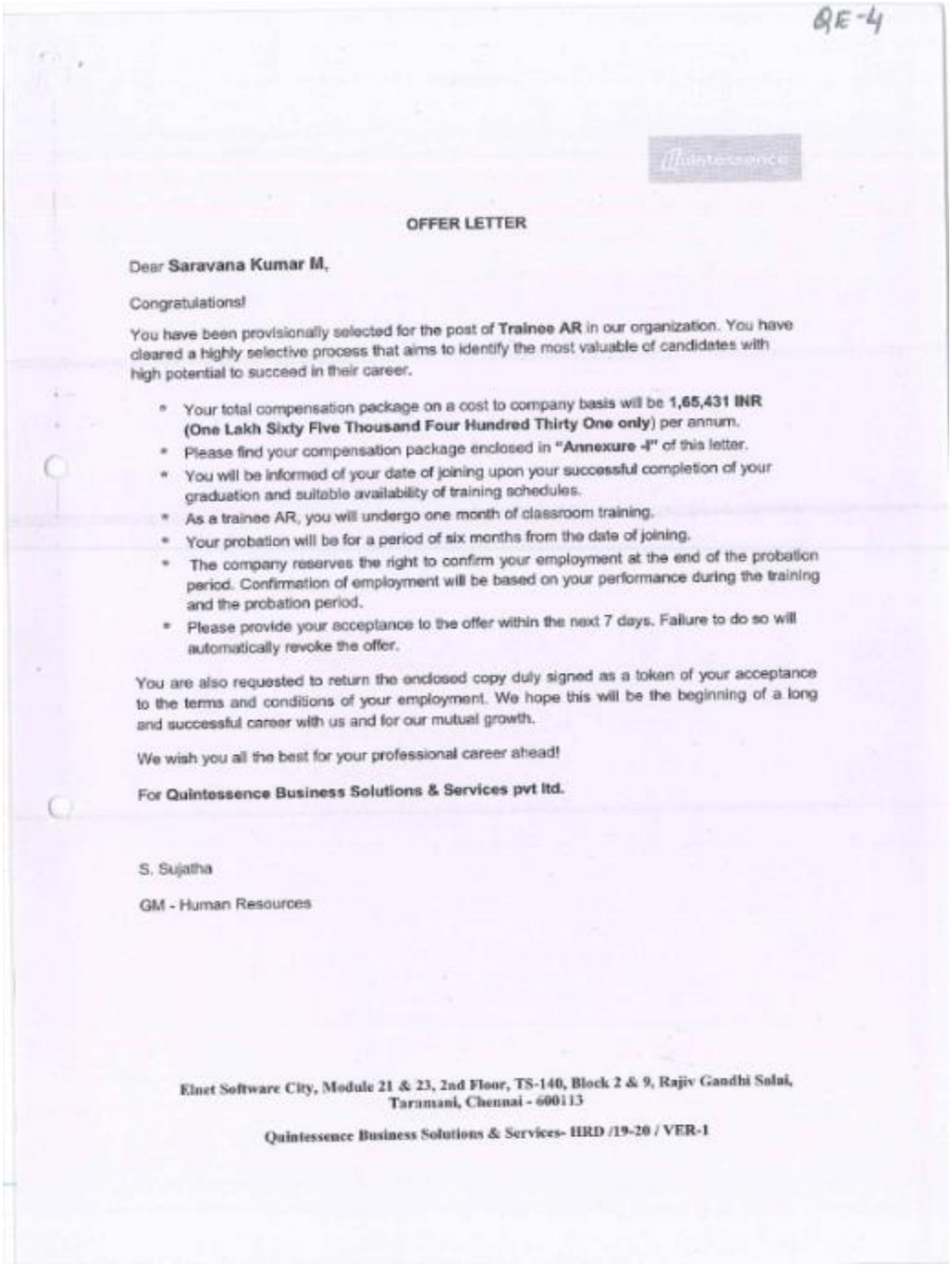
Quintessence Business Solutions & Services- HRD /19-20 / VER-1

SARAVANA KUMAR M -QUINTESSENCE



QE-4

Quintessence

OFFER LETTER

Dear **Saravana Kumar M,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
- Please find your compensation package enclosed in **"Annexure -I"** of this letter.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: **Trainee AR**	Location:	Coimbatore
	Monthly	**Annual**
CTC	**13,786**	**1,65,431**
Components -A		
Basic Pay	7,456	89,466
HRA	3,441	41,292
CCA	574	6,882
Total - Gross (A)	**11,470**	**1,30,758**
Deductions		
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NET TAKE HOME PAY	**10,420**	**1,25,046**
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	**980**	**11,756**
Components -C		
Company's Contribution to PF @12%	963	11,562
Company's Contribution to ESIC@3.25%	373	4,473
Total - C	**1,336**	**11,562**
Total CTC (A+B+C)	**13,786**	**1,65,431**

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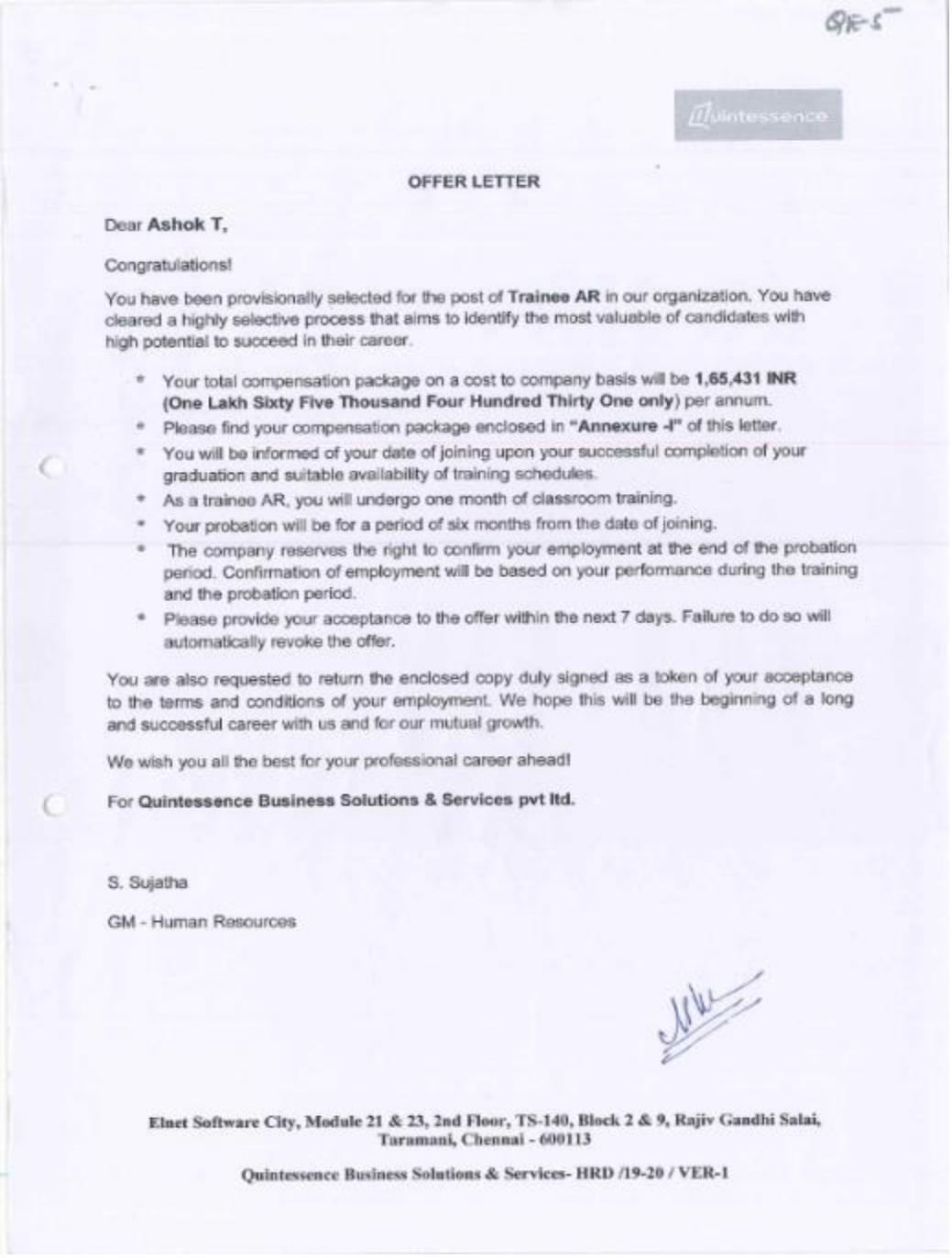
Quintessence Business Solutions & Services- HRD /19-20 / VER-1

ASHOK T -QUINTESSENCE



OFFER LETTER

Dear **Ashok T,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: **Trainee AR**	Location:	**Coimbatore**
	Monthly	**Annual**
CTC	**13,786**	**1,65,431**
Components -A		
Basic Pay	7,456	89,466
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NET TAKE HOME PAY	**10,420**	**1,25,046**
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	**980**	**11,756**
Components -C		
Company's Contribution to PF @12%	963	11,562
Company's Contribution to ESIC@3.25%	373	4,473
Total - C	**1,336**	**11,562**
Total CTC (A+B+C)	**13,786**	**1,65,431**

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

SUJITRA S -QUINTESSENCE

QE-6.

Quintessence

OFFER LETTER

Dear **Sujitra S,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Quintessence

Annexure - I

CTC Breakup		
Designation: Trainee AR	Location:	Coimbatore
	Monthly	Annual
CTC	13,786	1,65,431
Components -A		
Basic Pay	7,456	89,466
HRA	3,441	41,292
CCA	574	6,882
Total - Gross (A)	11,470	1,30,758
Deductions		
Employee's Contribution to PF @12%	963	11,562
Employee's Contribution to ESIC @0.75%	86	1,032
NET TAKE HOME PAY	10,420	1,25,046
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	980	11,756
Components -C		
Company's Contribution to PF @12%	963	11,562
Company's Contribution to ESIC@3.25%	373	4,473
Total - C	1,336	11,562
Total CTC (A+B+C)	13,786	1,65,431

Income Tax /Professional Tax will be deducted each month according to the Income Tax rules as/if applicable. Each employee will be expected to take care of his/her tax planning on an individual basis.
Employees are eligible for Night Shift Cab allowance those who work in night shift based on Business requirement.

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

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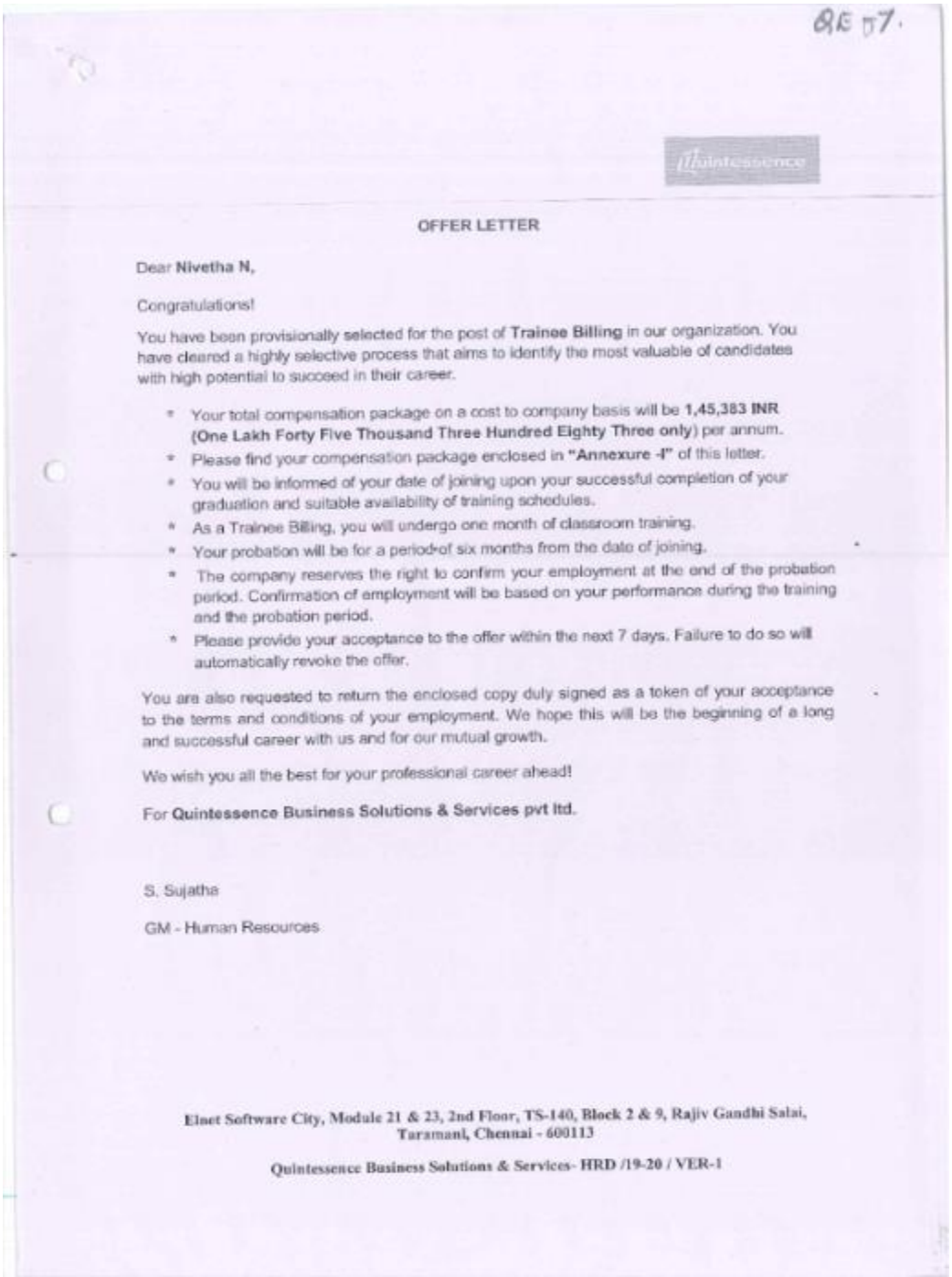
NIVETHA N -QUINTESSENCE



OFFER LETTER

Dear **Nivetha N,**

Congratulations!

You have been provisionally selected for the post of **Trainee Billing** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,45,383 INR (One Lakh Forty Five Thousand Three Hundred Eighty Three only)** per annum.
- Please find your compensation package enclosed in **"Annexure -I"** of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a Trainee Billing, you will undergo one month of classroom training.
- Your probation will be for a period of six months from the date of joining.
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- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: Trainee Billing	Location:	Coimbatore
	Monthly	Annual
CTC	12,115	1,45,383
Components -A		
Basic Pay	6,552	78,624
HRA	3,024	36,288
CCA	504	6,048
Total - Gross (A)	10,080	1,14,912
Deductions		
Employee's Contribution to PF @12%	847	10,161
Employee's Contribution to ESIC @0.75%	76	907
NET TAKE HOME PAY	9,158	1,09,892
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	315	3,782
Bonus - Statutory Allowance	546	6,549
Total - B	861	10,331
Components -C		
Company's Contribution to PF @12%	847	10,161
Company's Contribution to ESIC@3.25%	328	3,931
Total - C	1,174	10,161
Total CTC (A+B+C)	12,115	1,45,383
Income Tax /Professional Tax will be deducted each month according to the Income Tax rules as/If applicable. Each employee will be expected to take care of his/her tax planning on an individual basis. Employees are eligible for Night Shift Cab allowance those who work in night shift based on Business requirement.		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

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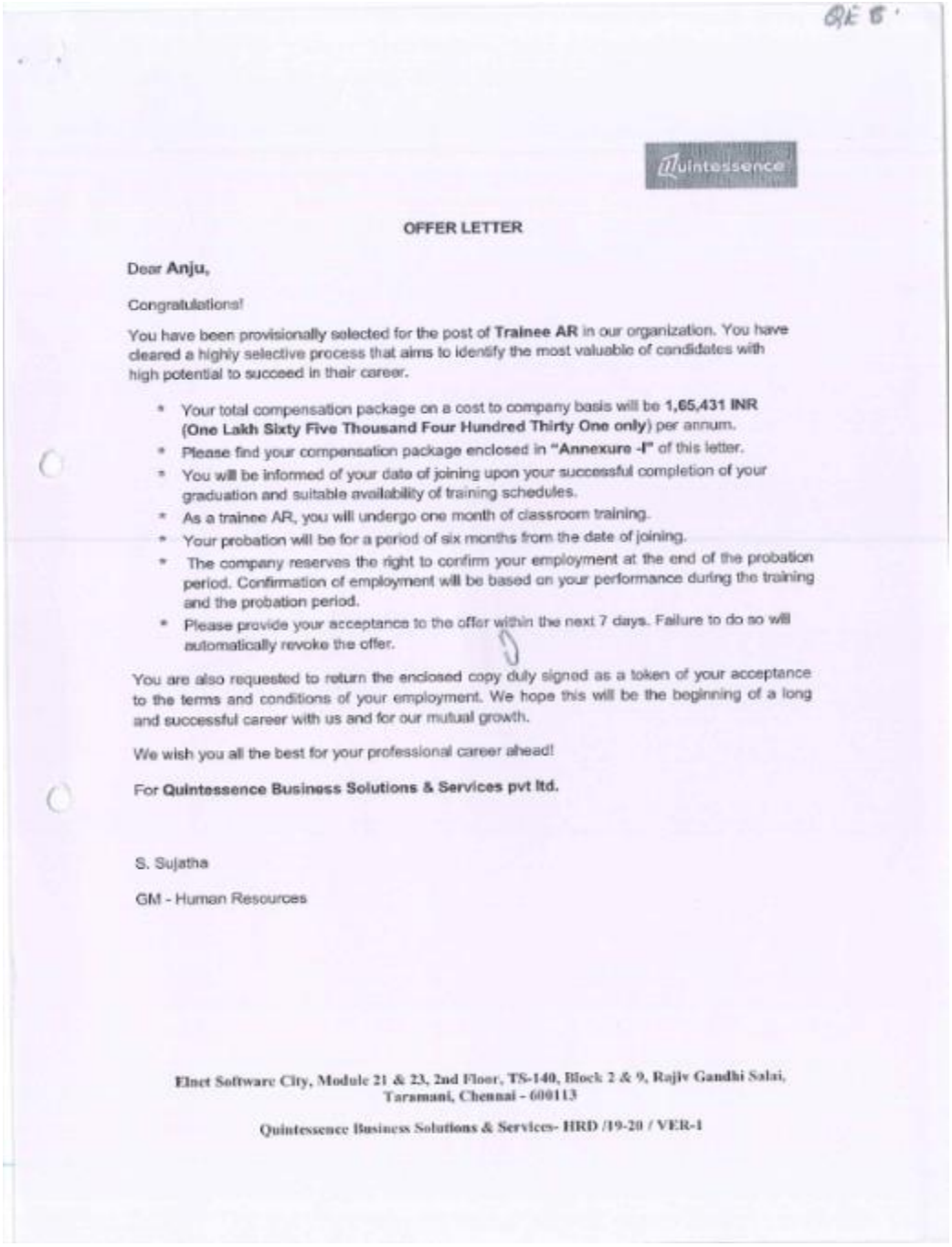
ANJU-QUINTESSENCE



Quintessence

OFFER LETTER

Dear **Anju,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
- Please find your compensation package enclosed in **"Annexure -I"** of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
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You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Quintessence

Annexure - I

CTC Breakup

Designation: **Trainee AR**	Location:	**Coimbatore**
	Monthly	**Annual**
CTC	13,786	1,65,431
Components -A		
Basic Pay	7,456	89,466
HRA	3,441	41,292
CCA	574	6,882
Total - Gross (A)	11,470	1,30,758
Deductions		
Employee's Contribution to PF @12%	963	11,562
Employee's Contribution to ESIC @0.75%	86	1,032
NET TAKE HOME PAY	10,420	1,25,046
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	980	11,756
Components -C		
Company's Contribution to PF @12%	963	11,562
Company's Contribution to ESIC@3.25%	373	4,473
Total - C	1,336	11,562
Total CTC (A+B+C)	13,786	1,65,431

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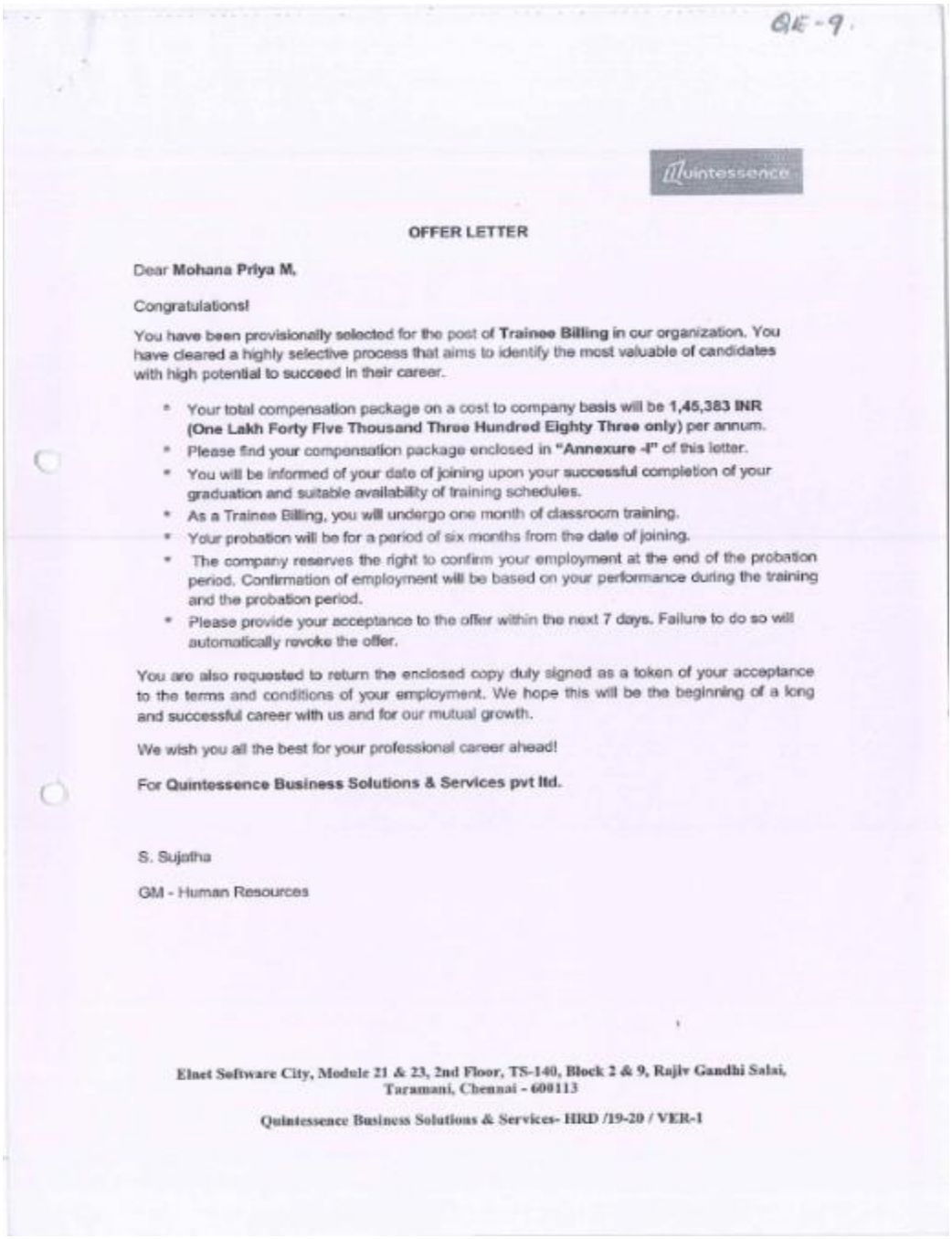
Quintessence Business Solutions & Services- HRD /19-20 / VER-1

MOHANA PRIYA M -QUINTESSENCE



QE-9.

Quintessence

OFFER LETTER

Dear **Mohana Priya M,**

Congratulations!

You have been provisionally selected for the post of **Trainee Billing** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,45,383 INR (One Lakh Forty Five Thousand Three Hundred Eighty Three only)** per annum.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: **Trainee Billing**	Location:	**Coimbatore**
	Monthly	**Annual**
CTC	**12,115**	**1,45,383**
Components -A		
Basic Pay	6,552	78,624
HRA	3,024	36,288
CCA	504	6,048
Total - Gross (A)	**10,080**	**1,14,912**
Deductions		
Employee's Contribution to PF @12%	**847**	**10,161**
Employee's Contribution to ESIC @0.75%	**76**	**907**
NET TAKE HOME PAY	**9,158**	**1,09,892**
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	315	3,782
Bonus - Statutory Allowance	546	6,549
Total - B	**861**	**10,331**
Components -C		
Company's Contribution to PF @12%	847	10,161
Company's Contribution to ESIC@3.25%	328	3,931
Total - C	**1,174**	**10,161**
Total CTC (A+B+C)	**12,115**	**1,45,383**

Income Tax /Professional Tax will be deducted each month according to the Income Tax rules as/if applicable. Each employee will be expected to take care of his/her tax planning on an individual basis.
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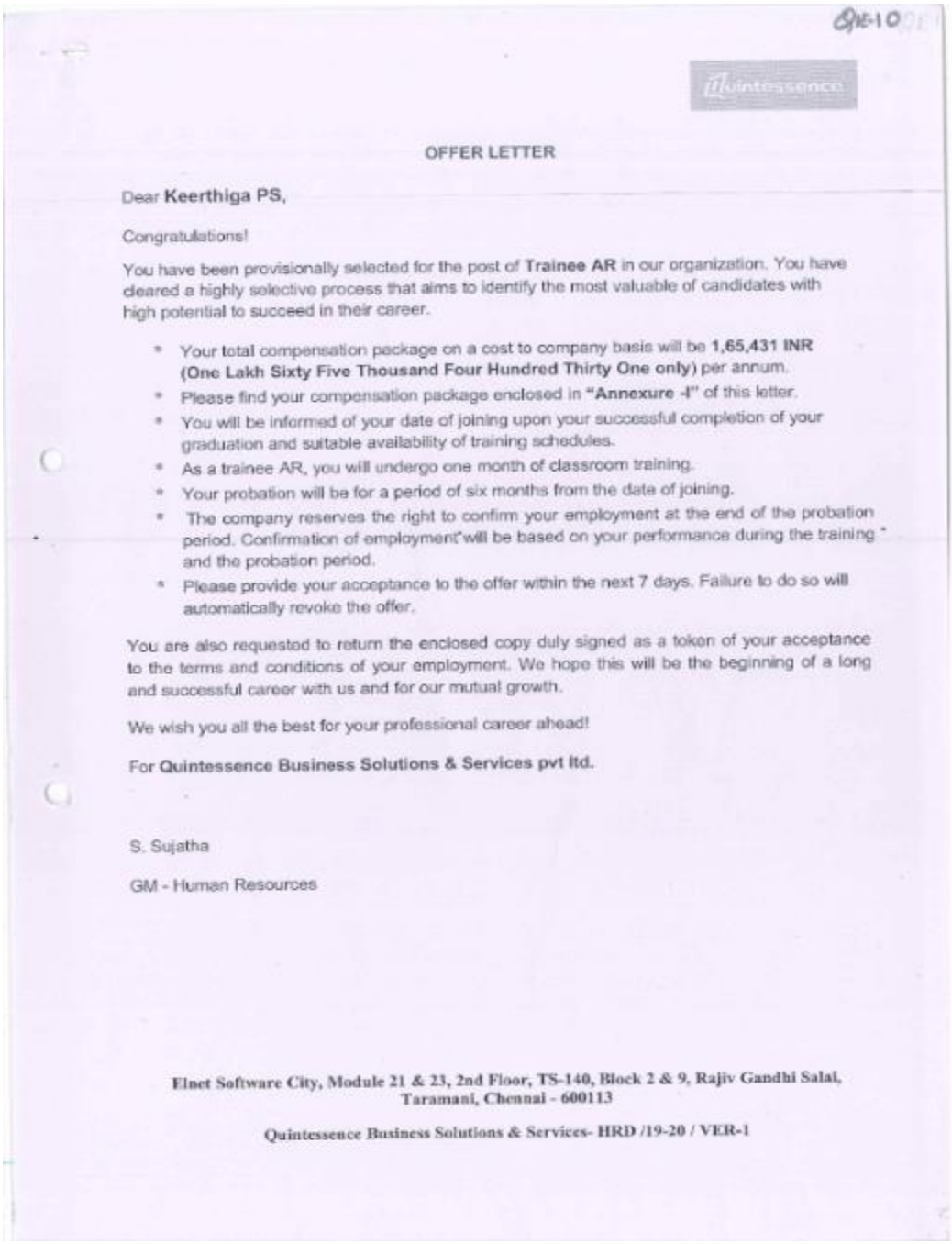
Quintessence Business Solutions & Services- HRD /19-20 / VER-1

KEERTHIGA P S -QUINTESSENCE



QE-10

quintessence

OFFER LETTER

Dear **Keerthiga PS,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: Trainee AR	Location:	Coimbatore
	Monthly	Annual
CTC	13,786	1,65,431
Components -A		
Basic Pay	7,456	89,466
HRA	3,441	41,292
CCA	574	6,882
Total - Gross (A)	11,470	1,30,758
Deductions		
Employee's Contribution to PF @12%	963	11,562
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Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	980	11,756
Components -C		
Company's Contribution to PF @12%	963	11,562
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Total - C	1,336	11,562
Total CTC (A+B+C)	13,786	1,65,431

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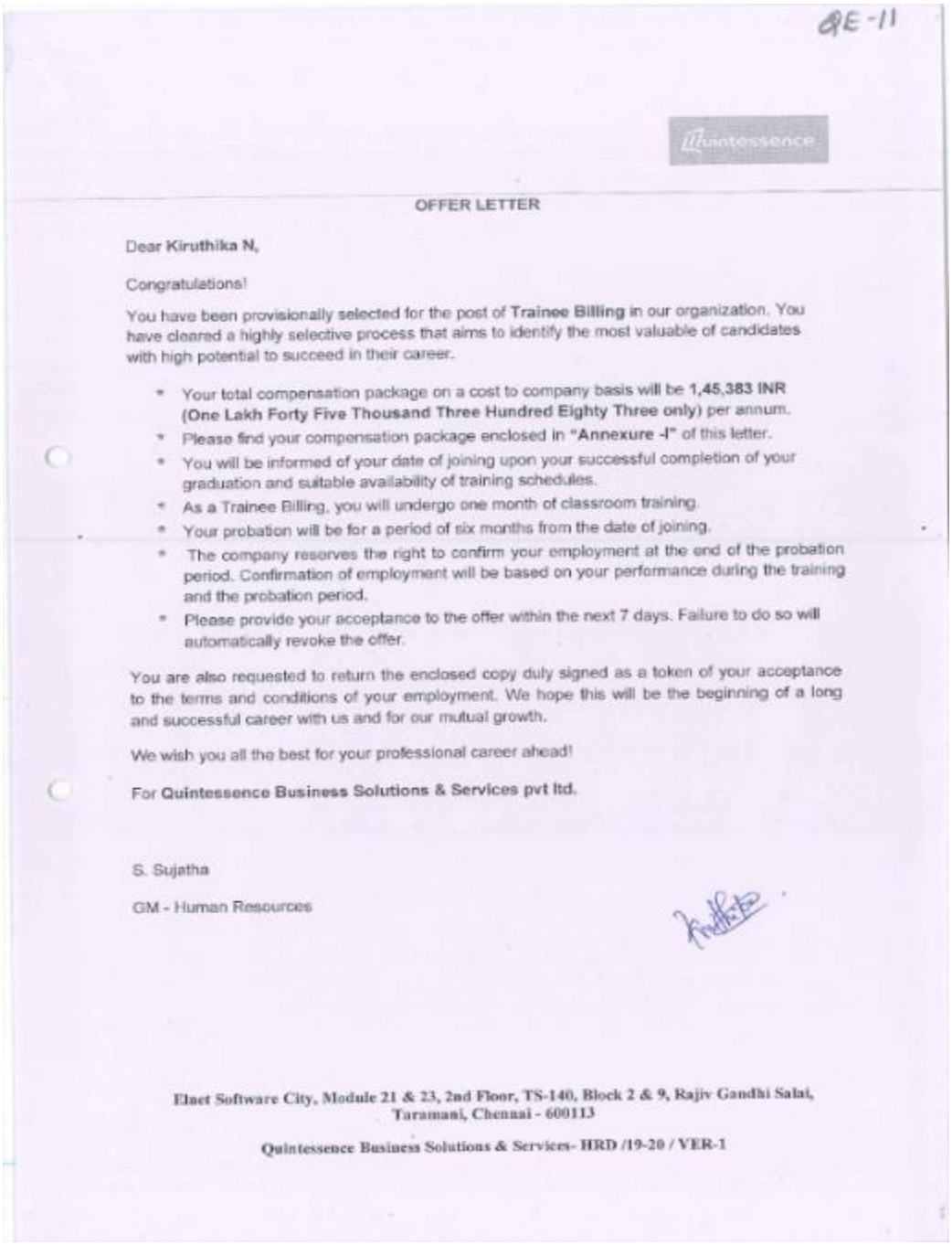
KIRUTHIKA N -QUINTESSENCE



AE-11

Quintessence

OFFER LETTER

Dear **Kiruthika N,**

Congratulations!

You have been provisionally selected for the post of **Trainee Billing** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

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For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

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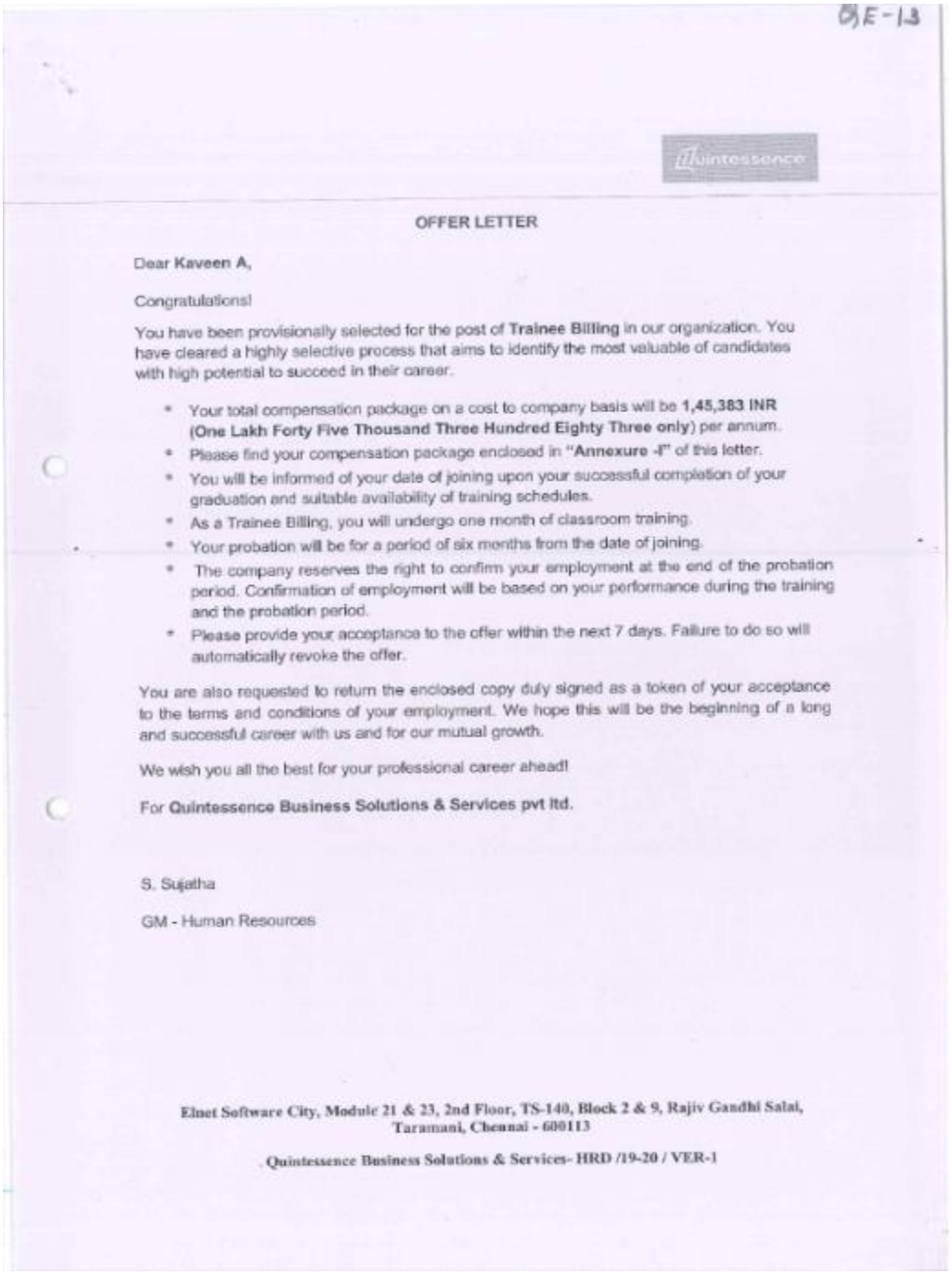
KAVEEN A -QUINTESSENCE



OE-13

Quintessence

OFFER LETTER

Dear **Kaveen A,**

Congratulations!

You have been provisionally selected for the post of **Trainee Billing** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

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S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup

Designation: **Trainee Billing** Location: **Coimbatore**

	Monthly	Annual
CTC	12,115	1,45,383
Components -A		
Basic Pay	6,552	78,624
HRA	3,024	36,288
CCA	504	6,048
Total - Gross (A)	10,080	1,14,912
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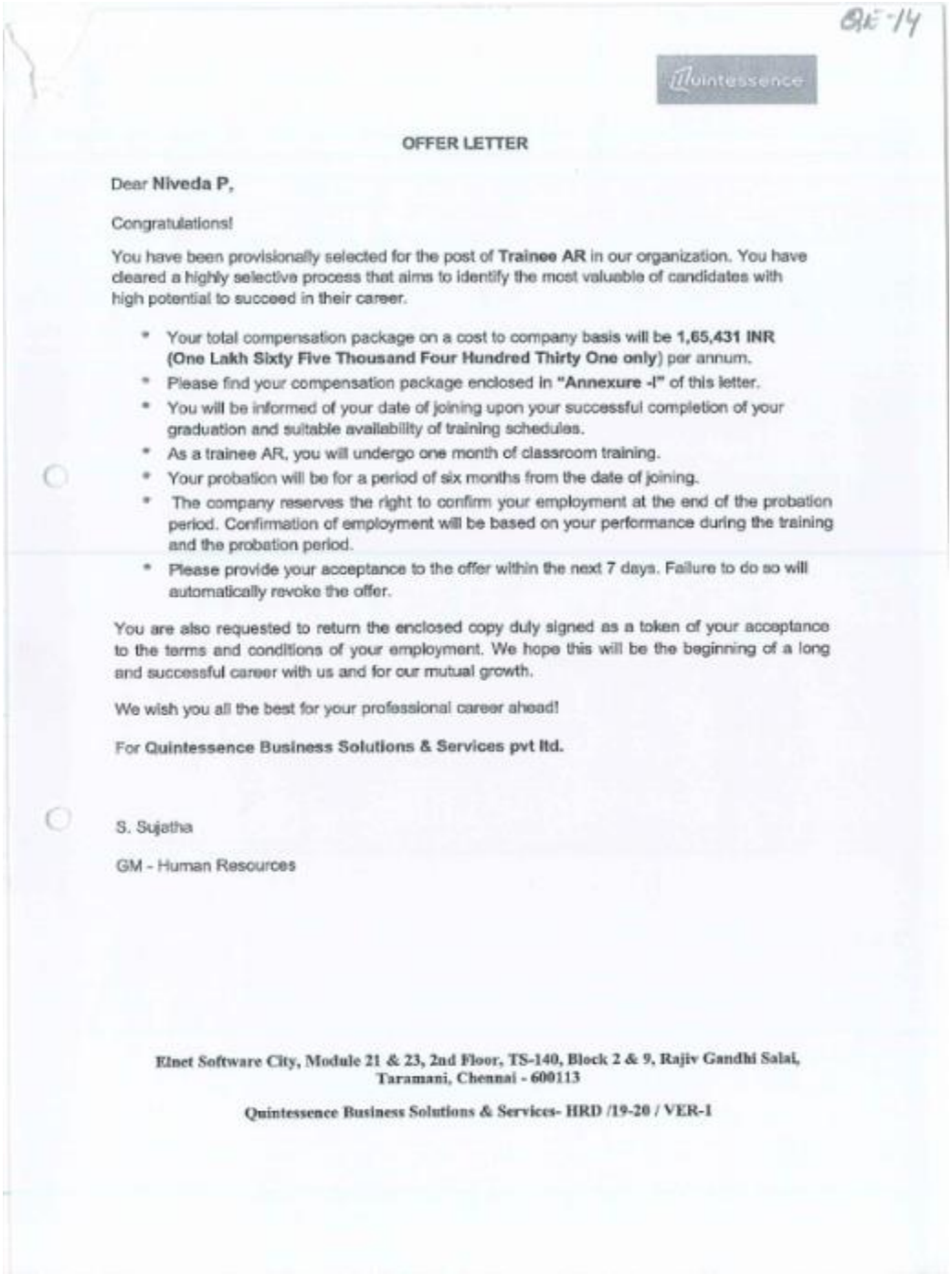
NIVEDA P -QUINTESSENCE



OFFER LETTER

Dear **Niveda P,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

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For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: **Trainee AR**	Location:	**Coimbatore**
	Monthly	**Annual**
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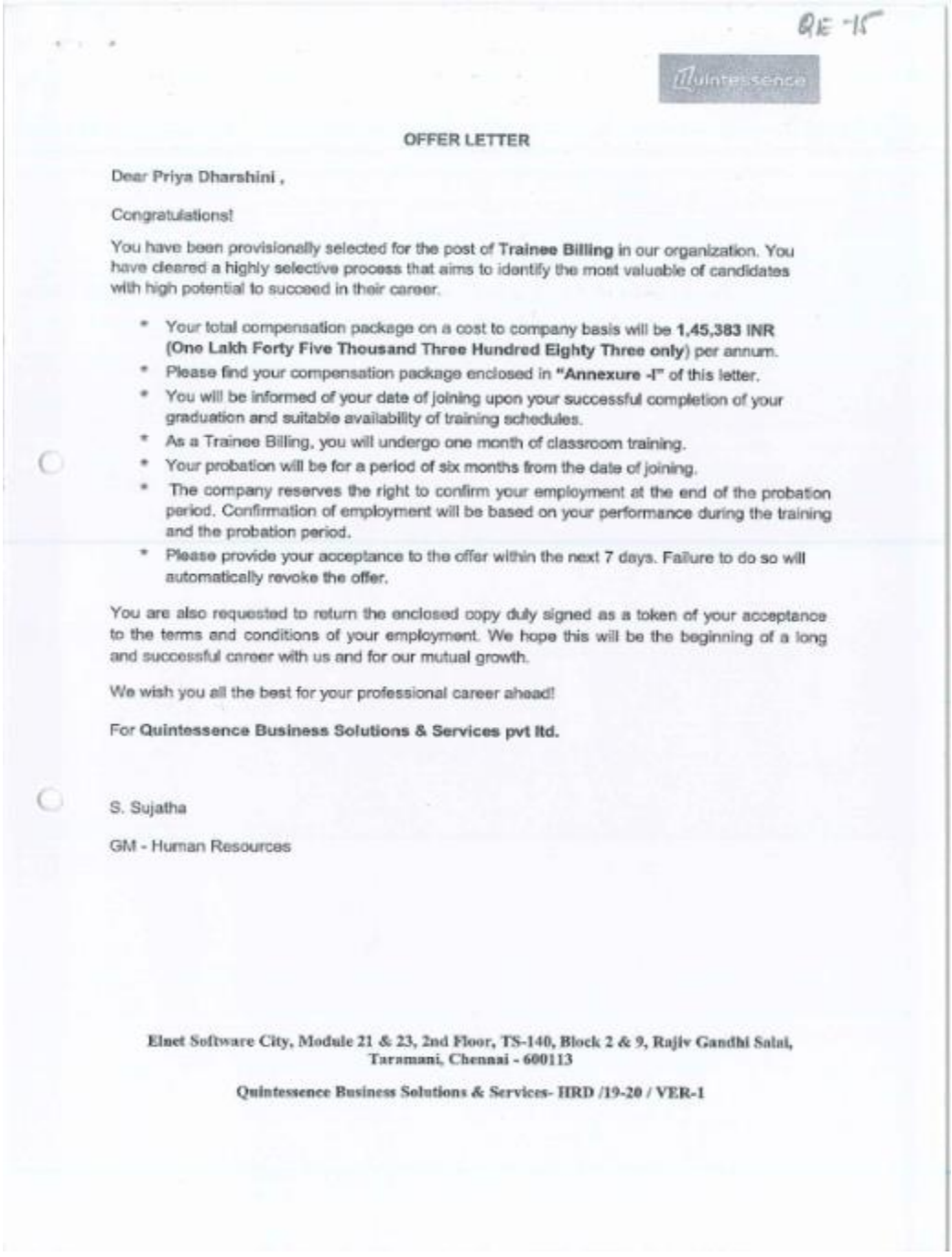
PRIYA DHARSHINI-QUINTESSENCE



QE-15

Quintessence

OFFER LETTER

Dear Priya Dharshini ,

Congratulations!

You have been provisionally selected for the post of **Trainee Billing** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: **Trainee Billing**	Location:	**Coimbatore**
	Monthly	**Annual**
CTC	12,115	1,45,383
Components -A		
Basic Pay	6,552	78,624
HRA	3,024	36,288
CCA	504	6,048
Total - Gross (A)	10,080	1,14,912
Deductions		
Employee's Contribution to PF @12%	**847**	**10,161**
Employee's Contribution to ESIC @0.75%	**76**	**907**
NET TAKE HOME PAY	9,158	1,09,892
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	315	3,782
Bonus - Statutory Allowance	546	6,549
Total - B	861	10,331
Components -C		
Company's Contribution to PF @12%	847	10,161
Company's Contribution to ESIC@3.25%	328	3,931
Total - C	**1,174**	**10,161**
Total CTC (A+B+C)	12,115	1,45,383

Income Tax /Professional Tax will be deducted each month according to the Income Tax rules as/if applicable. Each employee will be expected to take care of his/her tax planning on an individual basis.
Employees are eligible for Night Shift Cab allowance those who work in night shift based on Business requirement.

Please Note:

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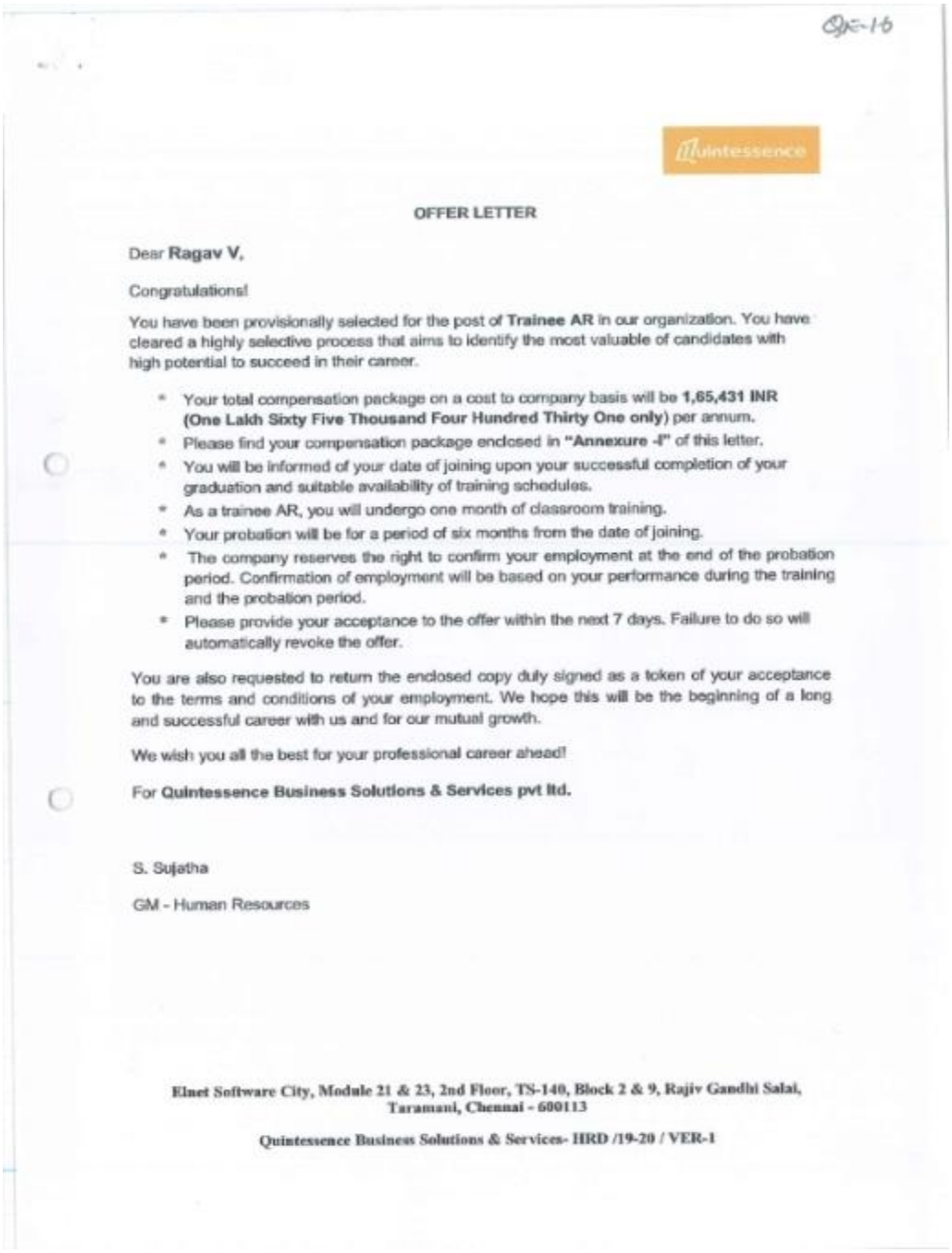
RAGAV V -QUINTESSENCE



OFFER LETTER

Dear **Ragav V,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

* Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
* Please find your compensation package enclosed in **"Annexure -I"** of this letter.
* You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
* As a trainee AR, you will undergo one month of classroom training.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Quintessence

Annexure - I

CTC Breakup		
Designation: Trainee AR	Location:	Coimbatore
	Monthly	**Annual**
CTC	**13,786**	**1,65,431**
Components -A		
Basic Pay	7,456	89,466
HRA	3,441	41,292
CCA	574	6,882
Total - Gross (A)	**11,470**	**1,30,758**
Deductions		
Employee's Contribution to PF @12%	**963**	**11,562**
Employee's Contribution to ESIC @0.75%	**86**	**1,032**
NET TAKE HOME PAY	**10,420**	**1,25,046**
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	**980**	**11,756**
Components -C		
Company's Contribution to PF @12%	963	11,562
Company's Contribution to ESIC@3.25%	373	4,473
Total - C	**1,336**	**11,562**
Total CTC (A+B+C)	**13,786**	**1,65,431**

Income Tax /Professional Tax will be deducted each month according to the Income Tax rules as/if applicable. Each employee will be expected to take care of his/her tax planning on an individual basis.
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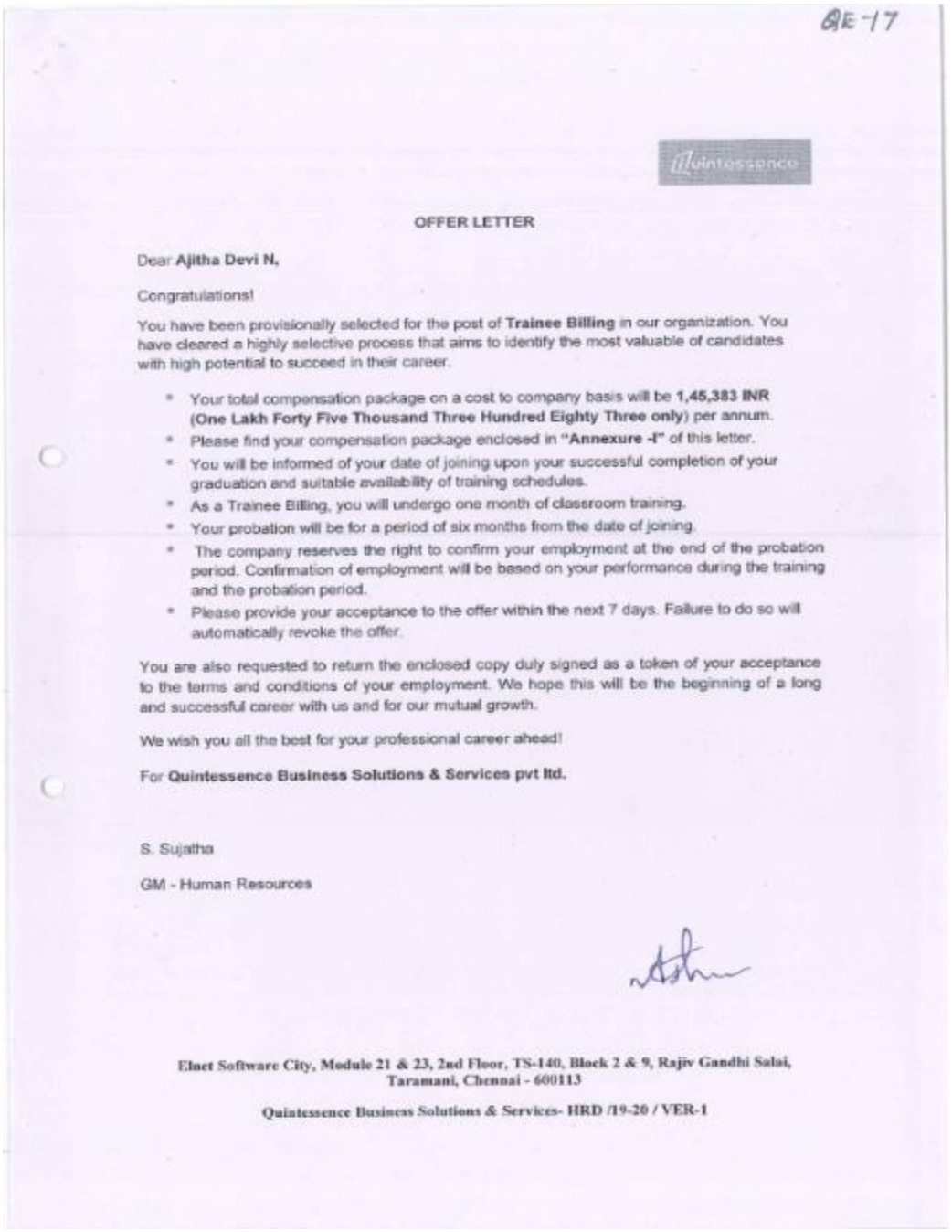
AJITHA DEVI N -QUINTESSENCE



QE-17

Quintessence

OFFER LETTER

Dear **Ajitha Devi N,**

Congratulations!

You have been provisionally selected for the post of **Trainee Billing** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,45,383 INR (One Lakh Forty Five Thousand Three Hundred Eighty Three only)** per annum.
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For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Quintessence

Annexure - I

CTC Breakup		
Designation: **Trainee Billing**	Location:	**Coimbatore**
	Monthly	**Annual**
CTC	**12,115**	**1,45,383**
Components -A		
Basic Pay	6,552	78,624
HRA	3,024	36,288
CCA	504	6,048
Total - Gross (A)	**10,080**	**1,14,912**
Deductions		
Employee's Contribution to PF @12%	**847**	**10,161**
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NET TAKE HOME PAY	**9,158**	**1,09,892**
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	315	3,782
Bonus - Statutory Allowance	546	6,549
Total - B	**861**	**10,331**
Components -C		
Company's Contribution to PF @12%	847	10,161
Company's Contribution to ESIC@3.25%	328	3,931
Total - C	**1,174**	**10,161**
Total CTC (A+B+C)	**12,115**	**1,45,383**

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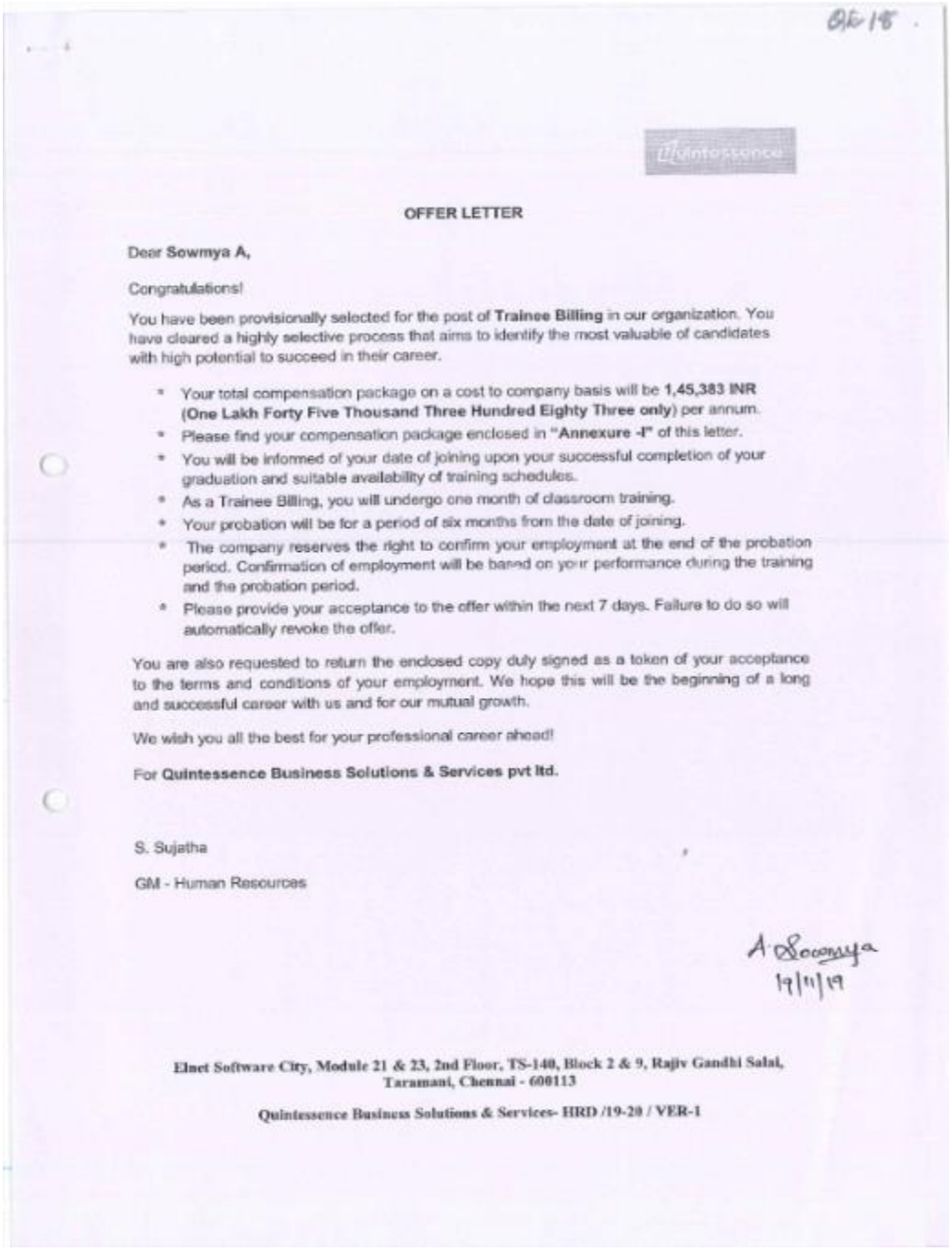
Quintessence Business Solutions & Services- HRD /19-20 / VER-1

SOWMIYA A -QUINTESSENCE



OFFER LETTER

Dear **Sowmya A,**

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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

A. Sowmya
19/11/19

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: **Trainee Billing**	Location:	**Coimbatore**
	Monthly	**Annual**
CTC	**12,115**	**1,45,383**
Components -A		
Basic Pay	6,552	78,624
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Components -C		
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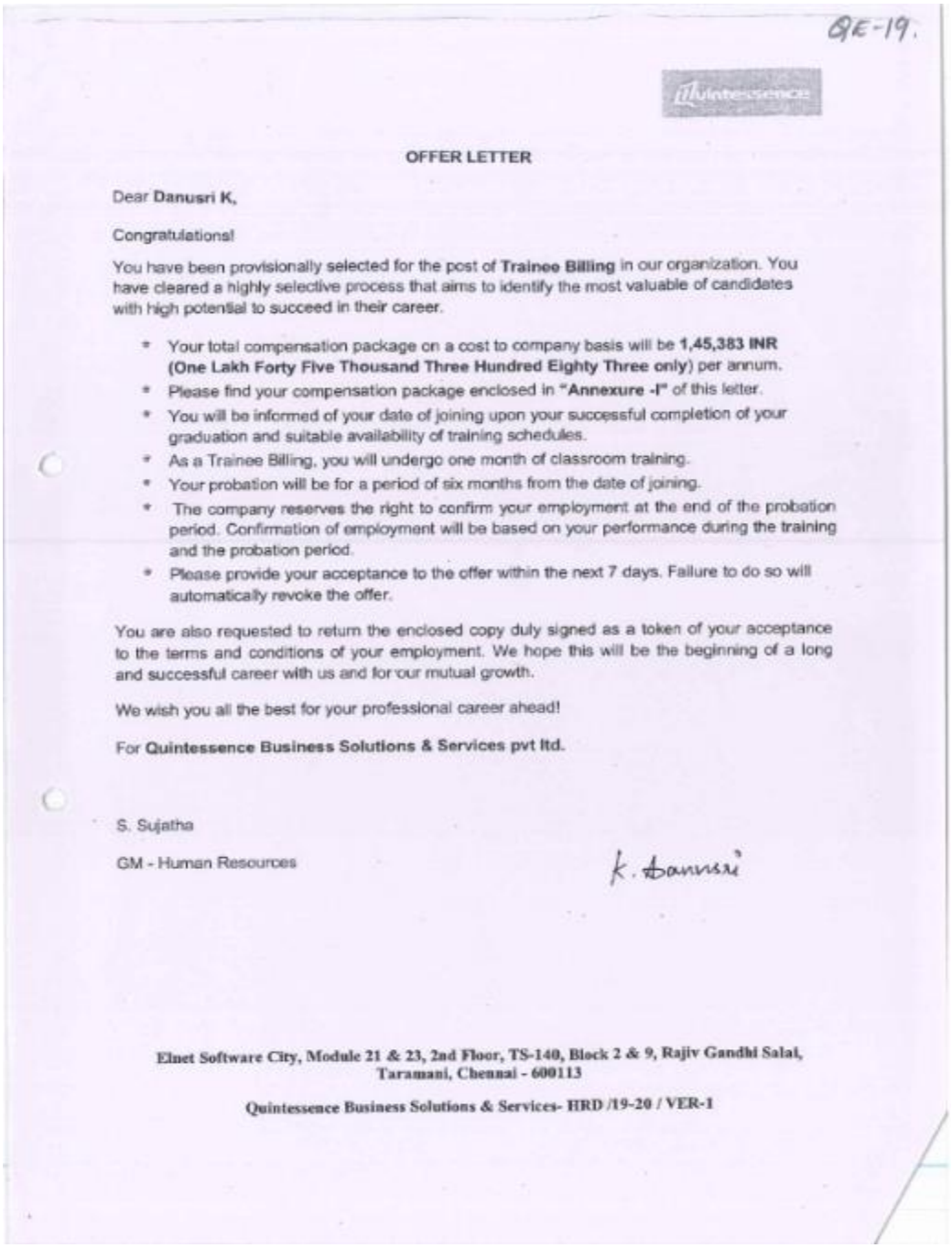
DANUSRI K -QUINTESSENCE



QE-19.

OFFER LETTER

Dear **Danusri K,**

Congratulations!

You have been provisionally selected for the post of **Trainee Billing** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

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For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

K. Danusri

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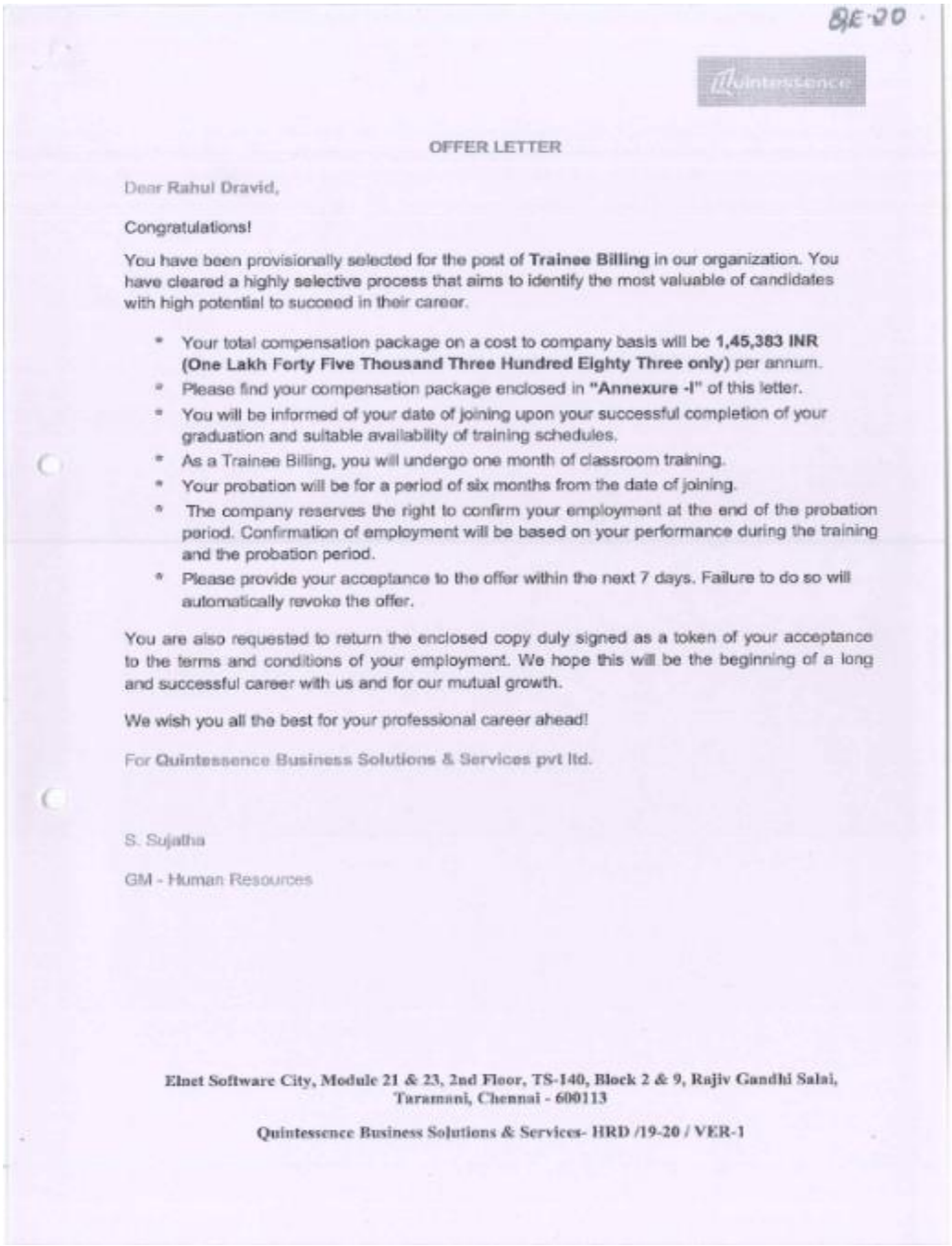
RAHUL DRAVID-QUINTESSENCE



BE-20

Quintessence

OFFER LETTER

Dear Rahul Dravid,

Congratulations!

You have been provisionally selected for the post of **Trainee Billing** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

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For Quintessence Business Solutions & Services pvt ltd.

S. Sujatha

GM - Human Resources

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Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: Trainee Billing	Location:	Coimbatore
	Monthly	Annual
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Components (Monthly Benefits) -B		
Cab Allowance	-	-
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Components -C		
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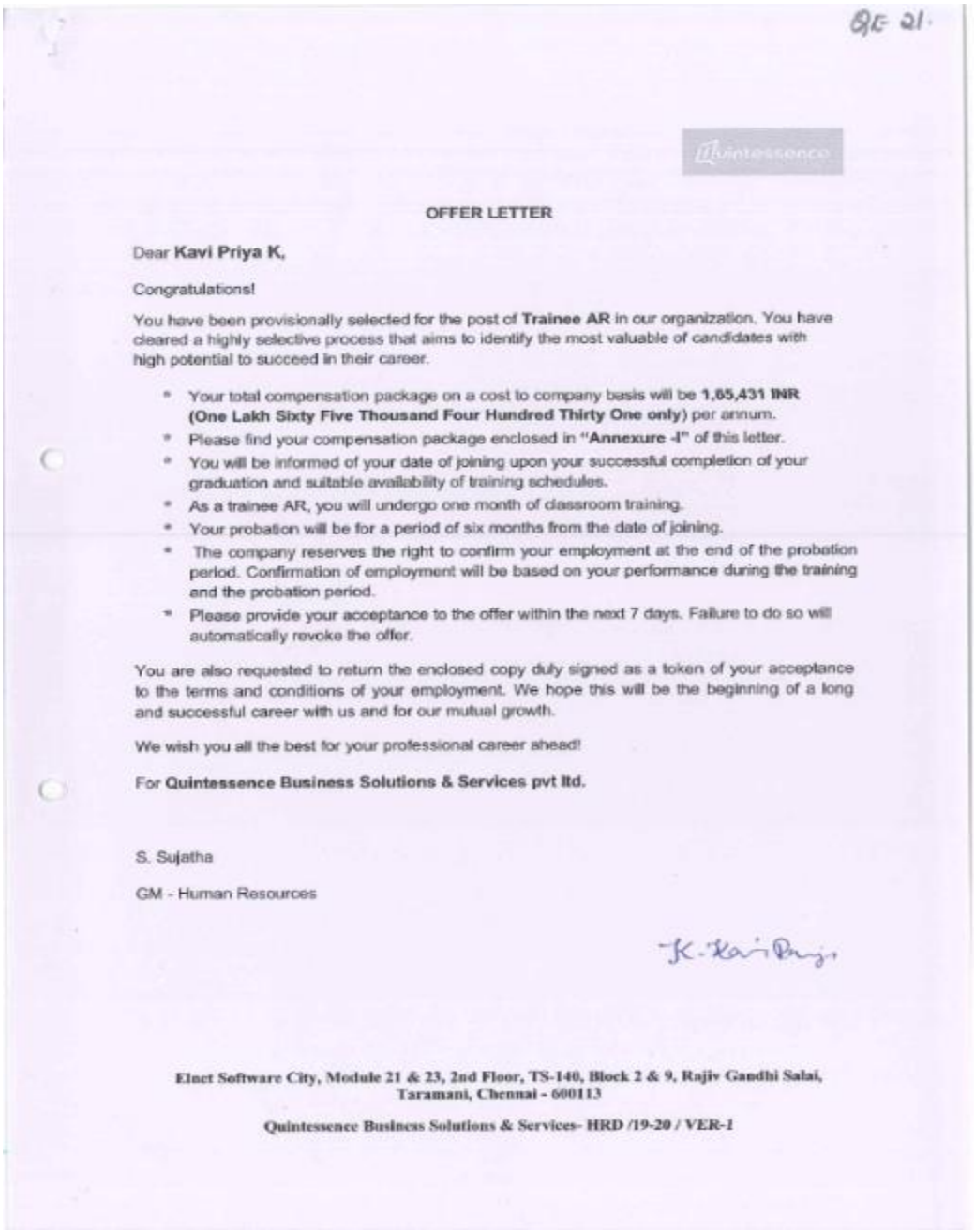
KAVI PRIYA K -QUINTESSENCE



QE 21.

Quintessence

OFFER LETTER

Dear **Kavi Priya K,**

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be **1,65,431 INR (One Lakh Sixty Five Thousand Four Hundred Thirty One only)** per annum.
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For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

K. Kavi Priya

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: **Trainee AR**	Location:	**Coimbatore**
	Monthly	**Annual**
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CCA	574	6,882
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Deductions		
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Employee's Contribution to ESIC @0.75%	**86**	**1,032**
NET TAKE HOME PAY	**10,420**	**1,25,046**
Components (Monthly Benefits) -B		
Cab Allowance	-	-
Gratuity	359	4,303
Bonus - Statutory Allowance	621	7,453
Total - B	**980**	**11,756**
Components -C		
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Total - C	**1,336**	**11,562**
Total CTC (A+B+C)	**13,786**	**1,65,431**

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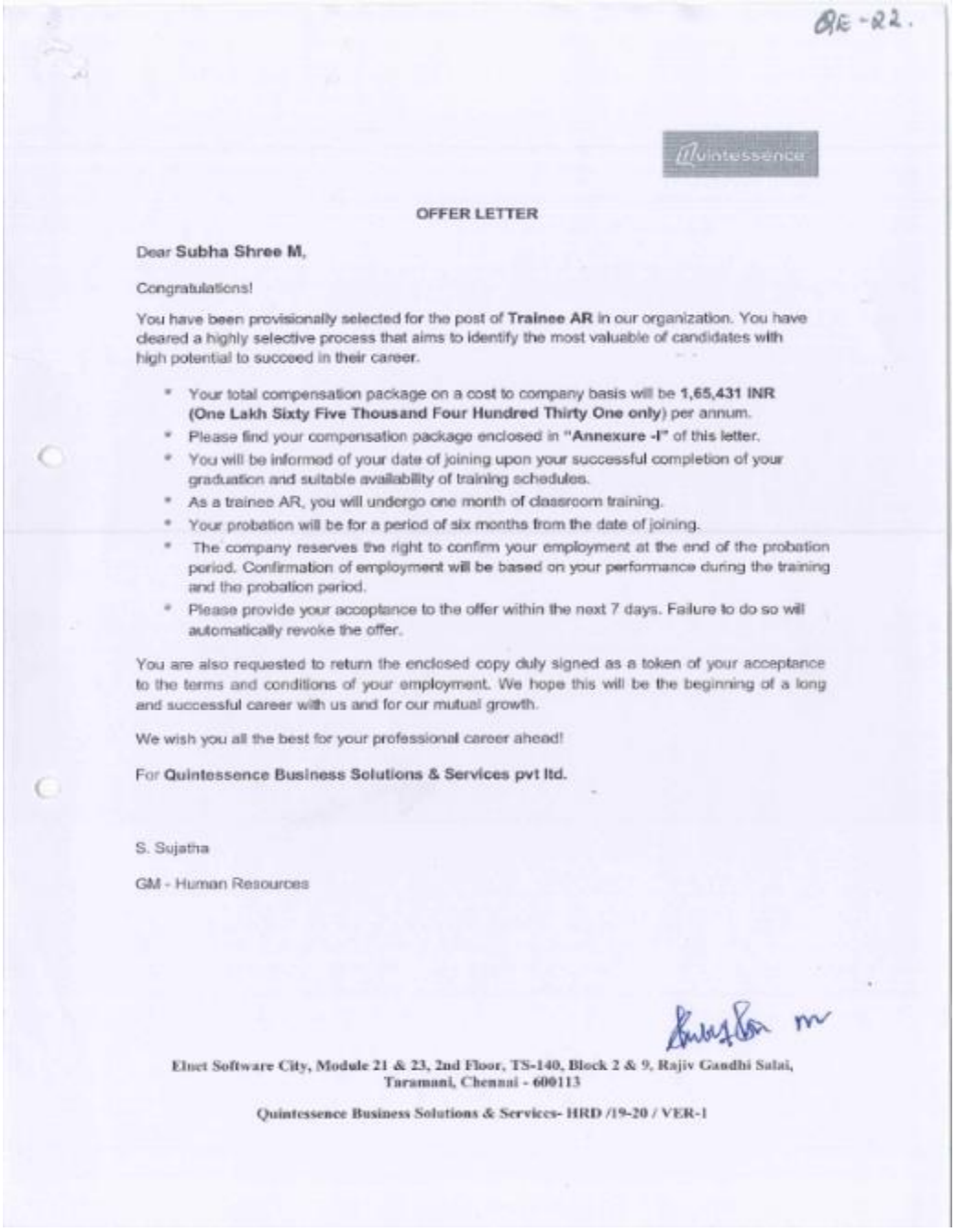
SUBHA SHREE M -QUINTESSENCE



QE-22.

Quintessence

OFFER LETTER

Dear **Subha Shree M**,

Congratulations!

You have been provisionally selected for the post of **Trainee AR** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

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For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha

GM - Human Resources

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

Annexure - I

CTC Breakup		
Designation: **Trainee AR**	Location:	**Coimbatore**
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Components -A		
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Total - C	1,336	11,562
Total CTC (A+B+C)	13,786	1,65,431

Income Tax /Professional Tax will be deducted each month according to the Income Tax rules as/if applicable. Each employee will be expected to take care of his/her tax planning on an individual basis.
Employees are eligible for Night Shift Cab allowance those who work in night shift based on Business requirement.

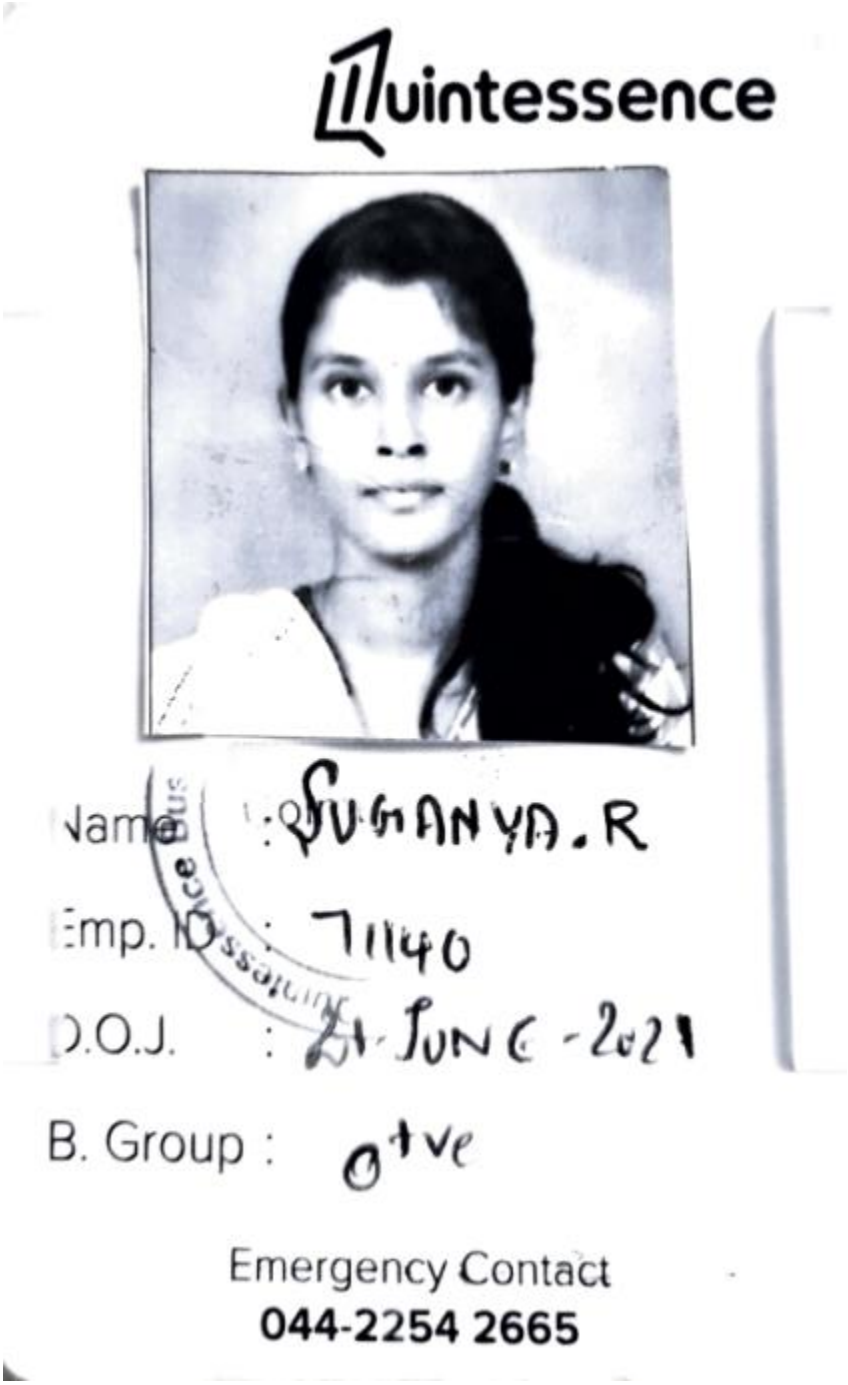
Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

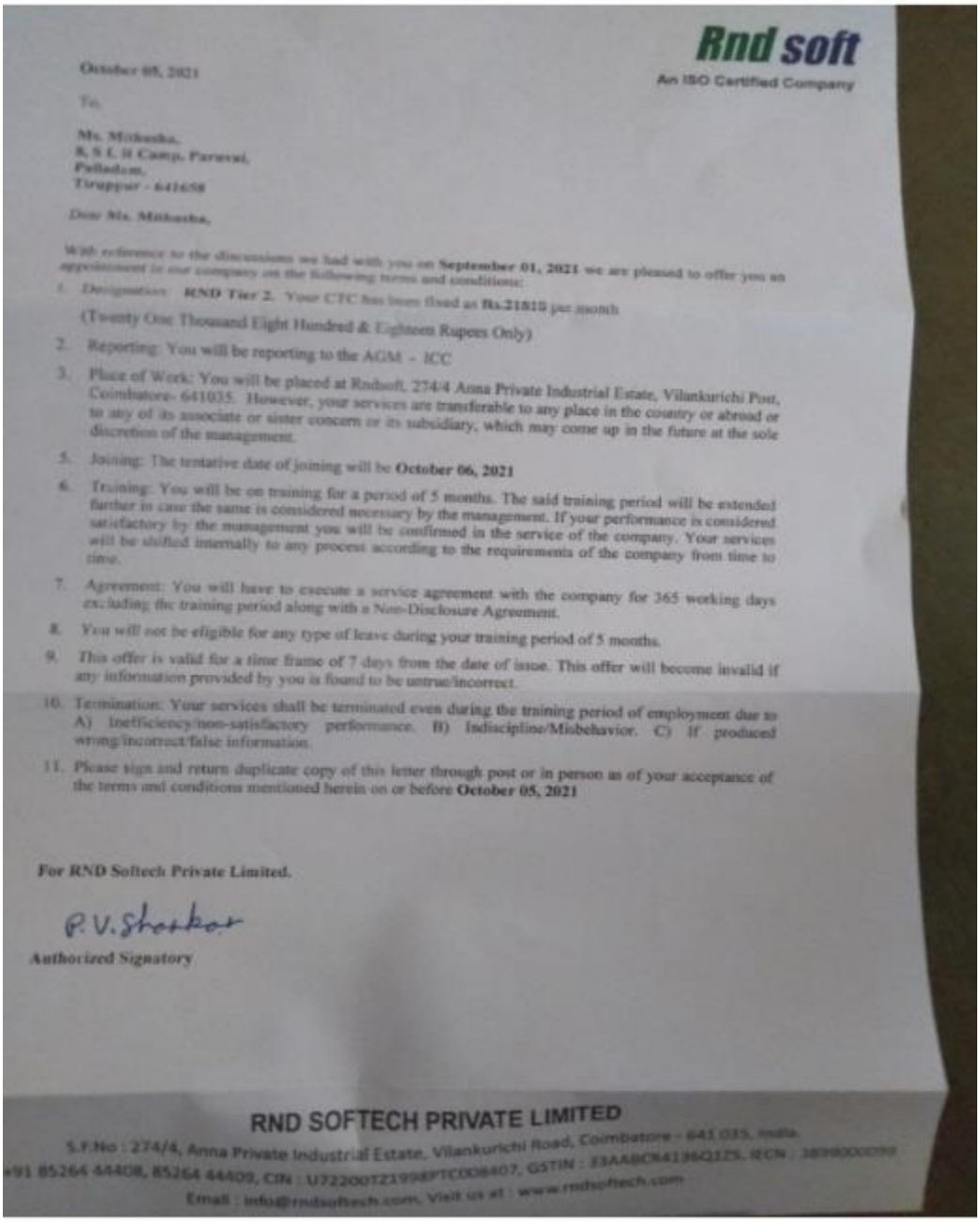
Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai, Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

SUGANYA R -QUINTESSENCE



MITHUSHA G –RND SOFT



Rnd soft
An ISO Certified Company

October 05, 2021

To,

Ms. Mithusha,
8, S L H Comp, Paravai,
Palladam,
Tiruppur - 641658

Dear Ms. Mithusha,

With reference to the discussions we had with you on **September 01, 2021** we are pleased to offer you an appointment in our company on the following terms and conditions:

1. Designation: **RND Tier 2.** Your CTC has been fixed as **Rs.21818** per month

(Twenty One Thousand Eight Hundred & Eighteen Rupees Only)

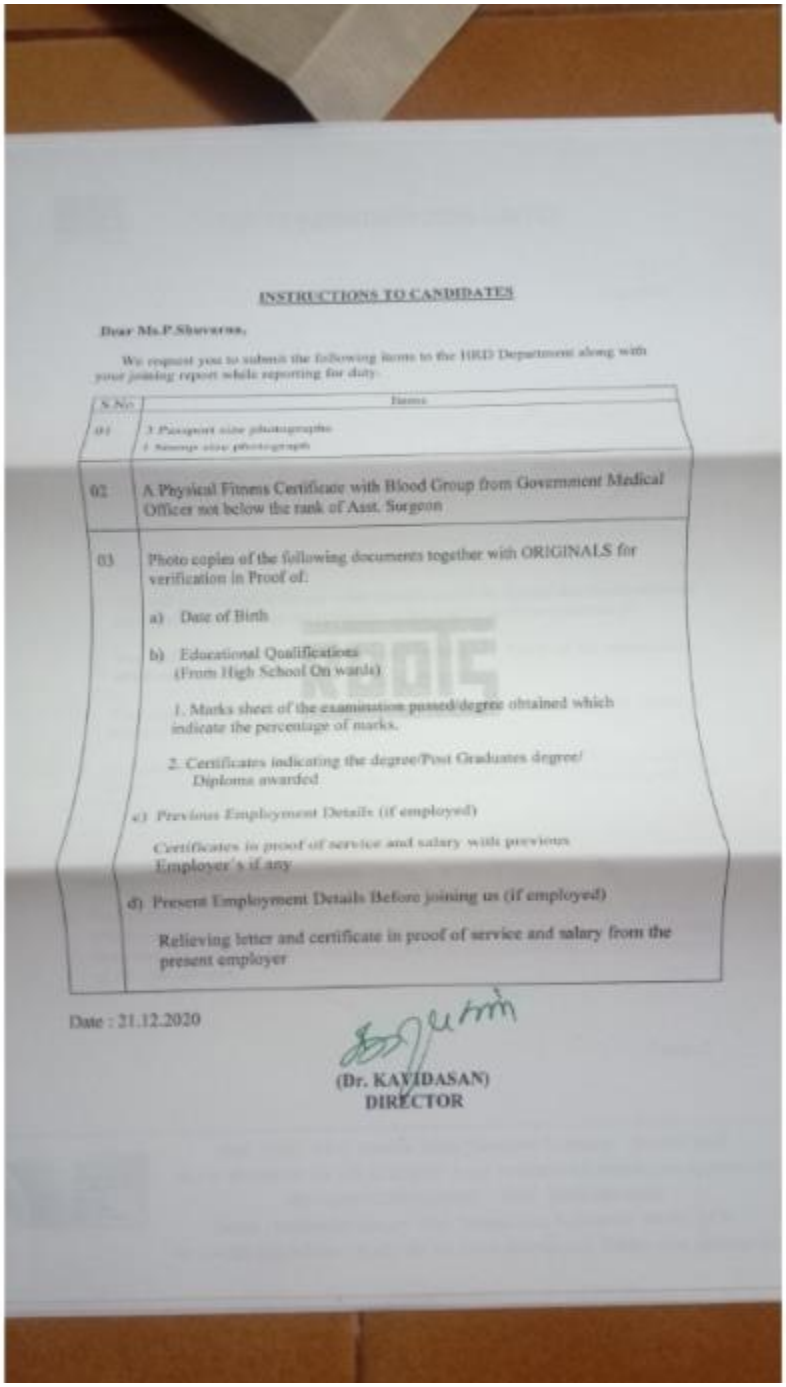
2. Reporting: You will be reporting to the AGM - ICC
3. Place of Work: You will be placed at Rndsoft, 274/4 Anna Private Industrial Estate, Vilankurichi Post, Coimbatore- 641035. However, your services are transferable to any place in the country or abroad or to any of its associate or sister concern or its subsidiary, which may come up in the future at the sole discretion of the management.
5. Joining: The tentative date of joining will be **October 06, 2021**
6. Training: You will be on training for a period of 5 months. The said training period will be extended further in case the same is considered necessary by the management. If your performance is considered satisfactory by the management you will be confirmed in the service of the company. Your services will be shifted internally to any process according to the requirements of the company from time to time.
7. Agreement: You will have to execute a service agreement with the company for 365 working days excluding the training period along with a Non-Disclosure Agreement.
8. You will not be eligible for any type of leave during your training period of 5 months.
9. This offer is valid for a time frame of 7 days from the date of issue. This offer will become invalid if any information provided by you is found to be untrue/incorrect.
10. Termination: Your services shall be terminated even during the training period of employment due to A) Inefficiency/non-satisfactory performance. B) Indiscipline/Misbehavior. C) If produced wrong/incorrect/false information.
11. Please sign and return duplicate copy of this letter through post or in person as of your acceptance of the terms and conditions mentioned herein on or before **October 05, 2021**

For RND Softech Private Limited.

P. V. Shankar

Authorized Signatory

RND SOFTECH PRIVATE LIMITED
S.F.No : 274/4, Anna Private Industrial Estate, Vilankurichi Road, Coimbatore - 641 035, India.
+91 85264 44408, 85264 44409, CIN : U72200TZ1998PTC008407, GSTIN : 33AABCR4136Q1ZS, IECN : 3899000090
Email : info@rndsoftech.com, Visit us at : www.rndsoftech.com



INSTRUCTIONS TO CANDIDATES

Dear Ms.P.Sharvana,

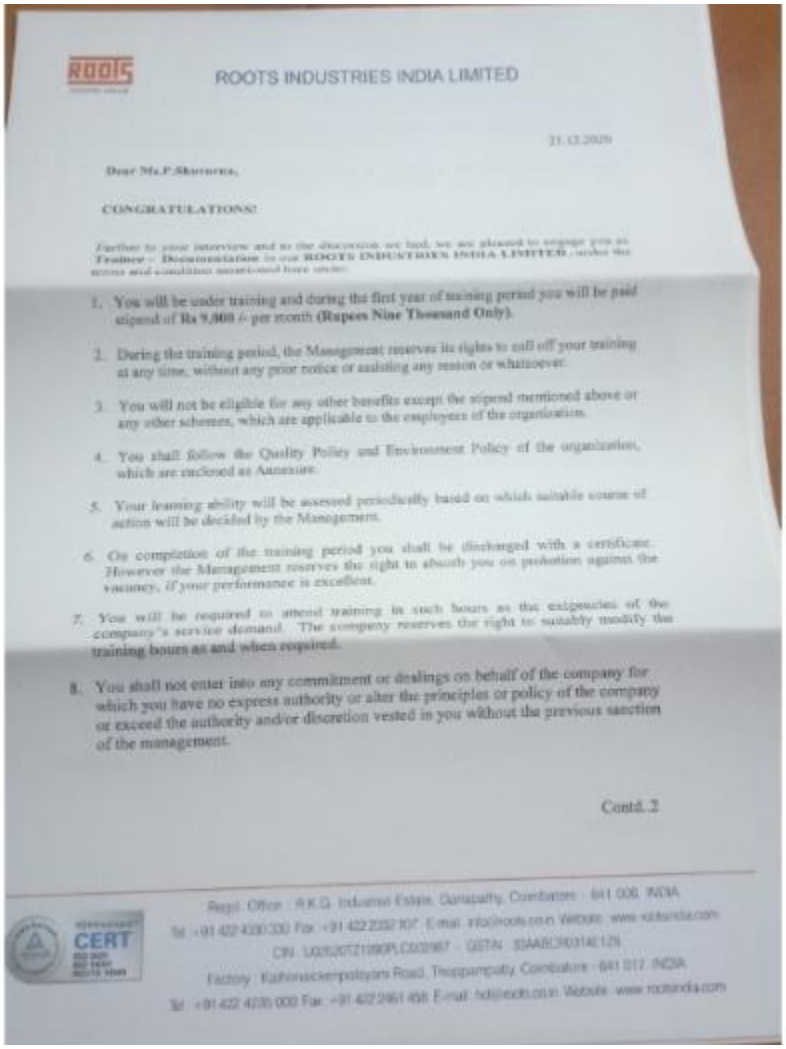
We request you to submit the following items to the HRD Department along with your joining report while reporting for duty.

S.No	Items
01	3 Passport size photographs 1 Stamp size photograph
02	A Physical Fitness Certificate with Blood Group from Government Medical Officer not below the rank of Asst. Surgeon
03	Photo copies of the following documents together with ORIGINALS for verification in Proof of: a) Date of Birth b) Educational Qualifications (From High School On wards) 1. Marks sheet of the examination passed/degree obtained which indicate the percentage of marks. 2. Certificates indicating the degree/Post Graduates degree/ Diploma awarded c) Previous Employment Details (if employed) Certificates in proof of service and salary with previous Employer's if any d) Present Employment Details Before joining us (if employed) Relieving letter and certificate in proof of service and salary from the present employer

Date : 21.12.2020

(Dr. KAVIDASAN)
DIRECTOR

SHUVARNA P – ROOTS INDUSTRIES



ROOTS INDUSTRIES INDIA LIMITED

21.12.2020

Dear Ms.P.Shuvarna,

CONGRATULATIONS!

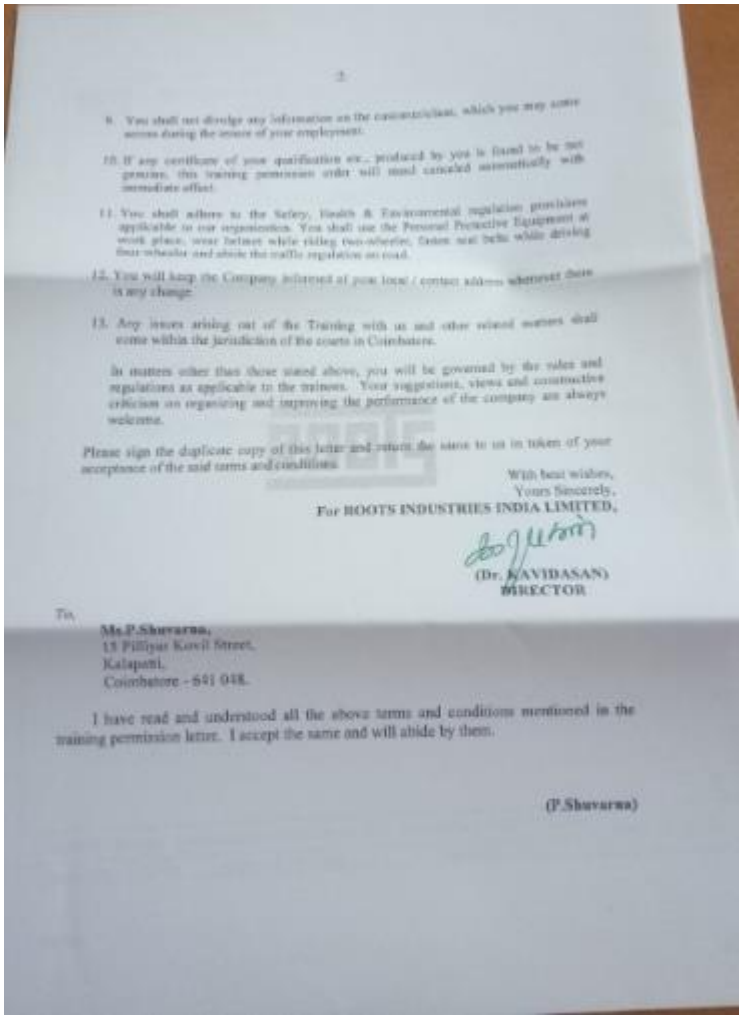
Further to your interview and to the discussion we had, we are pleased to engage you as Trainee – Documentation in our ROOTS INDUSTRIES INDIA LIMITED, under the terms and condition mentioned here under:

1. You will be under training and during the first year of training period you will be paid stipend of **Rs 9,000 /-** per month **(Rupees Nine Thousand Only)**.
2. During the training period, the Management reserves its rights to call off your training at any time, without any prior notice or assisting any reason or whatsoever.
3. You will not be eligible for any other benefits except the stipend mentioned above or any other schemes, which are applicable to the employees of the organization.
4. You shall follow the Quality Policy and Environment Policy of the organization, which are enclosed as Annexure.
5. Your learning ability will be assessed periodically based on which suitable course of action will be decided by the Management.
6. On completion of the training period you shall be discharged with a certificate. However the Management reserves the right to absorb you on probation against the vacancy, if your performance is excellent.
7. You will be required to attend training in such hours as the exigencies of the company's service demand. The company reserves the right to suitably modify the training hours as and when required.
8. You shall not enter into any commitment or dealings on behalf of the company for which you have no express authority or alter the principles or policy of the company or exceed the authority and/or discretion vested in you without the previous sanction of the management.

Contd..2

CERT

Regd. Office : R.K.G. Industrial Estate, Ganapathy, Coimbatore - 641 006. INDIA.
Tel : +91 422 4330 330 Fax : +91 422 2332 107 E-mail : info@roots.co.in Website : www.rootsindia.com
CIN : U25207TZ1990PLC002987 GSTIN : 33AABCR0314E1ZN
Factory : Kuthiraiyampalayam Road, Thoppampatty, Coimbatore - 641 017. INDIA.
Tel : +91 422 4735 000 Fax : +91 422 2461 458 E-mail : hdi@roots.co.in Website : www.rootsindia.com



2

9. You shall not divulge any information on the customs/data, which you may come across during the course of your employment.

10. If any certificate of your qualification etc., produced by you is found to be not genuine, this training permission order will stand canceled automatically with immediate effect.

11. You shall adhere to the Safety, Health & Environmental regulation provisions applicable to our organization. You shall use the Personal Protective Equipment at work place, wear helmet while riding two-wheeler, fasten seat belts while driving four wheeler and abide the traffic regulation on road.

12. You will keep the Company informed of your local / contact address whenever there is any change.

13. Any issues arising out of the Training with us and other related matters shall come within the jurisdiction of the courts in Coimbatore.

In matters other than those stated above, you will be governed by the rules and regulations as applicable to the trainees. Your suggestions, views and constructive criticism on organizing and improving the performance of the company are always welcome.

Please sign the duplicate copy of this letter and return the same to us in token of your acceptance of the said terms and conditions.

With best wishes,
Yours Sincerely,
For BOOTS INDUSTRIES INDIA LIMITED,

(Dr. RAVIDASAN)
DIRECTOR

To,
Ms.P.Shuvarna,
15 Pillyar Kovil Street,
Kalapatti,
Coimbatore - 641 048.

I have read and understood all the above terms and conditions mentioned in the training permission letter. I accept the same and will abide by them.

(P.Shuvarna)

ISRAEL RAVISELVAN-ROYAL CARE

APARNA K ANIL-RUBY SEVEN STUDIOS

RUBY SEVEN STUDIOS

To
Ms. Aparna K Anil
Panthayil House,
Pachalam Post,
Kochi
Pin: 682012

21st June 2021

Dear Ms. Aparna

Sub: Offer Letter for Employment

As per the interviews we had with you please find the Offer of Employment vide offer letter number RSS/COK/HR/800 dated 21st June 2021, for the post of **Junior QA Engineer Trainee**. You will be employed in our India Studio.

This offer letter is valid subject to a positive feedback in our pre-employment verification as well as submission of following documents in original by you for our verification and return: Educational Certificates (10th Passing Certificate, 12th Passing Certificate, Graduation Passing Certificate, Post Graduation Passing Certificate)

1. Relieving Letter from present employer
2. Last 3 months Salary Slip from present employer
3. Experience Letter from previous companies (Including present employer; to be submitted on day of joining or within one month from the day of Joining)

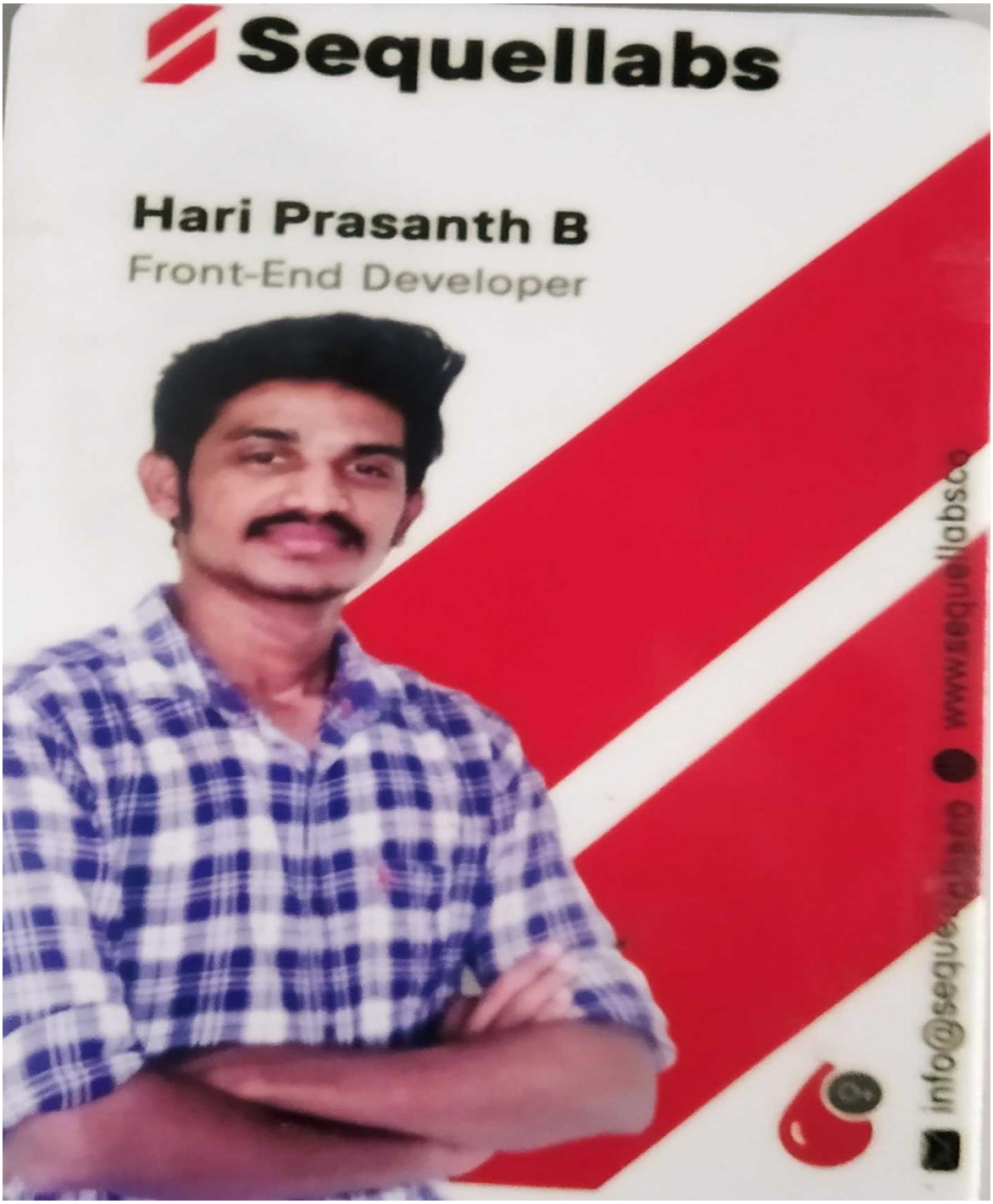
Please ensure that you will be submitting the documents/testimonials on or before you joining the services failing which your appointment stands cancelled.

Yours truly,

Authorized Signatory
Ruby Seven Studios Inc.

275 Hill Street, Suite 230, Reno, NV. 89501, United States
5th Floor, Phase III, Carnival Infopark, Kakkanad, Kochi, Kerala, India. PIN – 682042
Phone: +91-484-4059440 Fax: +91-484-4059441
Web: http://rubyseven.com

HARI PRASANTH B SEQUELLABS



KISHOR D - SHARP INFOR SOLUTIONS

RAMYA- SHREE SENTHUR FASHIONS

YOGESHWARAN-SKY HOME INFRA DEVELOPERS

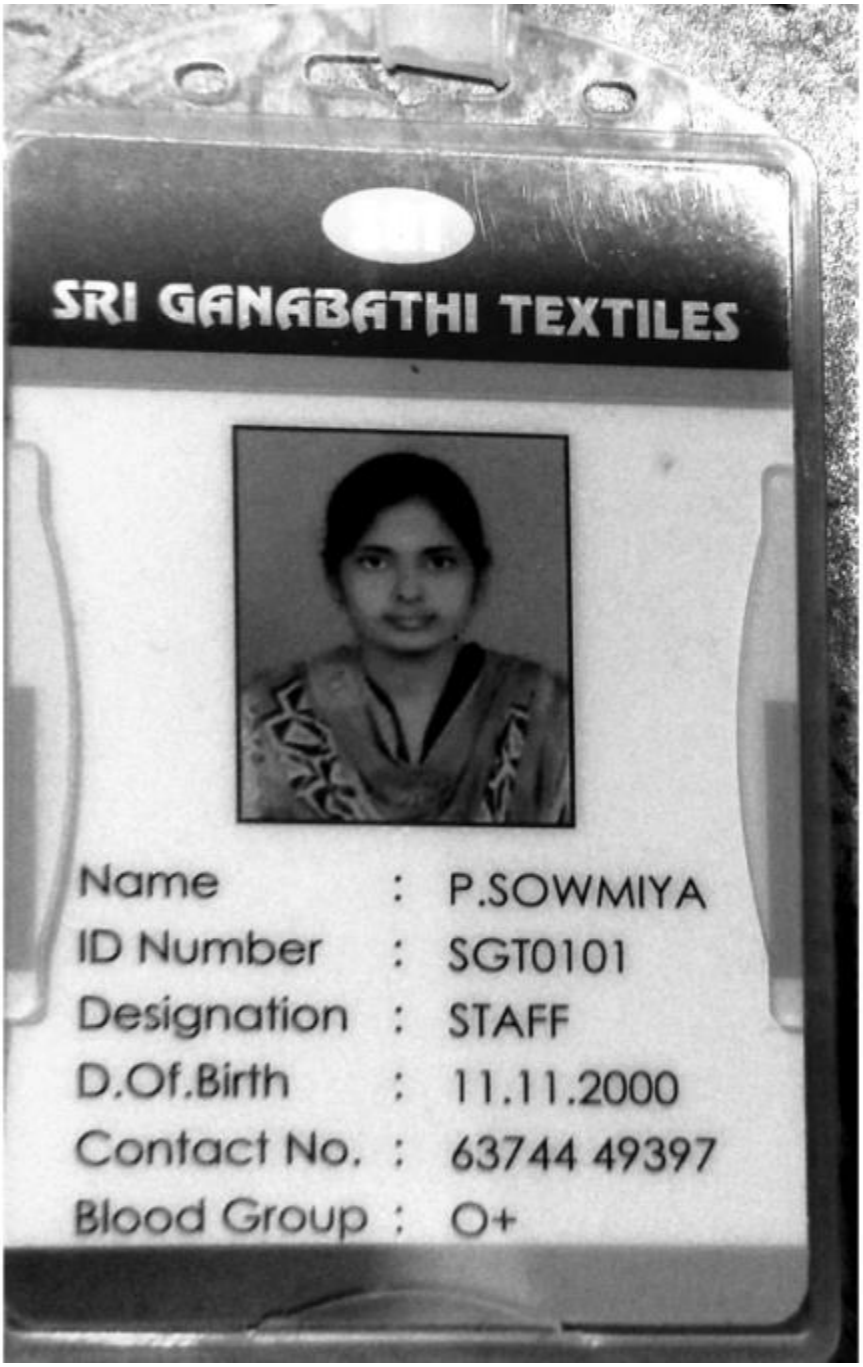
Sky Home Infra Developers

built Your dreames...

Name	:	Yogeshwaran K
Jobe Type	:	Accounting
DOB	:	17.06.2000
Blood Group	:	O+
Address	:	3/530, Thirumalai Nagar V.A.O Office Back Side Mannarai, Tiruppur - 641607.
Cell No	:	8760717877

14/28, Naren Garden, Near NGP College, Kalapatti, Coimbatore - 641 048
www.skyhomeinfradevelopers.in

SOWMIYA P – SRI GANABATHI TEXTILES



YAMINI-S.S.S.INDUSTRIES

S.S.S IDUSTRIES

2/152,C, MYLAMPATTY ROAD, KARAYAMPALAYAM, COIMBATORE – 641062

TO WHOM SO EVER IT MAY CONCERN

This is certify that Ms.C.Yamini D/O Chandaran aged 22, working in our company as Quality Inspector From 30-Aug-2021 to Till Date.

Regards,

[Mohanraj.K]

MANAGER

NARMATHADEVI R – STANDARD CHARTERED BANK

standard chartered

Heads of Terms

Employee Name ("You") & Identification No ("You")	**Narmathadevi R - 1638664**
Employee Address	34 C, Oshagarden Samundipuram, Gandipuram, Tiruppur Opposite To Jai Shree Bakery Tiruppur
SCB Employing Entity and address (the "Company", "we", us")	Standard Chartered Global Business Services Private Limited whose registered office is at Grindlays Garden, 1st Floor Europe Building, No.1 Haddows Road, Nungambakkam, Chennai, Tamil Nadu, India 600006 (Company Identification Number U67190TN2000PTC049177)
Term (clause 1.1)	Indefinite term, subject to the terms of this Agreement.
Commencement Date (clause 1.2)	**July 5, 2021**
Normal notice period (clause 22.1)	**3 Months**
Role and Band/Grade (clause 4.1)	**Officer and *Band* 9B**
Department (clause 4.1)	**CMO - Payments Chennai**
People Leader (clause 4.1)	**AVP**
Salary (clause 5)	Your commencing Total Employment Compensation (TEC) will be INR **300000/-(Rupees Three Hundred Thousand Only)** gross per annum which includes basic salary of **INR 120000/- (Rupees One Hundred Twenty Thousand Only)** gross per annum.
Place of Work (clause 6)	Your usual place of work is **Chennai**
	Your usual place of work on **Monday, Tuesday and Wednesday** is **GBS Chennai**. Your usual place of work on **Thursday and Friday** is **Home** - your home address (as recorded in Peoplesoft').
Designated Office (clause 6)	**GBS Chennai**
Working Hours (clause 7)	Your normal total working hours per week are 40 hours, to be worked at such times and on such days of the week as agreed with your People Leader from time to time (subject to a maximum of 8 working hours per day). You will ensure that you take rest breaks in accordance with local law.
Variable Compensation target and applicable performance year (clause 8.2)	**10% of your Total Employment Compensation and 2021**
Annual leave days (clause 12)	21 Days
Jurisdiction (clause 26.4)	Indian law and Tamil Nadu courts

These Heads of Terms form part of your terms and conditions of employment along with the Offer of Employment letter below and these documents must at all times be read and interpreted in conjunction with each other. In the event of conflict between the two documents, the Heads of Terms take precedence.

1

June 8, 2021

Strictly Private and Confidential

Dear Narmathadevi R

Offer of employment

Following our recent discussions, I am pleased to offer you employment with the Company on the terms set out in this Agreement.

Defined terms are capitalised throughout, with the meanings set out in either the Heads of Terms or in the Definitions section below.

1. **Term and Commencement Date**

1.1 The Term is as per the Heads of Terms.

1.2 Your employment under this Agreement will begin on the Commencement Date. Your date of continuous service is in the Heads of Terms.

2. **Trial Period**

2.1 The first 3 months of your Flexi working arrangement under this Agreement shall be a trial period. During this period, we will assess the suitability of any Flexi working arrangements. If in the reasonable opinion of your People Leader the arrangement is not suitable, we will seek to agree an alternative working arrangement with you. If the trial period is completed successfully, your Flexi working arrangements as set out in this Agreement will form part of your terms and conditions of employment.

3. **Conditions**

3.1 This offer is subject to:

(A) you satisfying the Company's pre-employment screening and ongoing verification checks (including criminal record and adverse media checks where permitted by law) and providing references that are satisfactory to the Company;

(B) you holding (and evidencing) all qualifications, accreditations, and certifications necessary for you to carry out your role;

(C) all and any necessary regulatory approvals and requirements for your role having been received and remaining in force (including the Bank being satisfied of your fitness and propriety); and

(D) the Company's receipt prior to the Commencement Date of satisfactory original evidence of your right to enter, work and reside in any relevant jurisdiction(s) and such right to work and residence remaining valid.

3.2 If any of the conditions set out in clause 3.1 are not satisfied prior to the Commencement Date, the Company reserves the right to withdraw this offer and this Agreement will have no legal effect. If any of the conditions set out in this clause are not satisfied at any time during your employment, the Company may terminate your employment with immediate effect and without notice or pay in lieu.

4. **Role and Duties**

4.1 Your role, department and People Leader are set out in the Heads of Terms.

4.2 You agree to carry out the full requirements of this role and any additional or alternative tasks or work as may from time to time reasonably be required of you (including duties which might not form part of your usual role). We may change your role (including your job title), your People Leader and/or duties as business needs reasonably require. We may appoint another person(s) to act jointly with you.

4.3 You will devote the whole of your working time, attention and abilities to the Company (or any other Group Company, if required) and use your best endeavours to promote and protect the general interests, welfare and reputation of the Company.

4.4 You will faithfully and diligently perform such duties as may from time to time be assigned to you and comply with all lawful and reasonable directions issued to you by the Company.

4.5 During your employment, you will not, without our prior written consent (such consent not to be unreasonably withheld), carry on or be engaged, concerned or interested directly or indirectly (whether alone or on your own behalf or on behalf of or in association or conjunction with any other person or entity), in any capacity, in any trade, business or occupation (whether paid or unpaid) other than the Company other than as a holder of an investment by way of shares or other securities of not more than 5% of the total issued share capital of any company which does not compete with any Group Company, whether or not it is listed or dealt in on a recognised stock exchange.

4.6 You agree that you will promptly disclose to your People Leader any information which comes into your possession which may adversely affect the Bank, the Group or any Group Company, including if you are investigated or arrested by any law enforcement agencies or charged in any court of competent jurisdiction or other forums. You will also disclose all circumstances in respect of which there is, or may be, a conflict of interest between you and the Bank or any Group Company.

5. **Salary**

5.1 Your commencing Total Employment Compensation(TEC) is set out in the Heads of Terms under salary. This will be subject to appropriate tax and other statutory deductions, payable monthly in arrears by equal instalments and will be deemed to accrue from day to day.

5.2 Salaries are generally reviewed annually. You have no entitlement to an increase in salary on such review. There will be no salary review after you or we have given notice of termination of your employment.

6. **Place of work**

6.1 Your usual place(s) of work is (or are) set out in the Heads of Terms.

6.2 Subject to People Leader approval, you may also be permitted to work from third-party co-working or serviced workspaces offered by the Bank's panel of designated supply partners. You must however agree in writing and in advance with your People Leader whether you are permitted to work from any such workspaces and whether you must do so within a limited geographical area. Any failure to do so or working other than as agreed with your People Leader will be a breach of this Agreement.

6.3 You agree that you will attend your Designated Office (or any other designated place, such as a client's offices or another Company office) on reasonable notice if required by your People Leader for specific events, meetings, training or as otherwise considered necessary for the proper performance of your duties. You may be required to travel both inside and outside the usual workplace country on business.

6.4 You are not permitted to work outside your country of employment (or tax jurisdiction) without first seeking relevant approvals.

6.5 The Company reserves the right to require you to work at another Group office, or to change your place of work to any other location either temporarily or permanently as the business may reasonably require or as required for regulatory reasons.

6.6 If you work remotely, you are required to inform us as soon as possible if you plan to change your remote working address. You confirm that you are not in breach of any mortgage, rental Agreement, insurance policy or other agreement by working from home.

7. **Working Hours**

7.1 Your working hours are set out in the Heads of Terms. In addition, you are required to work any additional hours which are necessary to carry out your duties properly.

8. **Discretionary variable compensation**

8.1 You may be eligible to participate in the discretionary incentive arrangements the Group has in place from time to time (your "Variable Compensation").

8.2 If applicable, your Variable Compensation target and the applicable performance year are set out in the Heads of Terms (subject to any appropriate tax and other statutory deductions). Any target is for indicative purposes only and will be pro-rated based on the Commencement Date.

8.3 Your Variable Compensation is entirely discretionary and will depend on a number of factors including but not limited to your performance, the performance of your team, the business and the Group and your adherence to the Group's valued behaviours and risk, control and conduct expectations. Any variable compensation will be subject to the Group Regulation of Variable Compensation Policy and Standard (including any deferral mechanism in cash or shared-based form if applicable) and any applicable plan rules as amended from time to time. The Group retains absolute discretion as to the amount of your Variable Compensation and reserves the right to make no award. Any award is not an indication of what you may receive in any other year.

8.4 Your Variable Compensation, if any, is subject to any appropriate tax and other statutory deductions. Variable compensation is normally awarded in March following the performance year to which it relates, although this may vary according to the type of variable compensation or at the Company's discretion. With respect to your first year of employment, any award made will be pro-rated based on the Commencement Date, although you will not be eligible for an award if your Commencement Date falls on or after 1 October.

8.5 Except as expressly provided in any applicable plan rules, your Variable Compensation in this clause is also subject to:

(A) you being in employment on the date that any award is made; and

(B) neither party having given notice to terminate your employment on the date that the award would have been made.

8.6 You will be responsible for any tax liabilities arising from any award in excess of any deductions at source. All awards are non-pensionable.

9. **Employee share plans**

9.1 You may become eligible for consideration for participation in one of the Group's employee share plans in place from time to time. The level of your participation (if any) is at the sole discretion of the Group and if you receive a grant or award under a plan in any one year, this will not give rise to a contractual entitlement to a grant or award in future years.

9.2 Any participation in any share plan and your participation (if any) will always be subject to the relevant share plan rules from time to time.

10. **Expenses**

10.1 The Company will reimburse all reasonable expenses properly and necessarily incurred by you in the course of your employment, subject to evidence of proof of expenditure and People Leader approval. For the avoidance of doubt, the Company will not reimburse:

(A) travel expenses between any of your usual places of work or your Designated Office in this Agreement; and/or

(B) any utility or office equipment expenses incurred as a result of your homeworking arrangement or otherwise.

11. **Benefits**

11.1 You will be eligible to receive the following benefits from the Commencement Date, subject to the terms of the relevant scheme, and the rules or insurance policy of the relevant insurance provider, in each case as amended from time to time:

(A) retirement benefit;

(B) life assurance; and

(C) medical insurance.

11.2 We reserve the right to amend the rules of any such scheme and/or to withdraw any (or all) such benefits, without providing any replacement. Accordingly, such benefits are non-contractual. If the insurer refuses to provide cover to you, the Company will not be liable to provide such benefits itself or compensation in lieu.

11.3 If local law provides greater or additional statutory benefits than conferred by this clause, local law will prevail.

12. **Annual leave**

12.1 In addition to public holidays, your number of paid annual leave days per holiday year is set out in the Heads of Terms. This is inclusive of your statutory annual leave days. Our holiday year starts on 1 January and finishes on 31 December each year.

12.2 In relation to annual leave:

(A) all annual leave must be approved in advance by your People Leader;

(B) you must comply with the Company's minimum standards relating to annual leave entitlements, including the Group policy on block leave, which may be amended from time to time;

(C) carry forward of leave is governed by the local employee handbook; the Company may require you to take annual leave entitlement during any period of notice of termination of employment given by the Company or by you (and you will be deemed to take any outstanding leave during any period of garden leave);

(D) you will be entitled to a payment in lieu of annual leave which has accrued but is outstanding as at the Termination Date;

(E) you are required to make a payment to us in lieu of any annual leave which you have taken in excess of your accrued annual leave entitlement as at the Termination Date;

(F) payments in lieu of annual leave are calculated in line with the laws applicable to your Designated Office is located.

13. **Absence (including sickness absence)**

13.1 If you will be absent from work you must tell your People Leader (including the general reason why) by telephone or email on the first day of such absence, whenever possible.

13.2 The Company may require you to provide your People Leader with a medical certificate covering the period of absence in line with local country sickness absence policies, procedures or standards. On your return you must record your absence through the Company's online management system.

13.3 We will pay you sick pay in accordance with applicable laws. Any pay in excess of this will be at the Company's absolute discretion.

13.4 On request, we may require you to undergo a medical examination by a doctor nominated by us, at our expense, at any time and for any reason during your employment. You agree to give the Company authority to have access to any report(s) prepared as a result of such examination.

14. **Health & Safety**

14.1 You agree to comply with all health and safety guidelines and training and complete any health and safety checklists which we may issue from time to time. This may include a virtual workstation assessment (and any periodical reviews) which you will arrange with the relevant team if it is recommended that you do so.

15. **Rules, policies and procedures**

15.1 You are required to comply with all prevailing Company and Group policies, standards and procedures (including the Group Code of Conduct) as may be amended from time to time. You will also be required to comply with such other rules, policies, standards and procedures as the Company may from time to time notify to you (which may include rules, policies, standards, procedures and issued regulatory requirements).

15.2 The rules, policies, standards and procedures referred to in this clause are not contractual in nature unless otherwise expressly stated. The Company reserves the right, at its absolute discretion, to amend or withdraw any such rules, policies, standards and procedures.

15.3 In the event of any inconsistency between the terms of this Agreement and any of the Company's rules, policies, standards or procedures, the terms of this Agreement will prevail.

16. **Regulatory requirements**

16.1 You agree that you will comply with all relevant laws, regulations and rules of any applicable regulator (including the Financial Conduct Authority and Prudential Regulation Authority).

16.2 If applicable to your role, you warrant that:

(A) you will be aware of, and fully compliant with, your obligations in relation to any certified or senior manager functions which you perform;

(B) you meet the required standards of fitness and propriety for your function; and

(C) you have notified the Company of any matter which is or could be relevant to the Company's and/or any other Group Company's and/or any applicable regulator's assessment of your fitness and propriety. This is a continuing duty during your employment; if you are in doubt as to the relevance of any such information, you should discuss this with the Company without any undue delay.

16.3 If applicable to your role, your continued employment is conditional upon the Company and/or any other Group Company and/or any applicable regulator being satisfied that you continue to meet any required standards of fitness and propriety for your function. The Company reserves the right to amend your duties, or to terminate your employment with immediate effect, in the event of any breach of the above warranties or failure to meet any of the conditions set out in this clause.

17. **Intellectual property**

17.1 Subject to applicable laws, if at any time in the course of, or in connection with, your employment with us, you make or discover or participate in the making or discovery of any Intellectual Property directly or indirectly relating to or capable of being used in the business carried on by the Company or by any other Group Company, you will immediately disclose in writing to the Company full details of the Intellectual Property and the Intellectual Property will be the absolute property of the Company.

17.2 At our request and expense, you will give and supply all such information, data, drawings and assistance as may be necessary or in our opinion desirable to enable us to exploit the Intellectual Property to the best advantage (as decided by the Company), and you will execute all documents and do all things which may be necessary or in our opinion desirable for obtaining patent or other protection for the Intellectual Property in such parts of the world as may be specified by us and for vesting the same in us or as we may direct.

17.3 In this clause:

(A) "Intellectual Property" means all intellectual and industrial property rights including, without limitation, all patents, rights to Inventions and Confidential Information, trademarks, rights in get-up, rights in goodwill or to sue for passing off, rights in trade names, websites, internet domain names, logos, art work, slogans, know-how, technical information, trade secrets, processes, rights in designs (whether or not registered or registrable), utility models, copyright (including rights in computer software and related preparatory and design materials), semiconductor topography rights, database rights and all rights or forms of protection of a similar nature or having equivalent effect anywhere in the world, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights; and

(B) "Invention" means any invention idea, discovery, development, improvement or innovation, whether or not patentable and whether or not patent protection has been applied for or granted, and whether or not recorded in any medium.

18. **Confidentiality**

18.1 You will not at any time, either during or after the termination of your employment use, permit the use, disclose or communicate to any person whatsoever, including through any failure to exercise all due care and diligence which causes or permits any unauthorised disclosure of, any Confidential Information. In addition, you must not supply the names or addresses of any clients, customers or agents of the Company or any other Group Company to any person except in the proper course of the business of the Company or any other Group Company or as authorised in writing by the Company or as ordered by a Court of competent jurisdiction and/or a regulator.

18.2 You are responsible for ensuring the security of Confidential Information in your home or any other remote working environment. In particular, you undertake to:

- lock your computer terminal whenever it is left unattended;
- ensure any wireless network used is secure;
- keep all Company papers containing Confidential Information secure when not in use;
- comply with the Group Information Security and Cyber Security Policy from time to time in force; and
- comply with the privacy statement appended to this Agreement and the Group Privacy Standard and the Group Code of Conduct from time to time in force regarding the retention of personal data.

18.3 Nothing in this clause shall preclude you from making a disclosure under the Group Speaking Up Policy which is available on the Company's intranet (including to a regulator). This includes protected disclosures about topics previously disclosed to another recipient.

19. **Media**

19.1 You must not at any time either during or after the termination of your employment make or release any statement (whether written or verbal) to any representative of television, radio, film, or other media and you will not write or comment on any article for the press or otherwise for publication on any matter connected with or relating to the Company or any other Group Company or its business without first obtaining the prior written approval of Corporate Affairs.

19.2 Other than to confirm the fact that you were employed by the Company, you must not at any time either during or after the termination of your employment make or share any statement (whether written or verbal) on any Networking Site on any matter connected with or relating to the Company or any other Group Company or its business or which could result in the Company being directly or indirectly associated with that statement without first obtaining this prior written approval of Corporate Affairs.

20. **Deductions**

20.1 To the extent permitted by law, you consent to the Company deducting from your remuneration any sums due from you to the Company including, without limitation, any overpayments, loans or advances made to you by the Company as part of your employment and any overpayments in respect of annual leave taken in excess of your entitlement.

21. **Suspension or garden leave**

21.1 We may, at any time and in our absolute discretion require you:

(A) not to perform all or any of your duties under this Agreement;

(B) not to enter any premises of the Company or any other Group Company;

(C) to return on request any Company or Group property, including but not limited to any laptop, mobile devices and/or security pass and all documents and other materials (including copies) belonging to the Company or Group containing Confidential Information;

(D) not to contact any client, supplier, employee, consultant or partner of the Company, unless you have specific prior approval from your People Leader;

(E) to immediately inform your People Leader in the event that any client, supplier, employee, consultant or partner of the Company seeks to contact you; and/or

(F) to ensure that the Company has your contact details and to remain contactable at all times.

21.2 During any period of suspension or garden leave, you will continue to be entitled to receive your base salary and contractual benefits (unless and until your employment is terminated) and you remain an employee of the Company such that all your express and implied obligations under this Agreement will continue.

22. **Termination**

22.1 **Notice**

Following notice period, and subject to the remainder of this clause, your employment may be terminated by either party by giving notice as set out in the Heads of Terms, or payment in lieu of that notice.

22.2 **Payment in lieu of notice**

Once notice has been given by either party, the Company may terminate your employment with immediate effect by making a payment in lieu of notice for the whole or part of your notice period, as applicable. Payment in lieu of notice shall be equal to TEC-Retirals (Employer Provident Fund + Employer Gratuity) only which you would have been entitled to receive during any unexpired part of your notice period (but not any other benefits), less any appropriate deductions.

22.3 **Termination without notice**

We may terminate your employment without notice, and without payment or compensation in lieu of notice, if:

(A) you are guilty of gross misconduct or you commit any serious or repeated breach of your obligations under this Agreement (including any of the examples of gross misconduct given in our disciplinary standard as amended from time to time);

(B) you are in our reasonable opinion negligent and/or incompetent in the performance of your duties, you fail to acquire or cease to hold any professional or regulatory qualification, certification or permission which is necessary for you to carry out your duties under this Agreement;

(C) you are charged with and/or convicted of a criminal offence, other than an offence which in our sole discretion does not affect your position or suitability as an employee of the Company;

(D) you bring or risk bringing the name or reputation of the Company or any other Group Company into disrepute or you prejudice the interests or business of the Company or any other Group Company; and/or

(E) you have a bankruptcy order made against you or if you make any arrangement or composition with your creditors.

22.4 **Obligations on termination**

Upon request by the Company at any time and in any event upon termination of your employment for whatever reason, you will:

(A) immediately return to us any remaining property of the Company and/or of any other Group Company which may be in your possession, power, custody or under your control, and if requested, you will provide us with a signed statement confirming that you have complied with this clause;

(B) provide us with all passwords and information necessary to access any Company systems and devices which you have used in the course of your employment and ensure all powers of attorney and/or delegations of authority are handed over as appropriate;

(C) delete any information relating to the business of the Group that is stored on any personal computer or storage media or otherwise in any electronic form and which is in your possession, custody or control;

(D) without compensation, resign from all offices held by you in any Group Company and transfer to the Company or any relevant Group Company without payment or as the Company may direct any qualifying shares held by you as nominee for the Company or any relevant Group Company;

(E) comply with the handover procedures contained in the Group Handover Standard from time to time in force if applicable; and

(F) immediately repay all outstanding debts or loans due to any Group Company.

22.5 The Company's retirement age is 60. The details regarding the Company's procedure on retirement are available from the Company's Human Resources department.

23. **Ongoing assistance**

During your employment and at any time after the termination of your employment, you undertake to co-operate fully with the Company or any other Group Company or its or their advisers in relation to any internal investigation or review or other internal enquiry or any investigation or other enquiry by any regulatory authorities, clearing houses and exchanges, professional bodies, or government bodies or agencies in relation to the Company or any other Group Company or any dispute (including any litigation) brought by or against the Company or any other Group Company in any case relating (in whole or in part) to matters with which you are or were involved during your employment with the Company. This includes a dispute before any foreign tribunal, court, arbitral panel, and any enquiry or investigation conducted in any country by any foreign regulatory authorities, clearing houses and exchanges, professional bodies, or government bodies or agencies. You further undertake to inform the Company of any dispute/litigation which you are involved in that may have an impact on its business and/or reputation.

24. **Data privacy**

24.1 We will collect and process information relating to you in accordance applicable local laws, the Group's employee privacy statement, the current version of which is attached to this agreement but which we may amend from time to time.

24.2 You shall comply with the Group's Privacy Standard when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of ours.

25. **Monitoring**

25.1 In order to carry out our legal obligations as an employer (such as ensuring compliance with our IT related policies), and/or for other business reasons, we may (overtly or covertly) monitor:

(A) telephone, email, voicemail, internet use, chat discussions and any other communications or material on the Company's or Group's networks or on your Company or Group laptop or mobile device;

(B) information held in Company or Group mobile device applications, even if held on your personal mobile devices;

(C) CCTV or your security card use in or around the Company's premises.

You also agree to allowing the Company to access to your personal mobile or other personal device if relevant to any Company or Group investigation or to ensure there is no Confidential Information stored on such a device. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

26. **Other**

26.1 **Entire Agreement**

This Agreement sets out the entire agreement between the parties and replaces and supersedes any existing agreement (written, verbal or otherwise) made between you and us or any other Group Company in relation to your employment which are deemed to have been terminated by mutual agreement with effect from the date on which your employment under this Agreement begins.

You warrant and agree that you are not entering into this Agreement in reliance on any representation or warranty not expressly set out in this Agreement.

26.2 **Obligations to third parties**

You warrant that, in entering into this Agreement and performing your obligations under it, you will not be in breach either directly or indirectly of any court order and/or the express or implied terms of any contract or obligation which is binding on you.

26.3 **Variation**

The Company reserves the right to make reasonable changes to these and any other agreed terms and conditions of employment. Minor changes may be made from time to time and will be effected by a general notice to employees.

26.4 **Governing law and jurisdiction**

Your terms and conditions of employment and any non-contractual obligations arising from your employment will be governed by, and construed in accordance with, the law set out in the Heads of Terms.

In relation to any legal action or proceedings arising out of or in connection with your employment, the Company and you irrevocably submit to the exclusive jurisdiction of the courts set out in the Heads of Terms.

27. **Definitions**

27.1 In this offer letter:

(A) "Agreement" means the Heads of Terms and this Offer of Employment letter together.

"Certified Person" or "Senior Manager" means a person performing one or more of the Certified Functions or Senior Management Functions respectively designated by the Prudential Regulation Authority and/or the Financial Conduct Authority;

(B) "Confidential Information" means any trade secrets or information of a confidential nature which belongs or relates to the Company or any other Group Company or its or their clients or customers or past or potential clients or customers, and which you may have received or obtained or become aware of as a result of or in any way in connection with your employment, or in respect of which the Company owes a duty of confidentiality to a third party, including but not limited to information relating to all or any of its or their staff, suppliers, agents or distributors, commercial, financial or marketing information, customer lists, technical and operational information, methods and processes and know-how comprising trade secrets;

(C) "Flexi working arrangement" means any arrangement other than working full-time, during the standard office hours for your location and with your sole place of work being your Designated Office. This means Flexi working arrangement includes any home-working, remote working, flexible hours arrangement and/or part-time hours;

(D) "Group" means the Company, each subsidiary undertaking and parent undertaking of the Company and each undertaking which is a subsidiary undertaking of the Company's parent undertaking; and "Group Company" will be construed accordingly;

(E) "Networking Site" means Facebook, LinkedIn, Twitter or any other social or professional networking website or equivalent whether in existence or not at the date of this Agreement;

(F) "Termination Date" means the date of termination of your employment with us.

(G) Capitalised terms in the Heads of Terms will also be defined terms in this Agreement.

If the terms of this offer are acceptable to you, then please sign, date and return to me the copy of this letter enclosed - if you have not done so before **July 5, 2021** then this offer will lapse.

Yours sincerely

Mohan Parkunan
AVP – Resourcing Lead
For and on behalf of the Company

I **Narmathadevi R** agree to the terms and conditions set out in this Heads of Terms and the Offer of Employment dated **June 8, 2021**

Signed by **Narmathadevi R**

.....
Signature

.....
Date

12

Appendix

Group Employee Privacy Statement

This Group Employee Privacy Statement relates to the collection, use and disclosure of Personal Data about any current or previous Employee ("you", "your") by any member of the Standard Chartered Group ("Group", "we", "our"). Capitalised terms are as defined in the RiskPod Glossary.

Purposes for which we may Process your Personal Data

The Personal Data (including Sensitive Personal Data) we Process in relation to you is provided by you, third parties, collected through publicly available sources or generated during your application for, and throughout, your employment with us, through any media.

The controller of your personal data is the Group entity you have a contractual employment relationship with and Group Human Resources.

The processing of your personal data is necessary to comply with any legal right or obligations to which we are subject in relation to your employment or engagement. The purposes for which your Personal Data may be processed include, but are not limited to the following:

• Recruitment; • Pre-and post-employment verification screening, including searches with a credit reference agency, sanctions screening checks and criminal record checks, where allowed by law; • Regulatory approvals/licenses to conduct financial regulated activities; • Immigration and work permit checks and applications; • Payroll and payroll administration; • Taxation calculations and payments; • Share scheme administration; • Performance assessments (P3); • Works council membership; • The provision of employee benefits including healthcare and maternity benefits; • Sickness, parental, volunteering and other types of leave; • Occupational health and health and safety matters; • Diversity (our commitment to a diverse and inclusive workforce/equal opportunities monitoring); • Promotion and succession planning; • Training; • Business travel and the payment of expenses; • Contingency planning and emergency contact; • Internal transfers and international relocations; • Maintaining a record of your employment history; • Pension and pension administration (where applicable); • The provision of references to third parties; • Our Alumni programme; • The Speaking Up programme; • Conduct dashboard; • Employee surveys; • To monitor compliance with all internal policies and procedures, including but not limited to outside business interests, gifts and entertainment, close financial relationships, usage of electronic equipment, and where necessary, for related investigative purposes; • For the prevention and detection of crime including, but not limited to, fraud and other financial crime; • Management of any action, including disciplinary action, considered, instigated or taken as a result of your conduct or performance; • System and equipment access, access rights and usage; • Global communications (i.e. email); • Surveillance cameras for security and protection of employees, premises and Bank assets; and • Badge entry system access.

We may also process your personal data if we are required by law or regulation to do so.

For emergency purposes, in connection with employment benefits and as otherwise necessary in relation to your employment with us, we also Process Personal Data (including Sensitive Personal Data) you provide in relation to your family members and dependents. We may also process any personal data on your family members and dependents for the purpose of protecting the Group and its customers from fraud and other financial crime. It is your responsibility to ensure anyone about whom you provide us with personal data is made aware that you are providing their personal data and for what purpose.

To whom we may disclose your Personal Data

Your Personal Data will be Processed by Human Resources, your line management and Group functions such as Audit, Compliance, Legal and Shared Investigative Services for the purposes outlined above. In addition, we may also disclose your Personal Data to:

• professional advisers, third party service providers, agents or independent contractors providing services to the Group; • any person in connection with litigation or other legal proceedings, to obtain legal advice or for establishing, exercising or defending legal rights; • any person to whom disclosure is allowed or required by Law and/or Regulation; • any court, tribunal, Regulatory Authority or Governmental Entity; • any criminal records bureau, credit bureau or credit reference agency when conducting background checks when we are allowed by law or regulation to do so; • any insurer or insurance broker in connection with employee benefits; • to third parties to provide references at your request or with your consent; and • third parties to whom we may transfer our rights and/or obligations under any agreement, including but not limited to a potential merger or acquisition of all or part of the Group's business; located in any jurisdiction.

Retaining your Personal Data

Your Personal Data is retained in line with Law, Regulation and business operational requirements and the Group Records Management Policy. Records retention schedules are included in the Group Records Management Policy

When you leave our employment, the purposes for which we will retain and may disclose your Personal Data include the following:

• maintaining historical records; • benefits and pensions administration; • for the provision of references to third parties at your request or with your consent • in connection with any investigation (internal or otherwise), or litigation or regulatory enquiries or proceedings where you have been involved in the business underlying the investigation, enquiries or proceedings and/or may have relevant information; • other purposes allowed or required by Law and/or Regulation;

in any jurisdiction.

The monitoring of Employee use of electronic communications

The monitoring of Employee electronic communications is governed by the Notice on the Monitoring of Staff Electronic Communications and Use of Group Applications and Systems which can be accessed on RiskPod here.

We use internet blocking software to block access to certain sites. Reports are generated detailing who has tried to access a potentially blocked site and when. These reports may be reviewed when it is suspected that an employee may be in breach of internal rule or policy, Law and/or Regulation.

Corporate Mobile Devices

To ensure Bank confidential and restricted information cannot be disclosed or shared without authority, use of corporate devices may be monitored and all data/information on the device accessed. As the Bank may have access to the device at any time, you should not use your own existing personal Apple account on the device and if you do, the Bank may access your personal data through all and any messages, contacts, photos and other functionality/applications kept on the device. If a personal Apple account is required, please set up an account specifically for this purpose that is not linked to any personal device. You should not install personal email accounts or any applications which may contain non-Bank owned personal data. Your continued use of the Bank device is on the understanding that the Bank has access to any data, including personal data, and information on that device.

Accessing your Personal Data

Most if not all of the Personal Data Processed in relation to you is accessible through the Employee Portal. If you wish to access Personal Data you believe to be Processed in relation to you which is not accessible on the Employee Portal please email AskHR (AskHR@sc.com).

Correcting your Personal Data

Please ensure your Personal Data is up to date at all times. You can directly update some Personal Data through the Employee Portal, otherwise please email AskHR concerning deletions, updates or corrections.

Your right to erasure

You may have the right in some circumstances to ask for some of your personal data to be deleted, for example when there is no longer a valid reason to process it. This is not an absolute right to have any personal data deleted that you wish.

Your right to object to or restrict the processing of your personal data

In some circumstances you may have the right to object to how we process your Personal Data or restrict its processing but this does not mean you can decide or choose how we process your Personal Data. If you have any concerns about how we process your Personal Data, please contact AskHR.

Automated decision making and profiling

If we undertake any profiling that will result in an automated decision relating to you, we will do so on the basis we think it is necessary in relation to your employment contract or with your consent; we will let you know and you will have the right to discuss the decision.

How we protect your Personal Data

All Staff must comply with the Group Information Security Policy which imposes technical and organisational security measures to safeguard Group data assets including your Personal Data. When using external service providers, we require that they adhere to security standards mandated by the Group.

Personal Data may be transferred to, or stored at, a location outside of your country of employment where the law may not afford the same level of protection as your country of employment. Regardless of where Personal Data is transferred, when under our control we take all steps reasonably necessary to ensure that Personal Data is kept securely. If you are employed in the European Union ("EU") and your personal data is processed in a country outside of the EU, we will put in place contractual clauses approved by the EU Commission as providing an adequate level of protection. Global Business Services in India, Malaysia, China and Europe processes employee personal data on behalf of any of the Business or Functions who may process your personal data.

Third parties who may be a controller of your personal data

In some circumstances, we may provide your personal data to a third party who will determine how and why your personal data will be processed. This will include the Group's external auditors as well as third party benefits providers such as pension providers who you will have a direct relationship with.

In addition, in the course of your employment, you may as part of your role interact with corporate clients and third parties such as counterparties and service providers. Such companies may collect your Personal Data, including but not limited to, your name and contact details. In these situations, the organisation concerned is directly responsible for how they Process your Personal Data and the Group will have limited rights in this regard. If you have concerns about how such organisations Process your Personal Data you should contact the organisation direct.

Complaints

If you have a complaint in relation to the processing of your Personal Data and you are not happy with the way we deal with it, please raise through AskHR, HR Business Partner or contact the Global Head of Privacy.

You also have the right to complain to the data protection authority, if one exists, in the country where you are employed or the UK Information Commissioner. Details can be obtained from the Global Head of Privacy.

Changes to the Group Employee Privacy Statement

The Group Employee Privacy Statement may be updated from time to time and you should revisit this site regularly to check for any changes.

Your professional responsibilities

Most of us process Personal Data in the work we do every day, whether it relates to a Retail or Private Banking Client, the individuals we deal with at our Corporate Clients, third party vendor personnel or Staff. There are laws and regulations that govern every aspect of how we process personal data, from the point of collection through to destruction, the key obligations of which are set out in the Group Privacy Policy.

In your role you must process personal data in line with the Group Privacy Policy and the Group Code of Conduct. Sanctions for a breach of any aspect of privacy law can be severe, potentially leading to regulatory action being taken against the Group and/or the Employee responsible. In some circumstances a breach may be a criminal offence or lead to other sanctions such as a fine, public censure or a cease and desist order. A breach may also result in disciplinary action, including dismissal.

In some countries in which the Group operates, there is an obligation to report personal data breaches to the supervisory authority. It is important therefore you understand the Group Privacy Principles and in particular comply with the following:

• When recording free text comments only record the minimum amount of Personal Data necessary and wherever possible ensure comments are objective rather than subjective • Ensure Personal Data recorded can be justified (in court if necessary) as being in the interest of the Bank • Remember any or all records might have to be disclosed to a Client, regulators or a court, including emails • Do not create or maintain unnecessary paper notes/memos/records that include Personal Data • Do not access any Personal Data you are not authorised to access, for example having access to a client database does not authorise you to access a particular client record unless you have a specific authorised business reason to do so • Do not access any Personal Data out of curiosity or for personal gain – Personal Data can only be accessed if you have a specific business reason for doing so • Do not send Personal Data to any private or personal email account/s (other than your own Personal Data such as your payslip) • Only disclose Personal Data to a third party if you are expressly authorised and instructed to do so as part of your role, ensuring the data is encrypted and password protected with the password sent by a different channel • If you are processing Personal Data in a public space make sure you cannot be overseen by any person or video camera • Do not discuss Personal Data where you can be overheard by people not authorised to hear it • Always dispose of paper records that include Personal Data in a confidential or shredding bin • Lock away paper records including Personal Data when not in use • Comply with the Records Management Policy by deleting, disposing of or destroying Personal Data in line with the records retention schedules. • Maintain a clear desk policy and lock your screen when you are away from your desk. • Be careful when answering unsolicited telephone enquiries requesting Personal Data. • Do not leave documents including Personal Data unattended on printers • Remove any Personal Data from whiteboards and flipcharts when you exit a meeting room • Log off and power down your laptop when in transit (i.e. travelling from the office to your home) • Notify the loss or theft of a laptop or mobile device immediately • Do not procure the disclosure of personal data from a third party not authorised to provide it, for example, do not ask a job applicant to provide personal data of clients of another organisation they might introduce to the Bank if successful in their application • Do not forward emails which contain personal data that the recipient is not authorised to see • Do not allow anyone to use your unique user identifier or password to access Personal Data • Comply with the requirements of the Information and Cyber Security Policy and Standards.

HEMALATHA E STATE STREET HC L SERVICES

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC229688

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sanrat Ashoka Path, Opposite to Airport Road, Vanwadi, Pune – 411 006, India.

Registered Office : 906, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: August 16, 2021

Private & Confidential

Hemalatha E

3/5, Amman Nagar, Mathapur, Somanur.
3/5, Amman Nagar, Mathapur, Somanur.,
Coimbatore,
Tamil Nadu,
India - 641668

Document ID - 198b0805-cbbe-4b16-9b89-2d465500bc08

Dear Hemalatha,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on August 17, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.

- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

1

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC229699

Worksite Chennai : ETA Techospark -Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kanchipuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore-641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sanrad Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

Registered Office : 606, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.

2

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited

CIN : U72900DL2012PTC229689

Worksite Chennai : ETA Techospark -Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore-641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sanrad Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

Registered Office : 906, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies

- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.

- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

3

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC229889

Review shall be deemed to be changed with the change in position / process / function.

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.

- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with **State Street HCL Services (India) Private Limited**, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the **State Street HCL Services (India) Private Limited employee.**

- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.

- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

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SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC229689

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC229689
Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Nawalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore-641 014, India.
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sanrad Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.
Registered Office : 606, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.

- You would be initially posted at **Chennai**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.

- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.

- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers
  - Salary certificate from your present and previous employers

- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

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SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC229699

Worksite Chennai : ETA Techospark -Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Nawalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore-641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sanrad Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

Registered Office : 606, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Vice President, Head-Global Rewards

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SIGNATURE OF EMPLOYEE:

HCL

State Street HCL Services

Statestreet HCL Services
(India) Private Limited
CIN : U72900DL2012PTC229699
Worksite Chennai : ETA Techospark -Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
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Registered Office : 906, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

DECLARATION

I, Hemalatha E, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
   - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

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SIGNATURE OF EMPLOYEE:

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Statestreet HCL Services (India) Private Limited

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Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	**Highest Qualification** - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification** - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining-induction day

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SIGNATURE OF EMPLOYEE:

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State Street HCL Services

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Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sanrad Ashoka Path, Opposite to Airport Road, Yerwada, Pune – 411 006, India.

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S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	2
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Relieving Letter/ Resignation Acceptance-FOR EXPERIENCED EMPLOYEES (With LAST WORKING DATE clearly mentioned - From Immediate LAST EMPLOYER ONLY)	1
4	PAN Card	2
5	Passport – First and last page – Name and Date of Birth Proof.	2
6	10th Mark Sheet	1
7	12th Mark Sheet	1
8	**Address Proof:** Any Govt. photo ID / address proof e.g. Passport, Driver's License, Voter ID card, electricity bill of last 3 months, etc. *Please note that we do not accept the Adhaar Card as ID or address proof.	2
9	Highest Qualification Mark-sheets/Degree/ PDC - For Fresher's Only	1
10	Passport Size Photographs (white background)	7

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.

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

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081

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Registered Office : 906, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526 |
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

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Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

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

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Compensatory Allowance Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

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

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.

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SIGNATURE OF EMPLOYEE:

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(India) Private Limited
CIN : U72900DL2012PTC229699

- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
  The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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

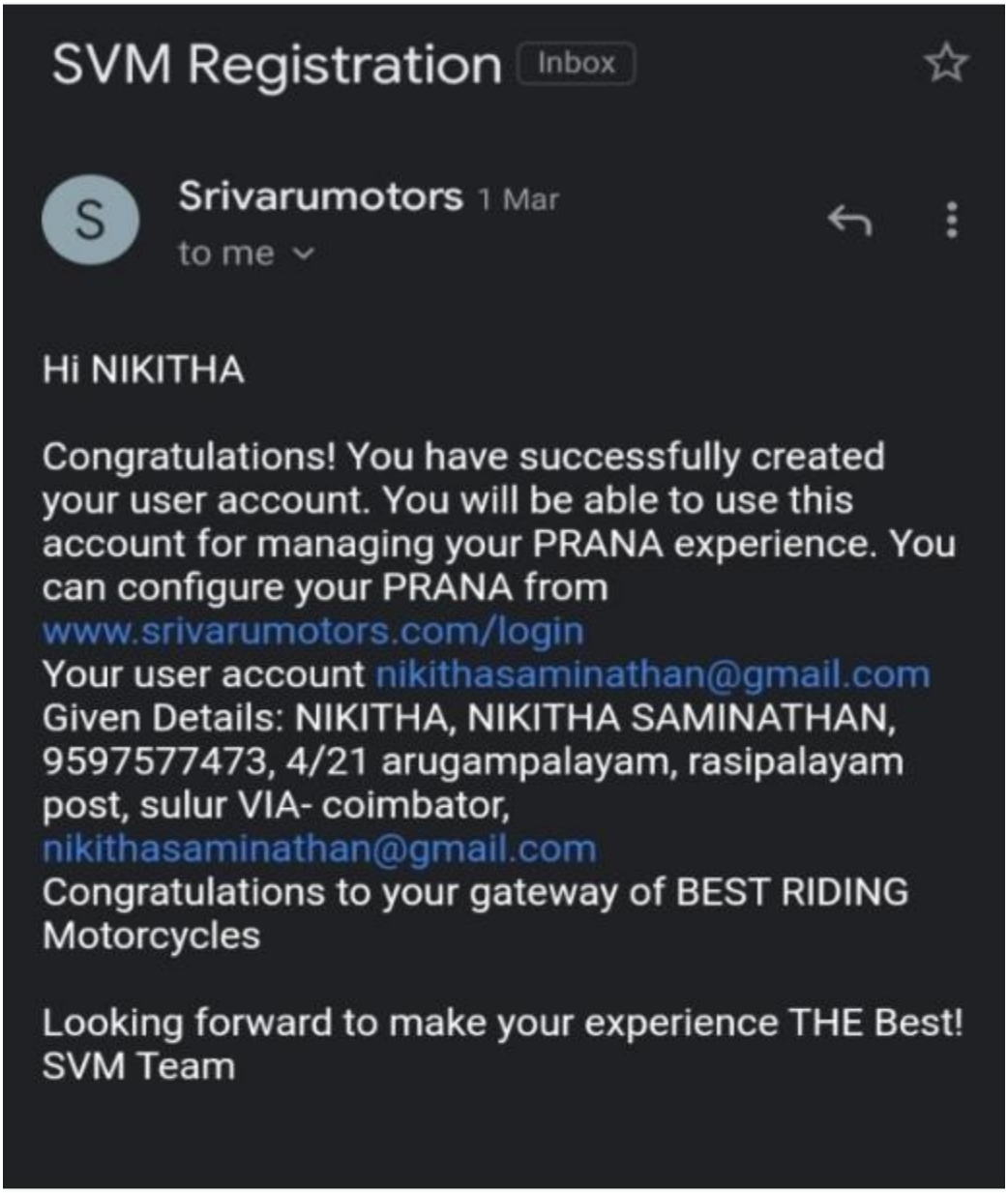
Disclaimer
You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in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

13

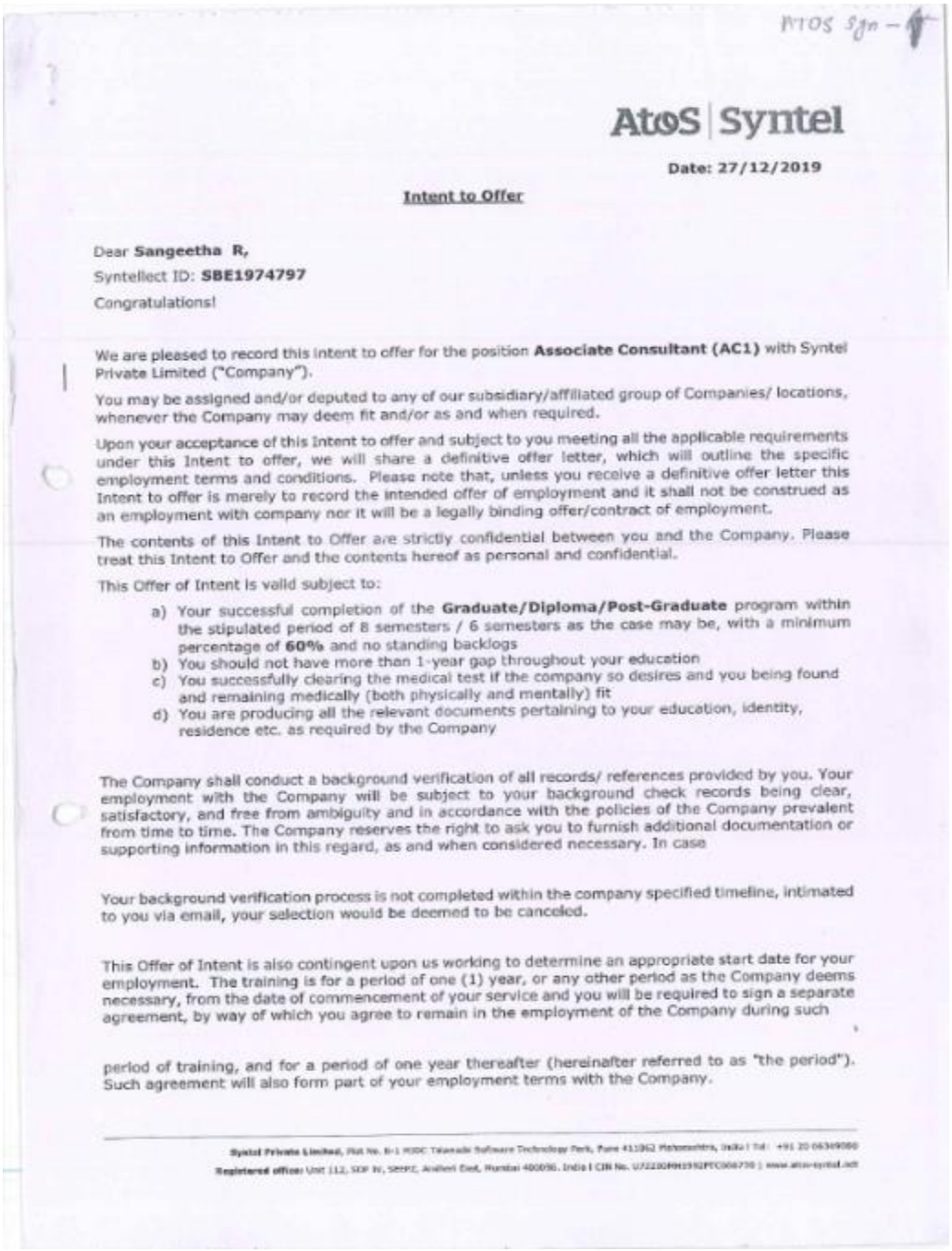
SIGNATURE OF EMPLOYEE:

HCL

NIKITHA - SVM SRIVARUMOTORS



SANGEETHA R - SYNTEL



Atos Sgn –

Atos | Syntel

Date: 27/12/2019

Intent to Offer

Dear **Sangeetha R,**

Syntellect ID: **SBE1974797**

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You should not have more than 1-year gap throughout your education
c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
d) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such

period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

Syntel Private Limited, Plot No. B-1 MIDC Talawade Software Technology Park, Pune 411062 Maharashtra, India | Tel: +91 20 66349000
Registered office: Unit 112, SDF IV, SEEPZ, Andheri East, Mumbai 400096, India | CIN No. U72200MH1992PTC068730 | www.atos-syntel.com

Atos | Syntel

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

Adarsh Krishna
Deputy General Manager - HR

I have read this Offer of Intent and accept the stipulated terms and conditions

Sangeetha R
Signature

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Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name :	**Sangeetha R**	
Designation :	**Associate Consultant**	
Band & Grade :	**AC- AC1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay (A)	5,367	64,400
HRA (B)	2,683	32,200
Meal Allowance (CC)	1,500	18,000
Special Allowance (D)	180	2,160
City Allowance (EE)	537	6,440
Bonus (F)	2,000	24,000
Co.'s Contribution to PF (G)	1,150	13,800
Transport Expenses	1,600	19,200
Medical Reimbursement Expenses	1,250	15,000
Sub-Total - I (H)	**16,267**	**195,200**
Reimbursements and Other Benefits		
Leave Travel Assistance	400	4,800
Sub Total – II	400	4,800
Total Compensation	**16,667**	**200,000**

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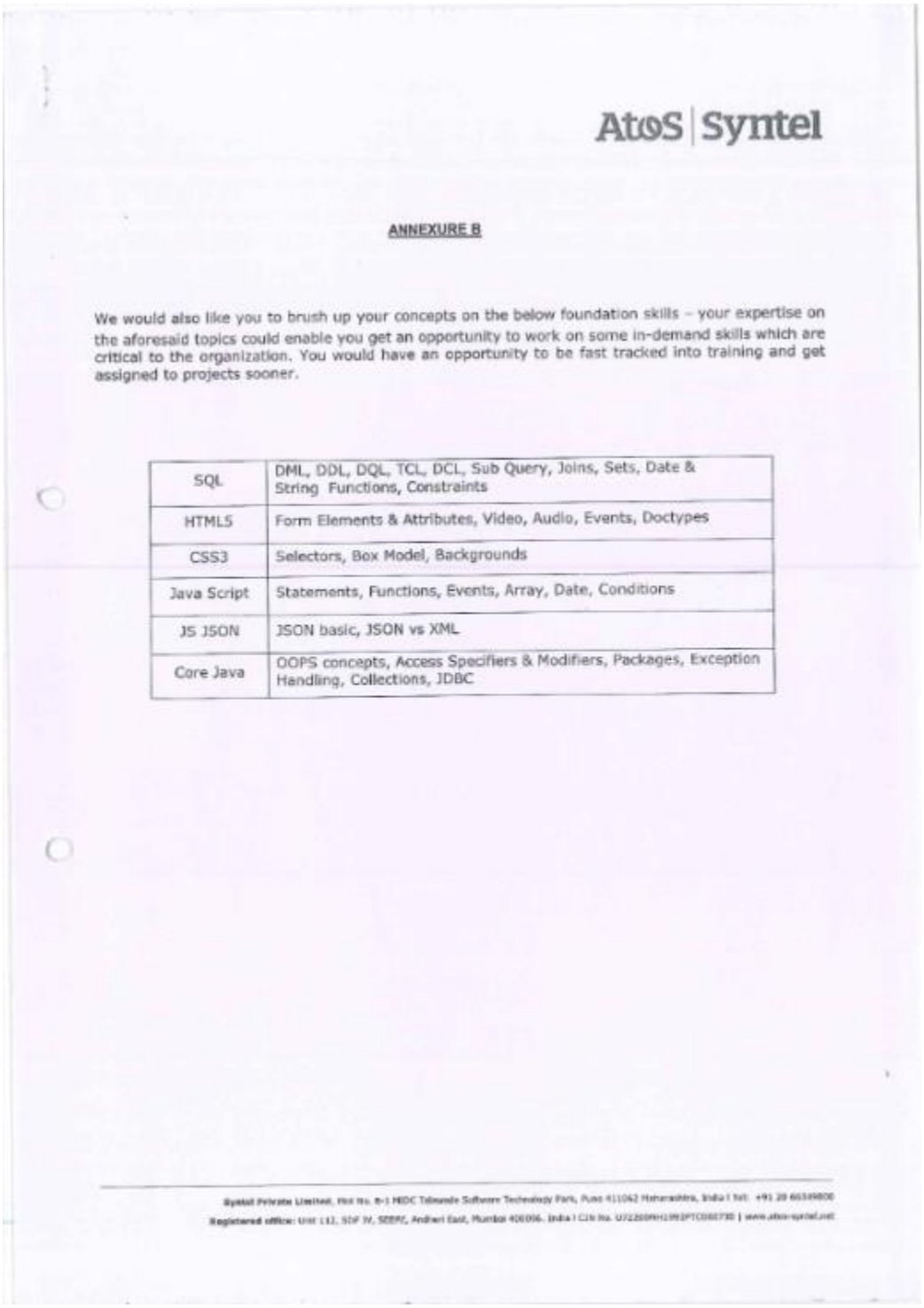


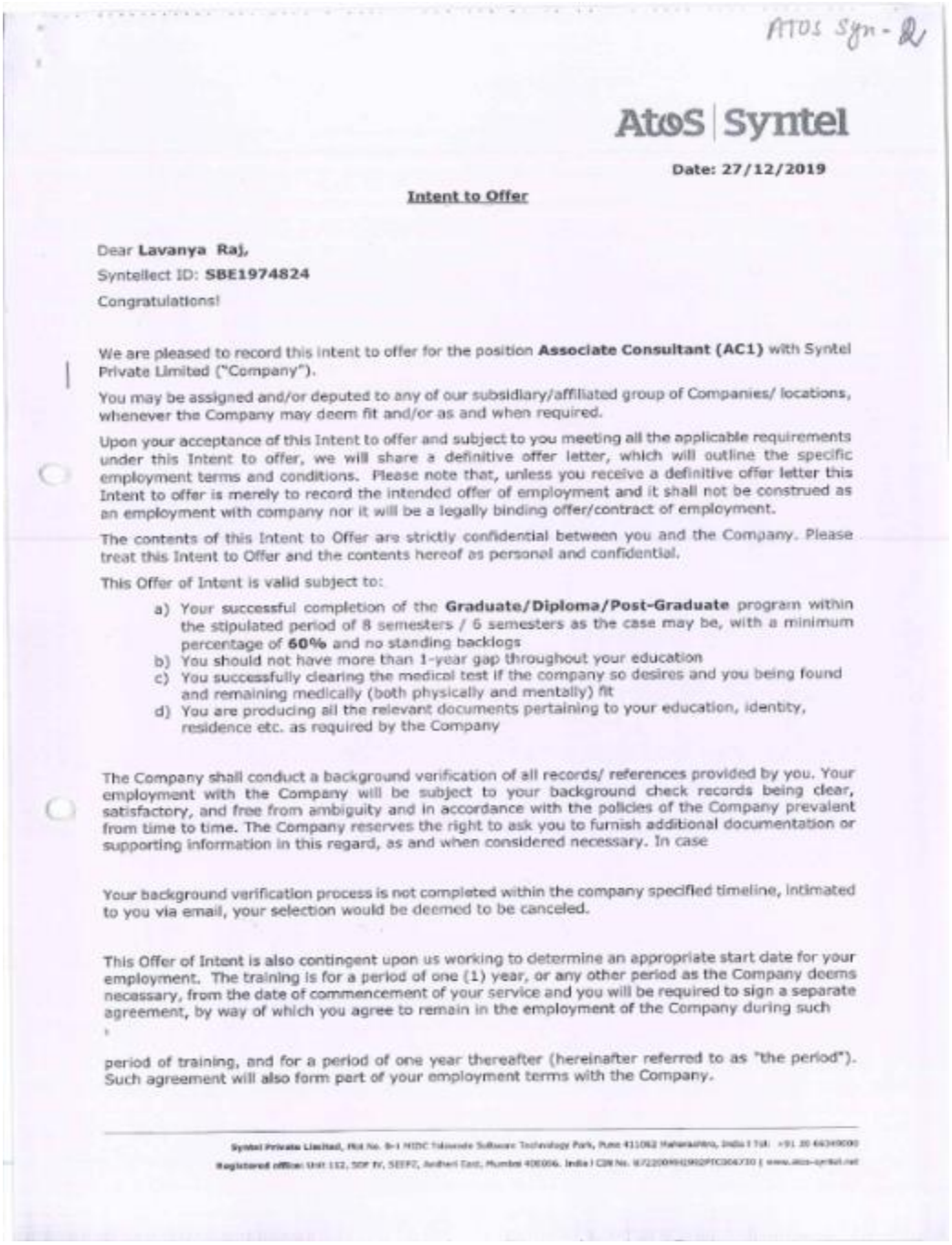
Atos | Syntel

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

LAVANYA RAJ-SYNTEL



ATOS Syn - 2

Atos | Syntel

Date: 27/12/2019

Intent to Offer

Dear **Lavanya Raj,**

Syntellect ID: **SBE1974824**

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

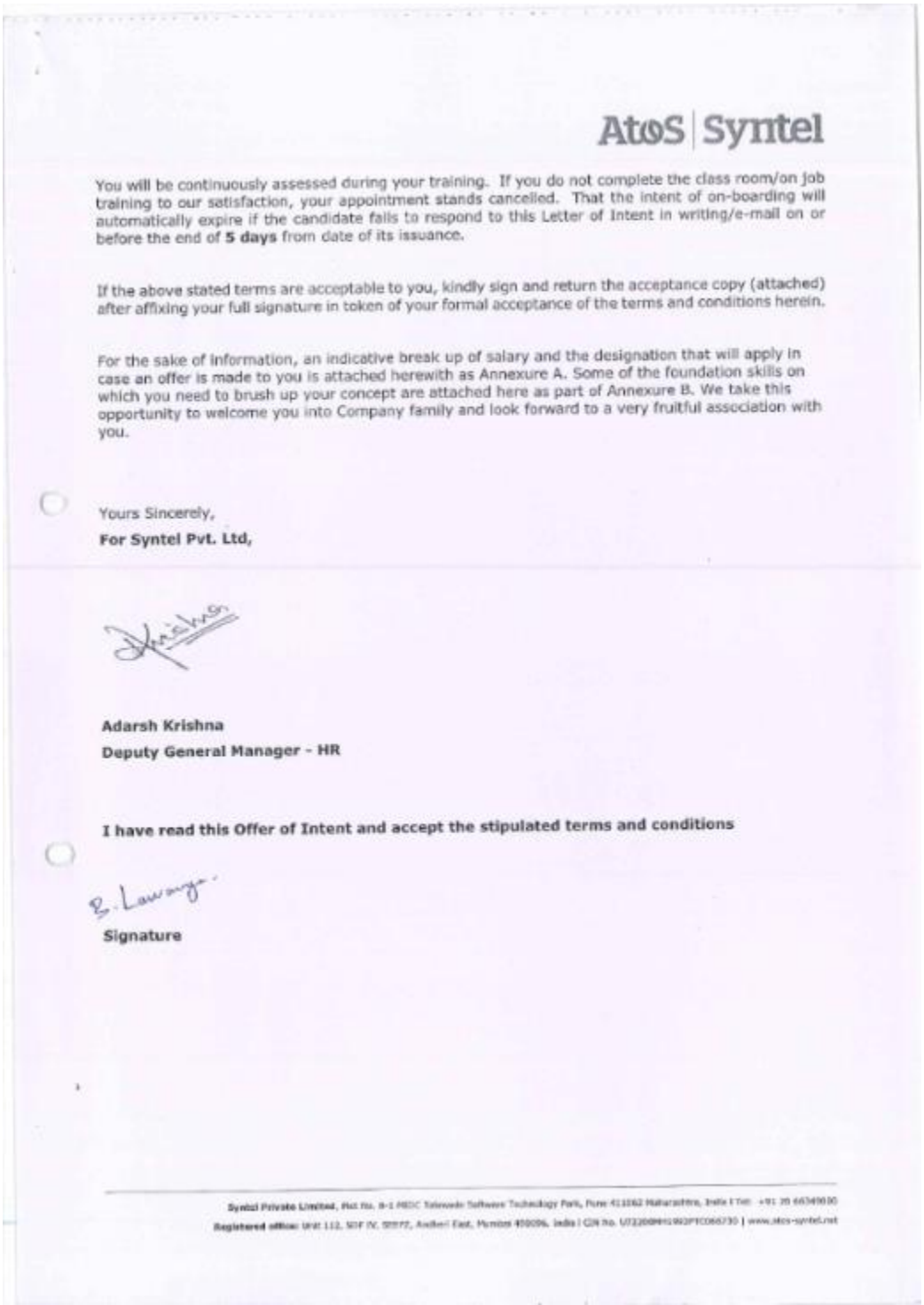
a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You should not have more than 1-year gap throughout your education
c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
d) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such

period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.



Atos | Syntel

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

Adarsh Krishna
Deputy General Manager - HR

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Atos | Syntel

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name :	**Lavanya Raj**	
Designation :	**Associate Consultant**	
Band & Grade :	**AC- AC1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay (A)	5,367	64,400
HRA (B)	2,683	32,200
Meal Allowance (CC)	1,500	18,000
Special Allowance (D)	180	2,160
City Allowance (EE)	537	6,440
Bonus (F)	2,000	24,000
Co.'s Contribution to PF (G)	1,150	13,800
Transport Expenses	1,600	19,200
Medical Reimbursement Expenses	1,250	15,000
Sub-Total - I (H)	**16,267**	**195,200**
Reimbursements and Other Benefits		
Leave Travel Assistance	400	4,800
Sub Total – II	400	4,800
Total Compensation	**16,667**	**200,000**

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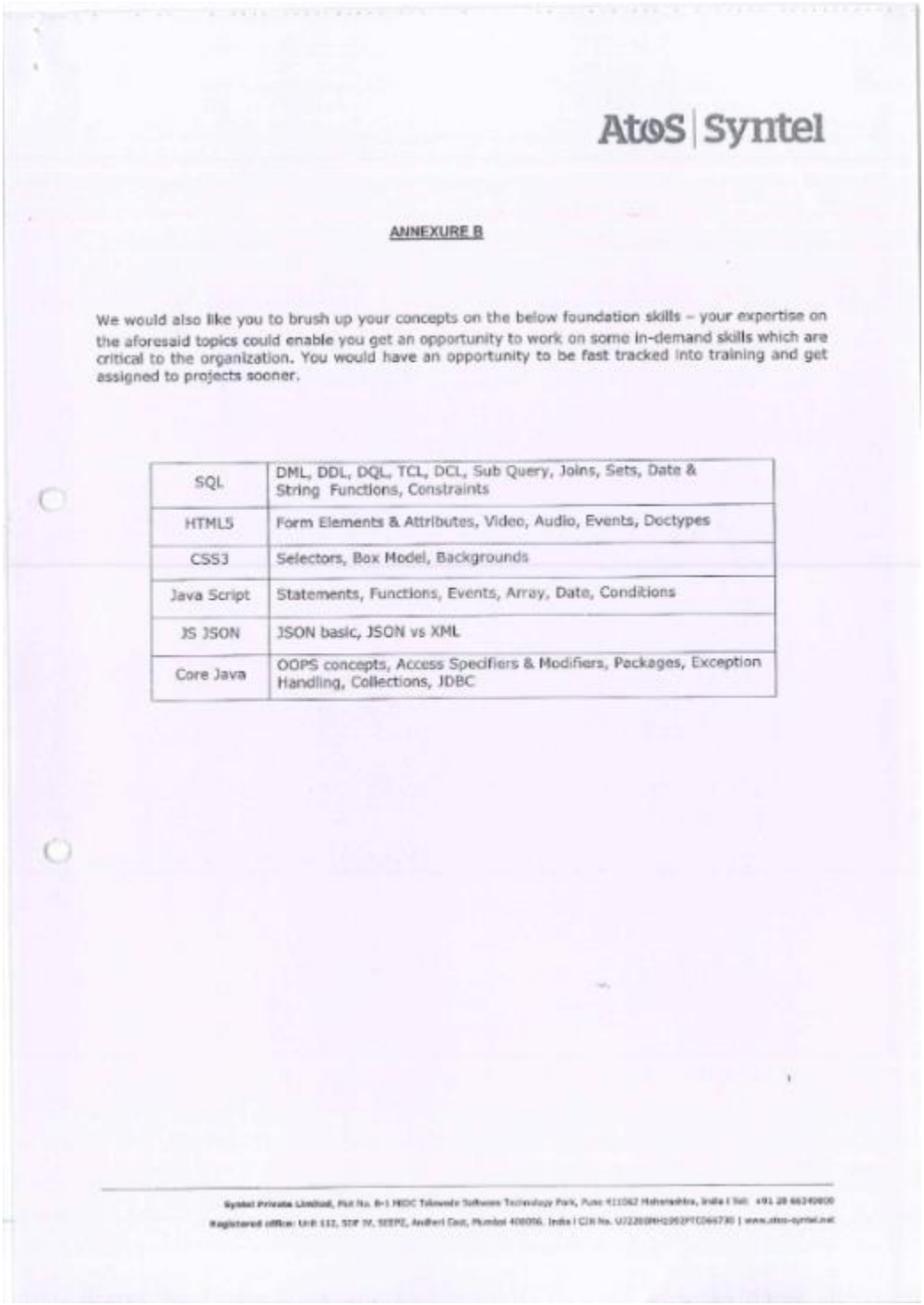

Atos | Syntel

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
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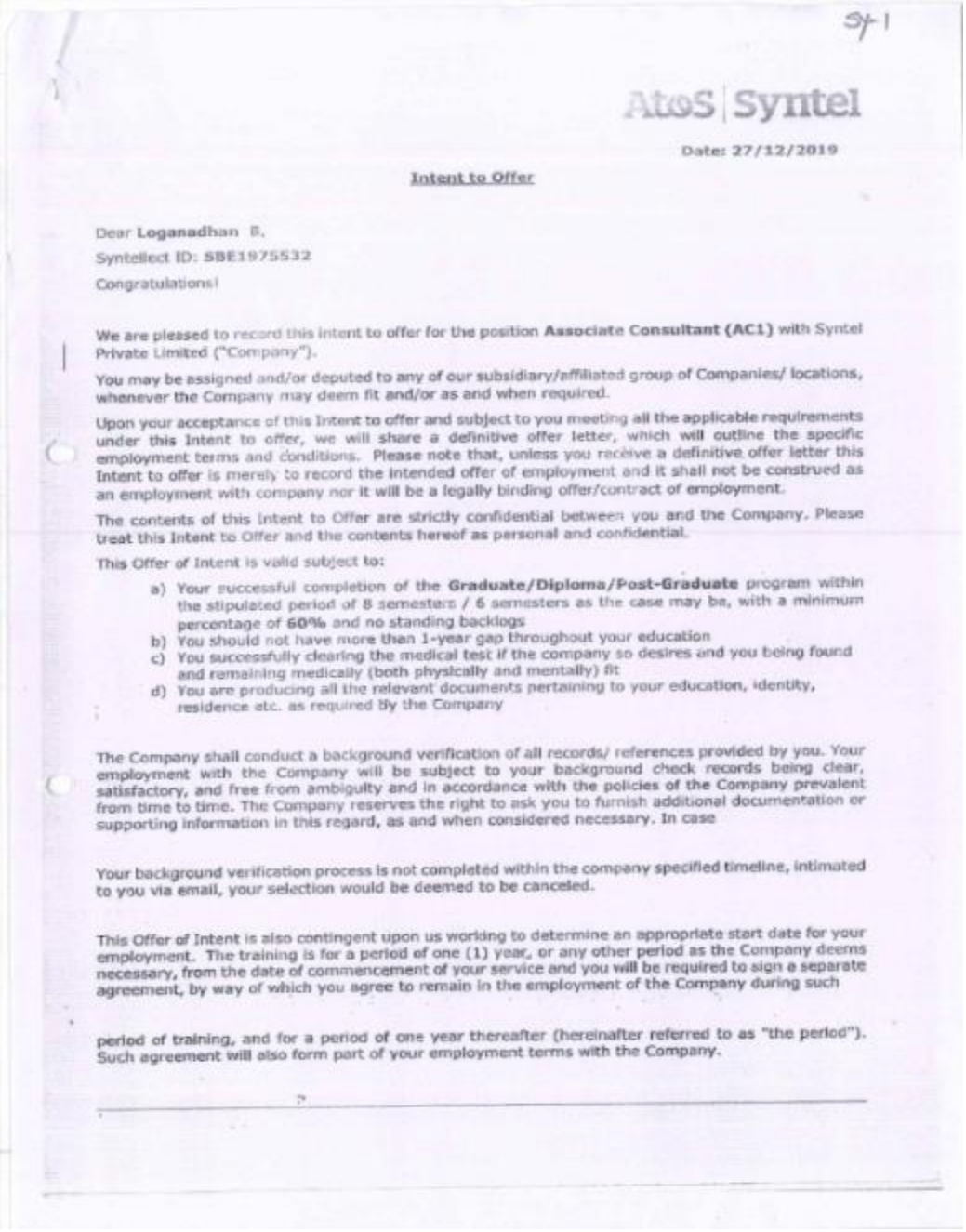
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

LOGANADHAN B -SYNTEL



Atos | Syntel

Date: 27/12/2019

Intent to Offer

Dear **Loganadhan B.**

Syntellect ID: **SBE1975532**

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

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b) You should not have more than 1-year gap throughout your education
c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
d) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such

period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

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You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the internal on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

Adarsh Krishna
Deputy General Manager - HR

I have read this Offer of Intent and accept the stipulated terms and conditions

B. Loganadhan
Signature

HARIPRIYA RAKKIYAPPAN-SYNTEL

5.1-2

Atos | Syntel

Date: 27/12/2019

Intent to Offer

Dear **Haripriya Rakkiyappan,**

Syntellect ID: **SBE1975218**

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

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b) You should not have more than 1-year gap throughout your education
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d) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

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period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

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For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

Adarsh Krishna
Deputy General Manager - HR

I have read this Offer of Intent and accept the stipulated terms and conditions

R. Haripriya
Signature

Atos | Syntel

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name :	**Haripriya Rakkiyappan**	
Designation :	**Associate Consultant**	
Band & Grade :	**AC- AC1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay (A)	5,367	64,400
HRA (B)	2,683	32,200
Meal Allowance (CC)	1,500	18,000
Special Allowance (D)	180	2,160
City Allowance (EE)	537	6,440
Bonus (F)	2,000	24,000
Co.'s Contribution to PF (G)	1,150	13,800
Transport Expenses	1,600	19,200
Medical Reimbursement Expenses	1,250	15,000
Sub-Total - I (H)	**16,267**	**195,200**
Reimbursements and Other Benefits		
Leave Travel Assistance	400	4,800
Sub Total – II	400	4,800
Total Compensation	**16,667**	**200,000**

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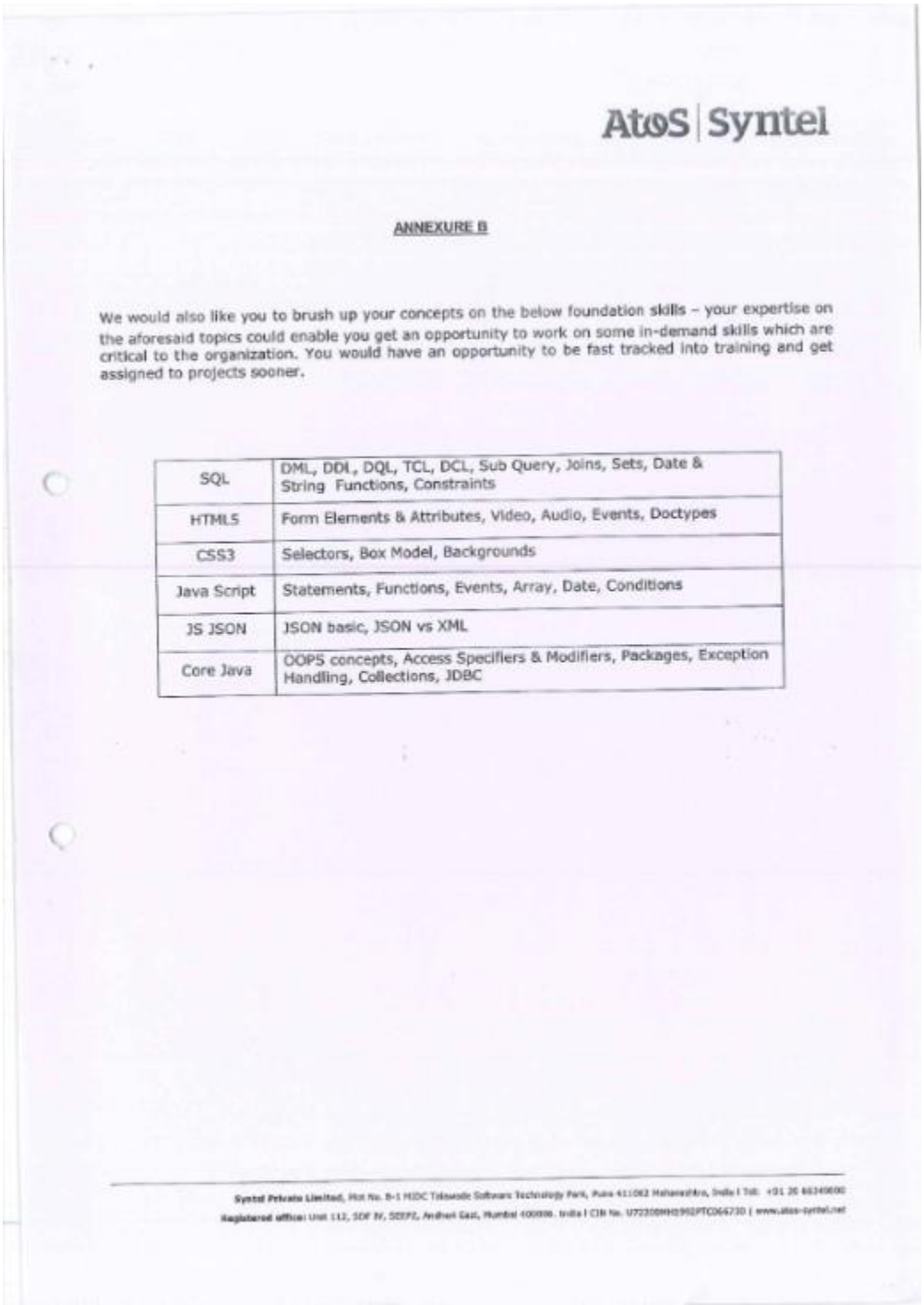

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

JAYAABARNA G -SYNTEL

Sy-3

Atos | Syntel

Date: 27/12/2019

Intent to Offer

Dear **Jayaabarna G,**

Syntellect ID: **SBE1974808**

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

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b) You should not have more than 1-year gap throughout your education
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For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

Adarsh Krishna
Deputy General Manager - HR

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Atos | Syntel

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name :	**Jayaabarna G**	
Designation :	**Associate Consultant**	
Band & Grade :	**AC- AC1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay (A)	5,367	64,400
HRA (B)	2,683	32,200
Meal Allowance (CC)	1,500	18,000
Special Allowance (D)	180	2,160
City Allowance (EE)	537	6,440
Bonus (F)	2,000	24,000
Co.'s Contribution to PF (G)	1,150	13,800
Transport Expenses	1,600	19,200
Medical Reimbursement Expenses	1,250	15,000
Sub-Total - I (H)	**16,267**	**195,200**
Reimbursements and Other Benefits		
Leave Travel Assistance	400	4,800
Sub Total – II	400	4,800
Total Compensation	**16,667**	**200,000**

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

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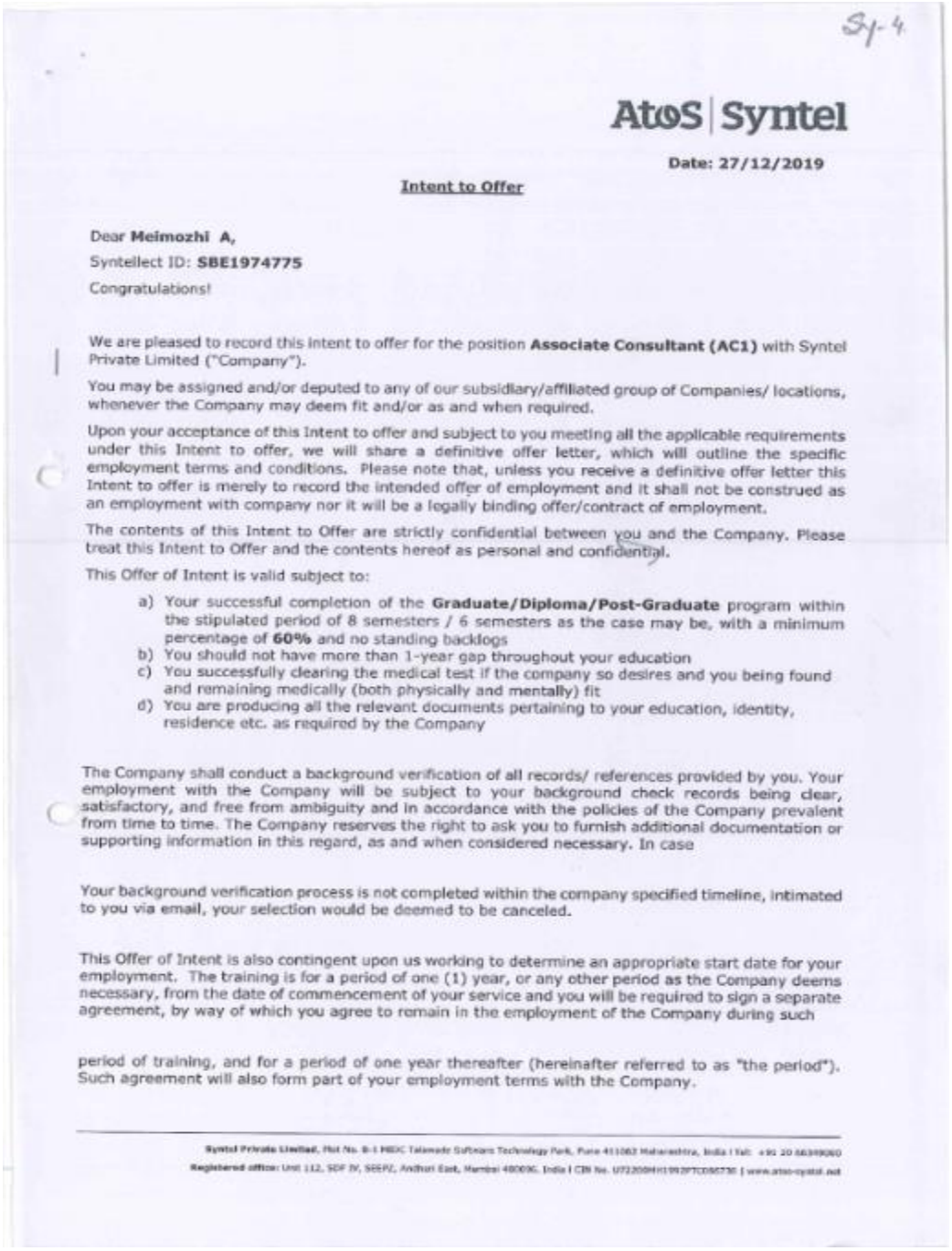
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

MEIMOZHI A -SYNTEL



Sy-4

Atos | Syntel

Date: 27/12/2019

Intent to Offer

Dear **Meimozhi A,**

Syntellect ID: **SBE1974775**

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

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Atos | Syntel

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Yours Sincerely,
For Syntel Pvt. Ltd,

Adarsh Krishna
Deputy General Manager - HR

I have read this Offer of Intent and accept the stipulated terms and conditions

Meimozhi.S
Signature

Atos | Syntel

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name :	**Meimozhi A**	
Designation :	**Associate Consultant**	
Band & Grade :	**AC- AC1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay (A)	5,367	64,400
HRA (B)	2,683	32,200
Meal Allowance (CC)	1,500	18,000
Special Allowance (D)	180	2,160
City Allowance (EE)	537	6,440
Bonus (F)	2,000	24,000
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Sub Total – II	400	4,800
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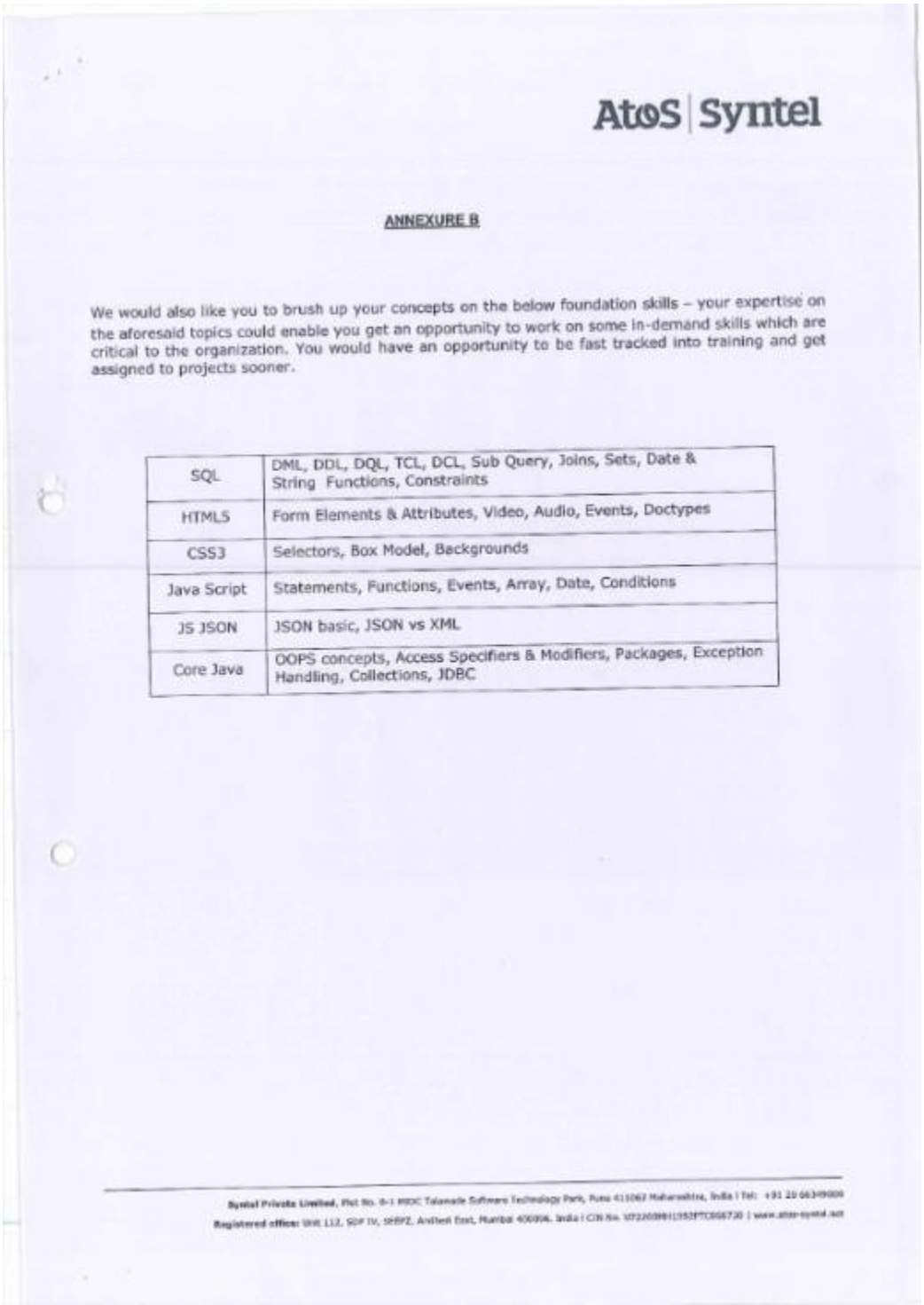

Atos | Syntel

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

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Java Script	Statements, Functions, Events, Array, Date, Conditions
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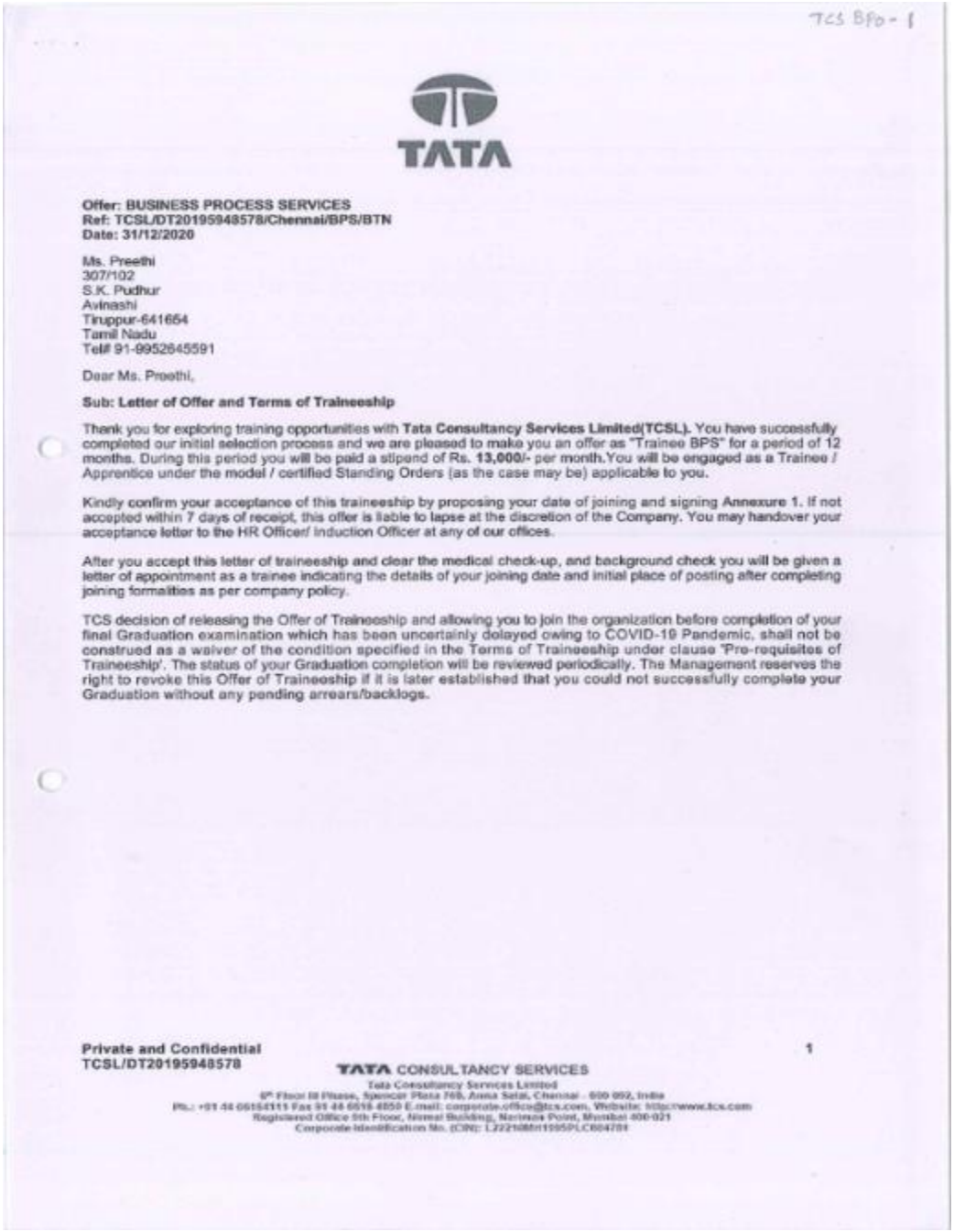
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

PREETHI-TCS



TCS BPO - 1

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195948578/Chennai/BPS/BTN
Date: 31/12/2020

Ms. Preethi
307/102
S.K. Pudhur
Avinashi
Tiruppur-641654
Tamil Nadu
Tel# 91-9952645591

Dear Ms. Preethi,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of **Rs. 13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing **Annexure 1.** If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

Private and Confidential
TCSL/DT20195948578

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor IB Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66154111 Fax 91 44 6615 4850 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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6

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4056 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
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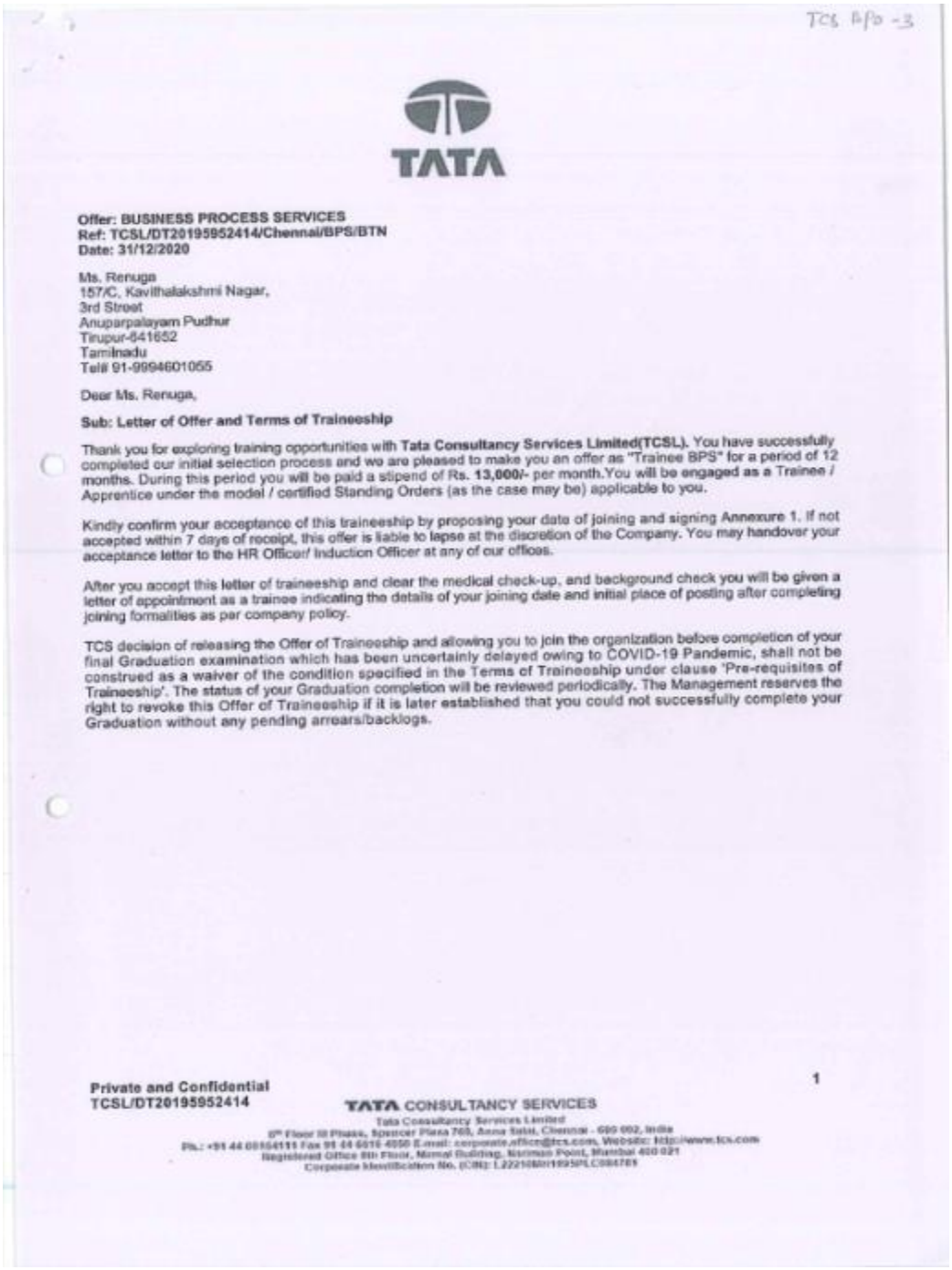
Corporate Identification No. (CIN): L22210MH1995PLC084781

RENUGA-TCS



TCS BPO -3

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195952414/Chennai/BPS/BTN
Date: 31/12/2020

Ms. Renuga
157/C, Kavithalakshmi Nagar,
3rd Street
Anuparpalayam Pudhur
Tirupur-641652
Tamilnadu
Tel# 91-9994601055

Dear Ms. Renuga,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of **Rs. 13,000/-** per month.You will be **engaged as a** Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing **Annexure 1.** If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
6th Floor (II Floor), Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66154111 Fax 91 44 6615 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
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Corporate Identification No. (CIN): L22210MH1995PLC084781

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TATA CONSULTANCY SERVICES

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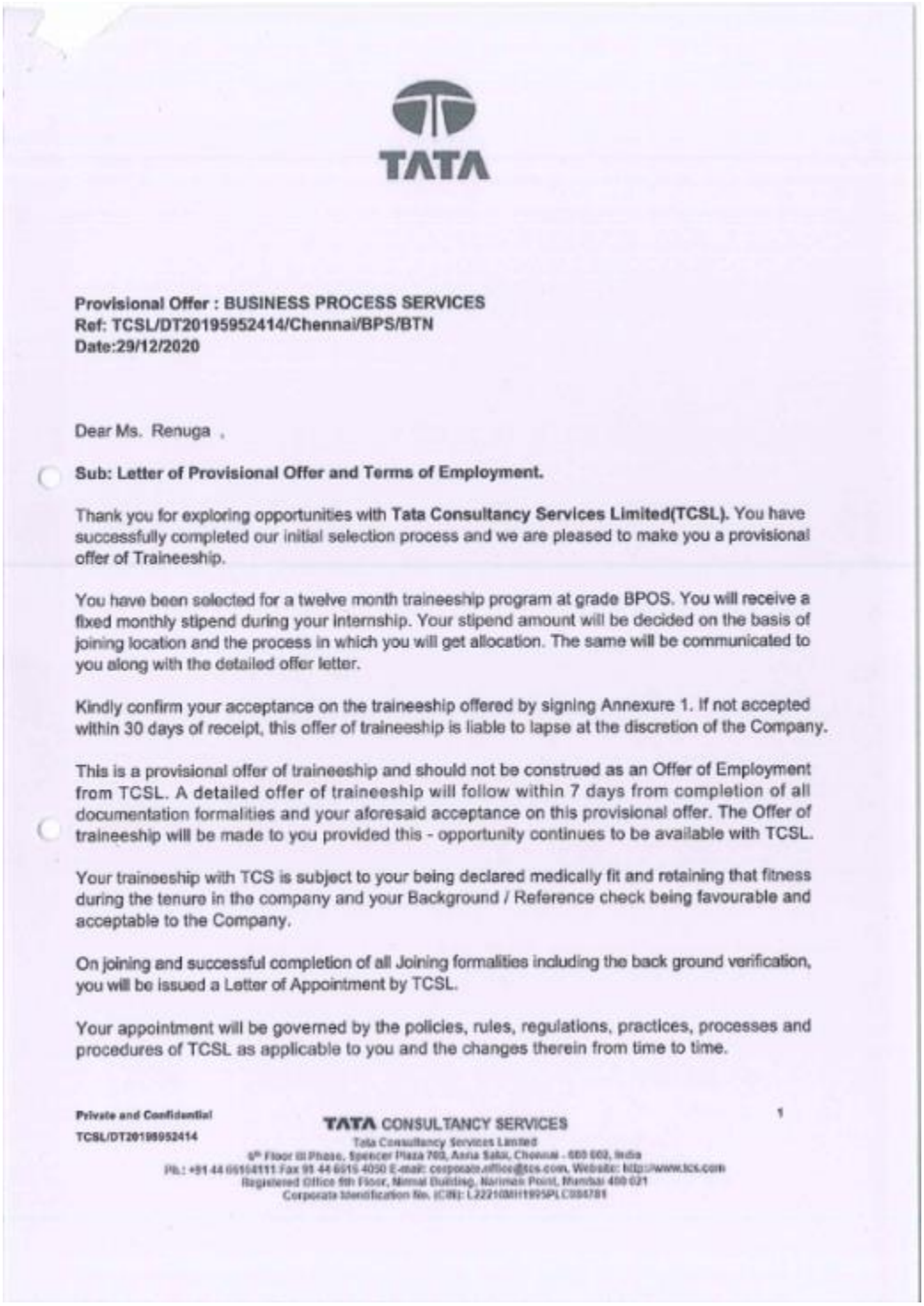

TATA

Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195952414/Chennai/BPS/BTN
Date:29/12/2020

Dear Ms. Renuga ,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

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1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
9th Floor (II Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
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Corporate Identification No. (CIN): L22210MH1995PLC084781

TATA

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20195952414/Chennai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

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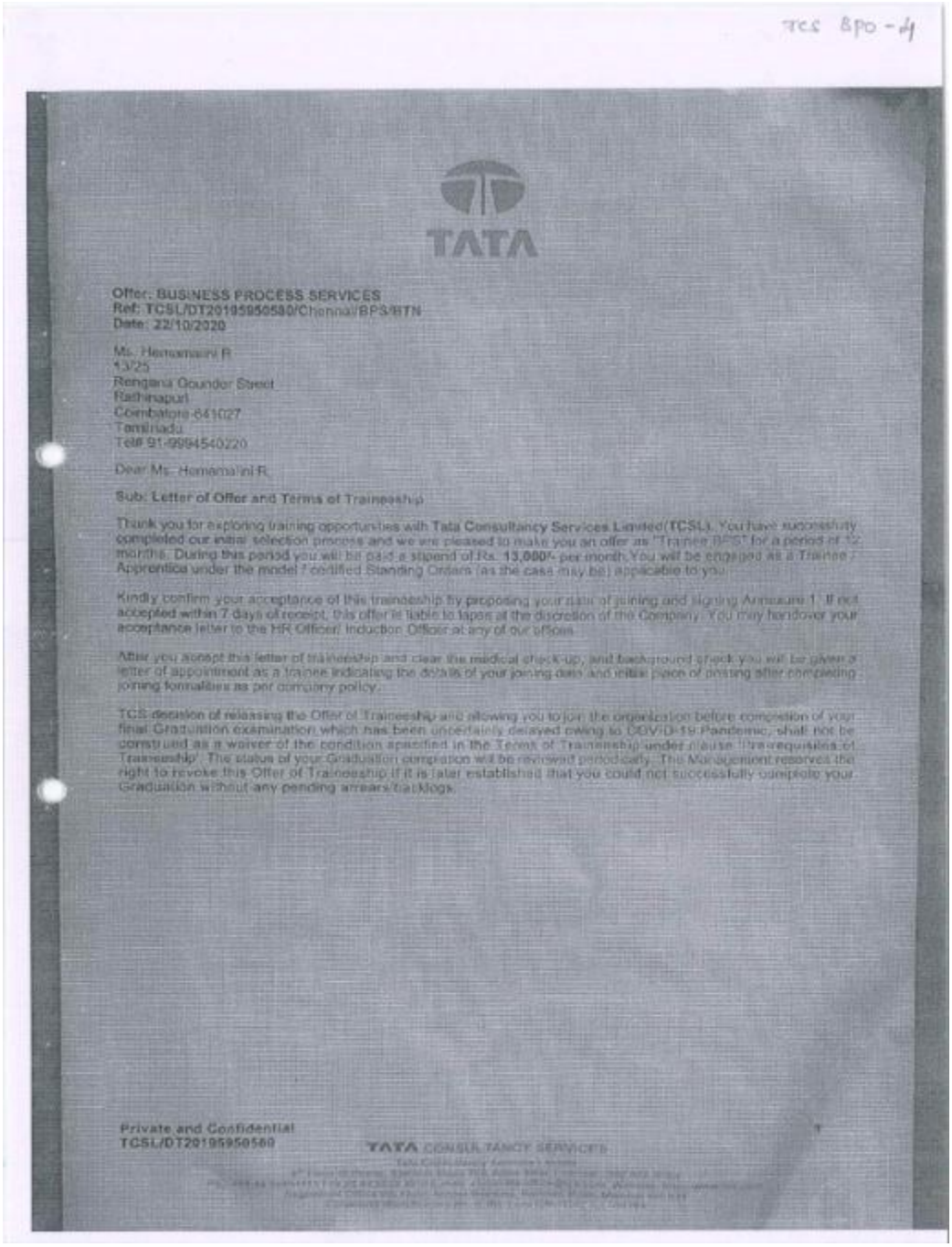
Corporate Identification No. (CIN): L22210MH1995PLC084781

HEMAMALINI-TCS



TCS BPO - 4

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195950560/Chennai/BPS/RTN
Date: 22/10/2020

Ms. Hemamalini R
13/25
Rengana Gounder Street
Rathinapuri
Coimbatore-641027
Tamilnadu
Tel# 91-9994540220

Dear Ms. Hemamalini R,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. 13,000/- per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Prerequisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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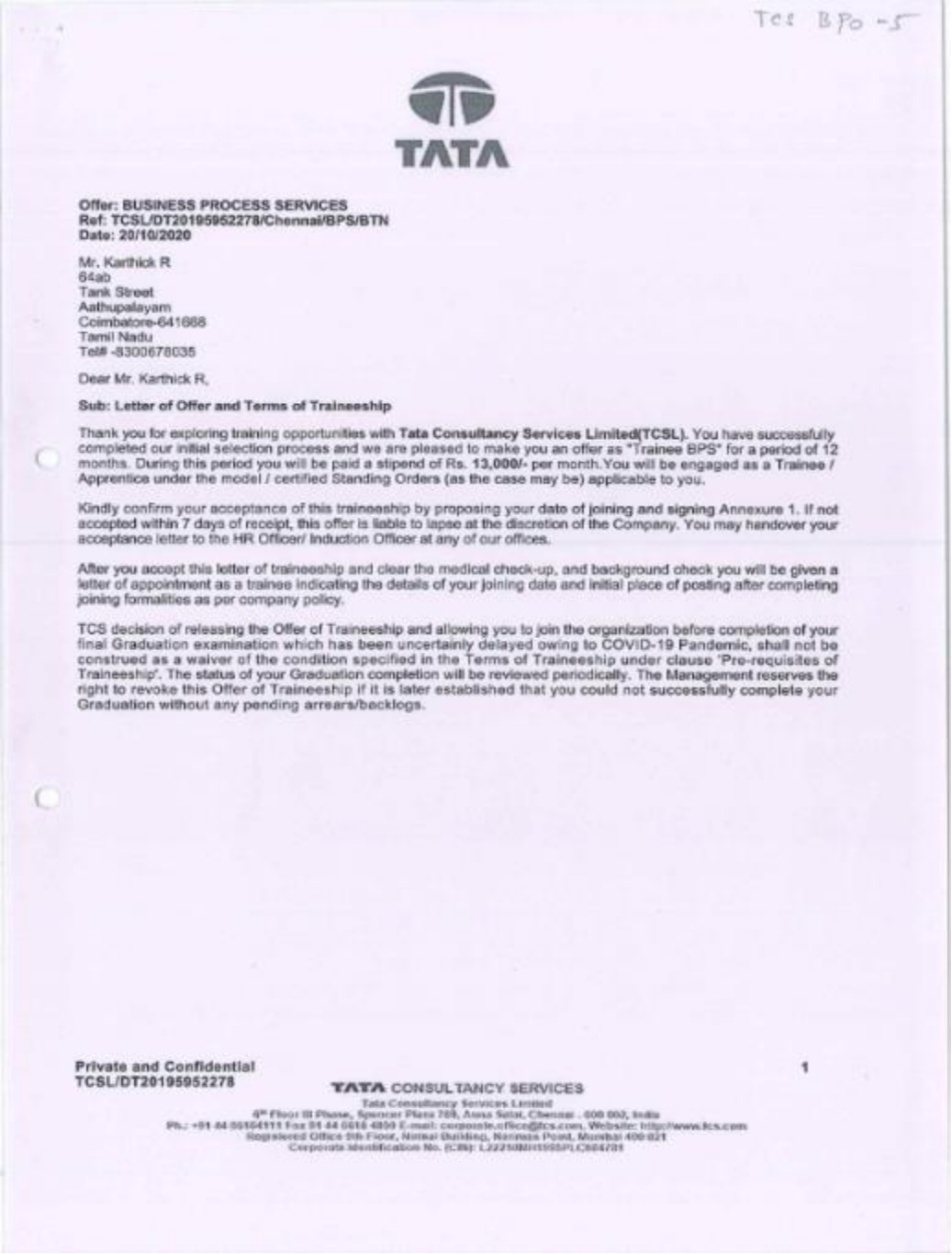
TATA CONSULTANCY SERVICES

KARTHICK R - TCS



TCS BPO -5

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195952278/Chennai/BPS/BTN
Date: 20/10/2020

Mr. Karthick R
64ab
Tank Street
Aathupalayam
Coimbatore-641668
Tamil Nadu
Tel# -8300678035

Dear Mr. Karthick R,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your **date of joining and signing** Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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TCSL/DT20195952278

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TATA CONSULTANCY SERVICES

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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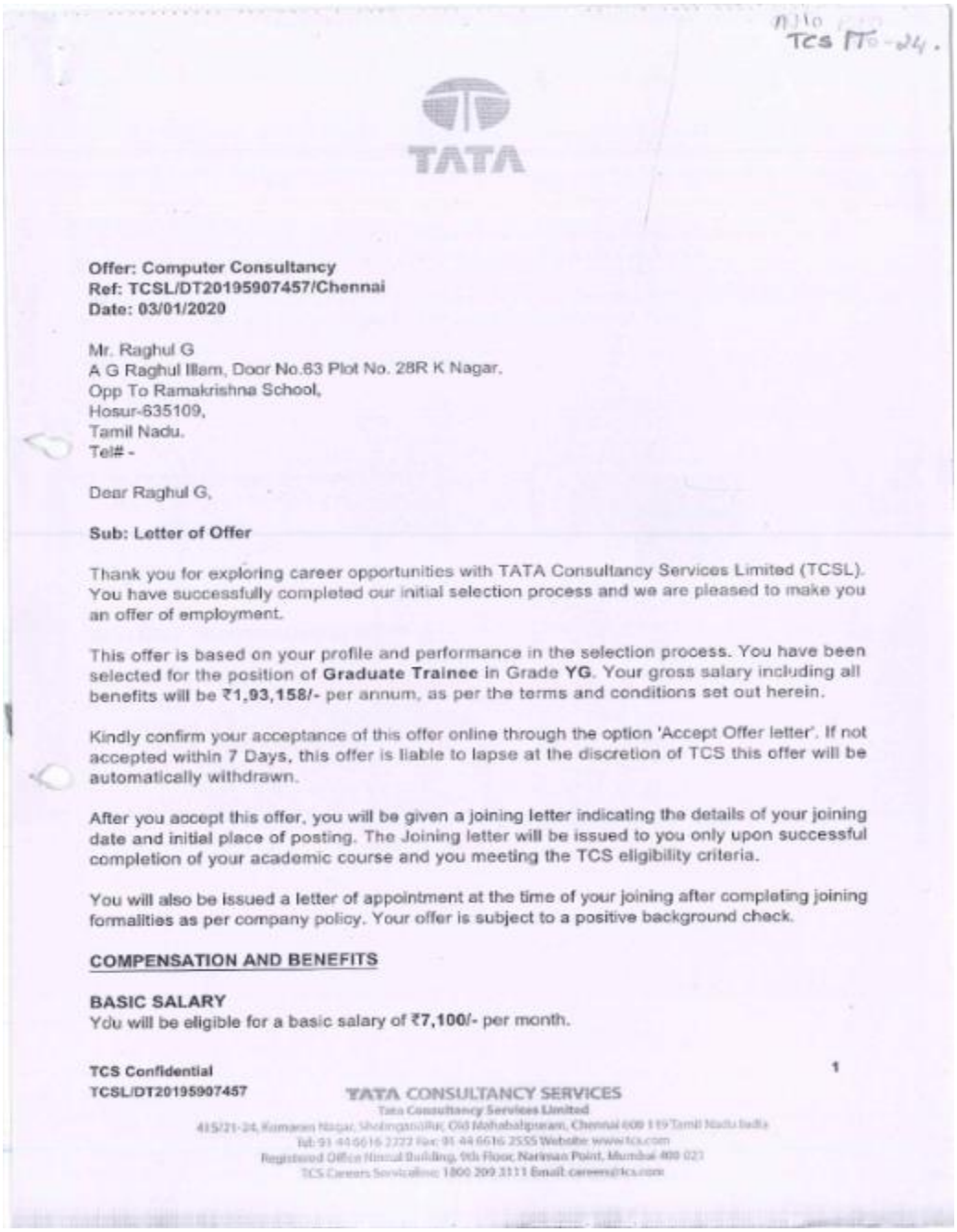
6

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66154111 Fax 91 44 6655 4030 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

RAGHUL G - TCS



TCS FT-24.

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195907457/Chennai
Date: 03/01/2020

Mr. Raghul G
A G Raghul Illam, Door No.63 Plot No. 28R K Nagar,
Opp To Ramakrishna School,
Hosur-635109,
Tamil Nadu.
Tel# -

Dear Raghul G,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

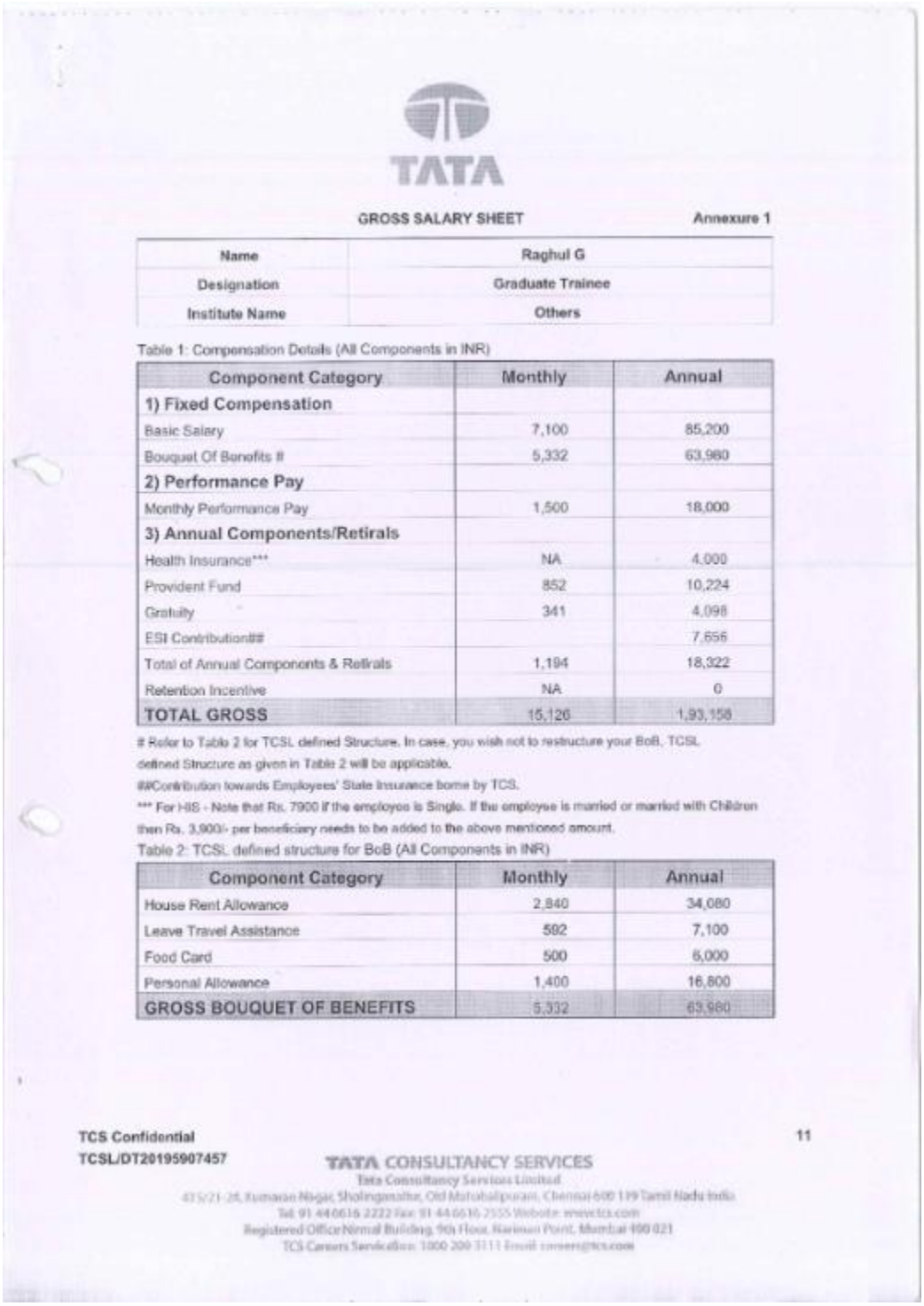
You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

TCS Confidential 1
TCSL/DT20195907457

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kamaraj Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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



TATA

GROSS SALARY SHEET — Annexure 1

Name	Raghul G
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.
##Contribution towards Employees' State Insurance borne by TCS.
*** 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	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

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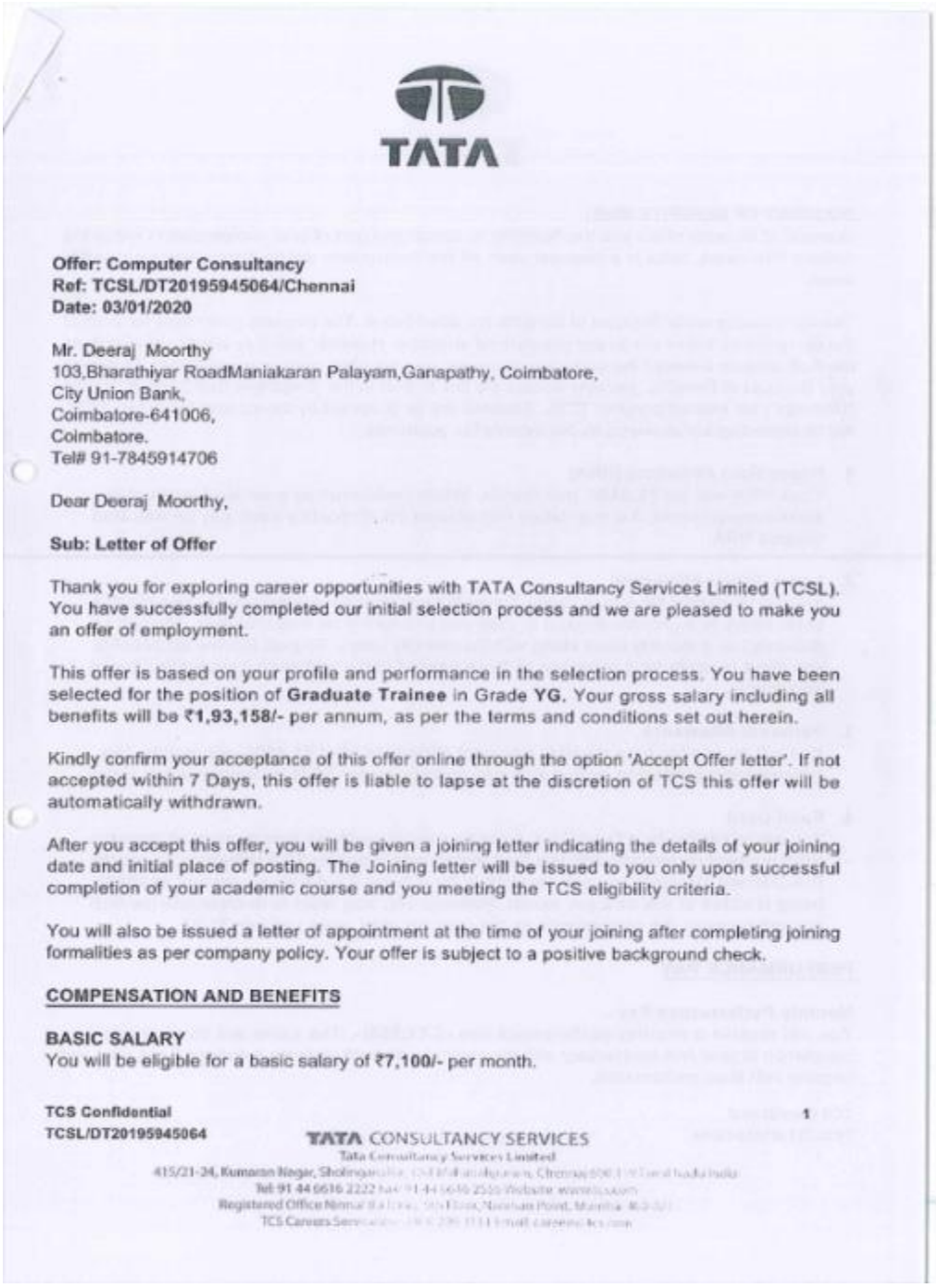
11

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

DEERAJ MOORTHY - TCS



TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195945064/Chennai
Date: 03/01/2020

Mr. Deeraj Moorthy
103,Bharathiyar RoadManiakaran Palayam,Ganapathy, Coimbatore,
City Union Bank,
Coimbatore-641006,
Coimbatore.
Tel# 91-7845914706

Dear Deeraj Moorthy,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

TCS Confidential 1
TCSL/DT20195945064

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, [illegible] Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2500 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service: 1800 209 3111 Email: careers@tcs.com

TATA

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

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.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai
TCS Careers Servicelline: 1800 209 3111 Email: careers@tcs.com

TATA

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

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

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

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

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

TATA CONSULTANCY SERVICES
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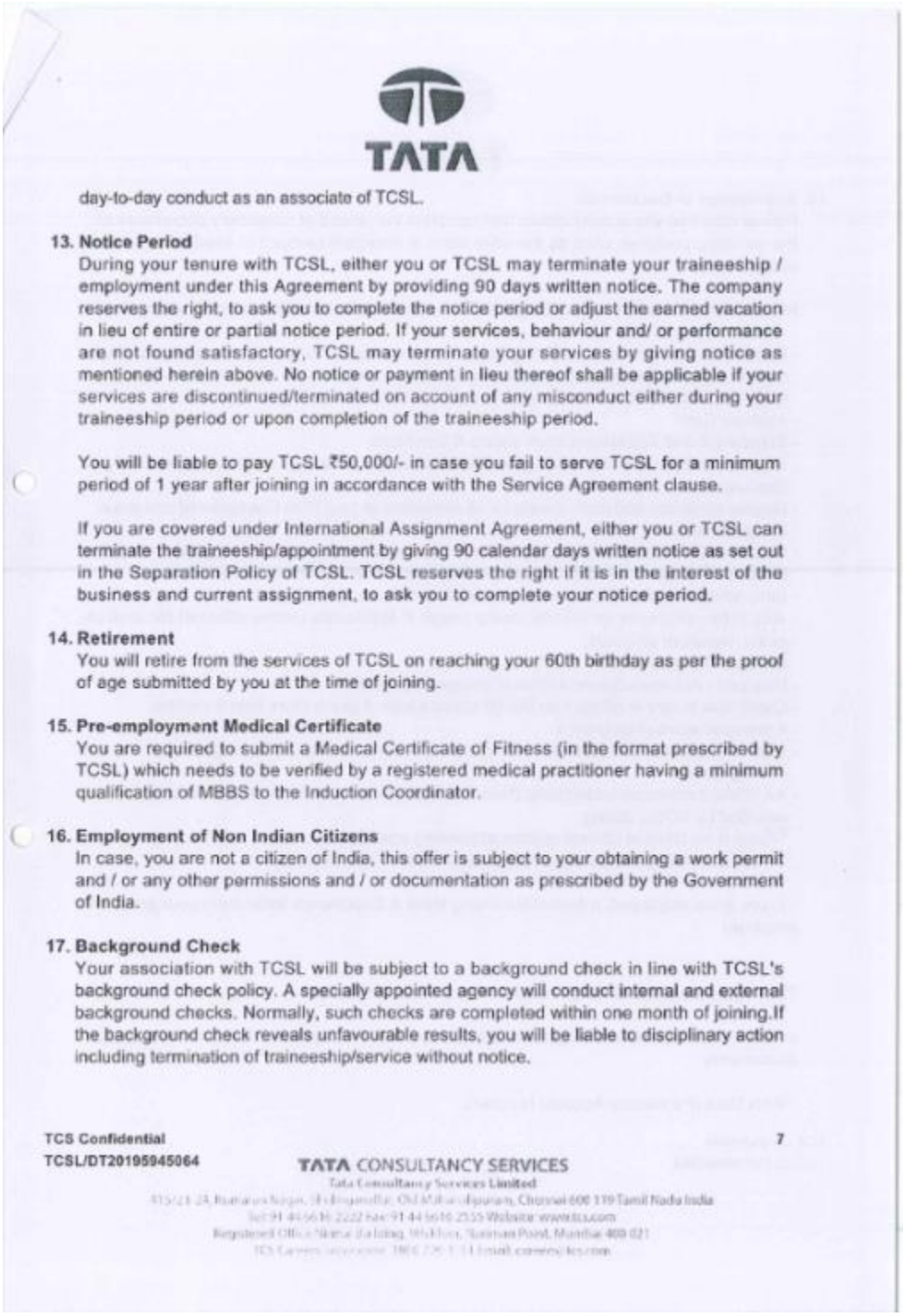
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Services: 1800 209 3111 Email: careers@tcs.com



TATA

day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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.

14. 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.

15. 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.

16. 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.

17. 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.

TATA

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Xperience Program

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

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

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22. 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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, [illegible]
Tel:91 44 6616 2222 Fax: 91 44 6616 2926 Website: www.tcs.com
Registered Office: [illegible]
TCS Careers: [illegible]

TATA

GROSS SALARY SHEET — **Annexure 1**

Name	**Deeraj Moorthy**
Designation	**Graduate Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.
##Contribution towards Employees' State Insurance borne by TCS.
*** 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	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 [illegible]
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
15-21 24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

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

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

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

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

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

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Tata Consultancy Services Limited

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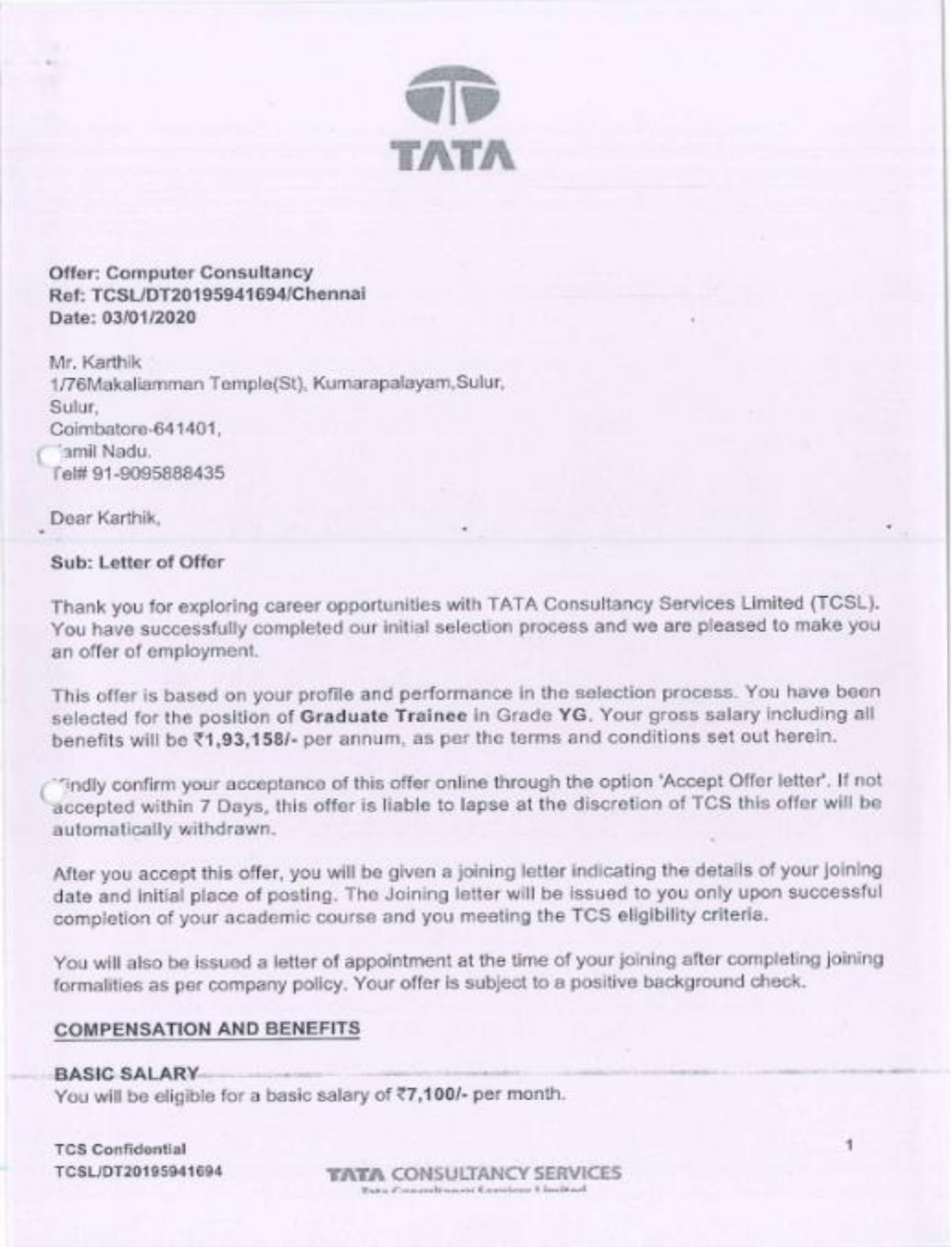
(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, [illegible]
Tel 91 44 6615 2222 Fax +91 44 6615 2525 Website www.tcs.com
Registered Office [illegible]
TCS Careers [illegible]

KARTHIK-TCS



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Offer: Computer Consultancy
Ref: TCSL/DT20195941694/Chennai
Date: 03/01/2020

Mr. Karthik
1/76Makaliamman Temple(St), Kumarapalayam,Sulur,
Sulur,
Coimbatore-641401,
Tamil Nadu.
Tel# 91-9095888435

Dear Karthik,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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TATA CONSULTANCY SERVICES

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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 ₹2,840/- 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 of ₹1,400/- 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 ₹1,500/-. 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.

TATA

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

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.

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

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

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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.

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

TATA

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

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

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

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

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

TATA

8. **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.

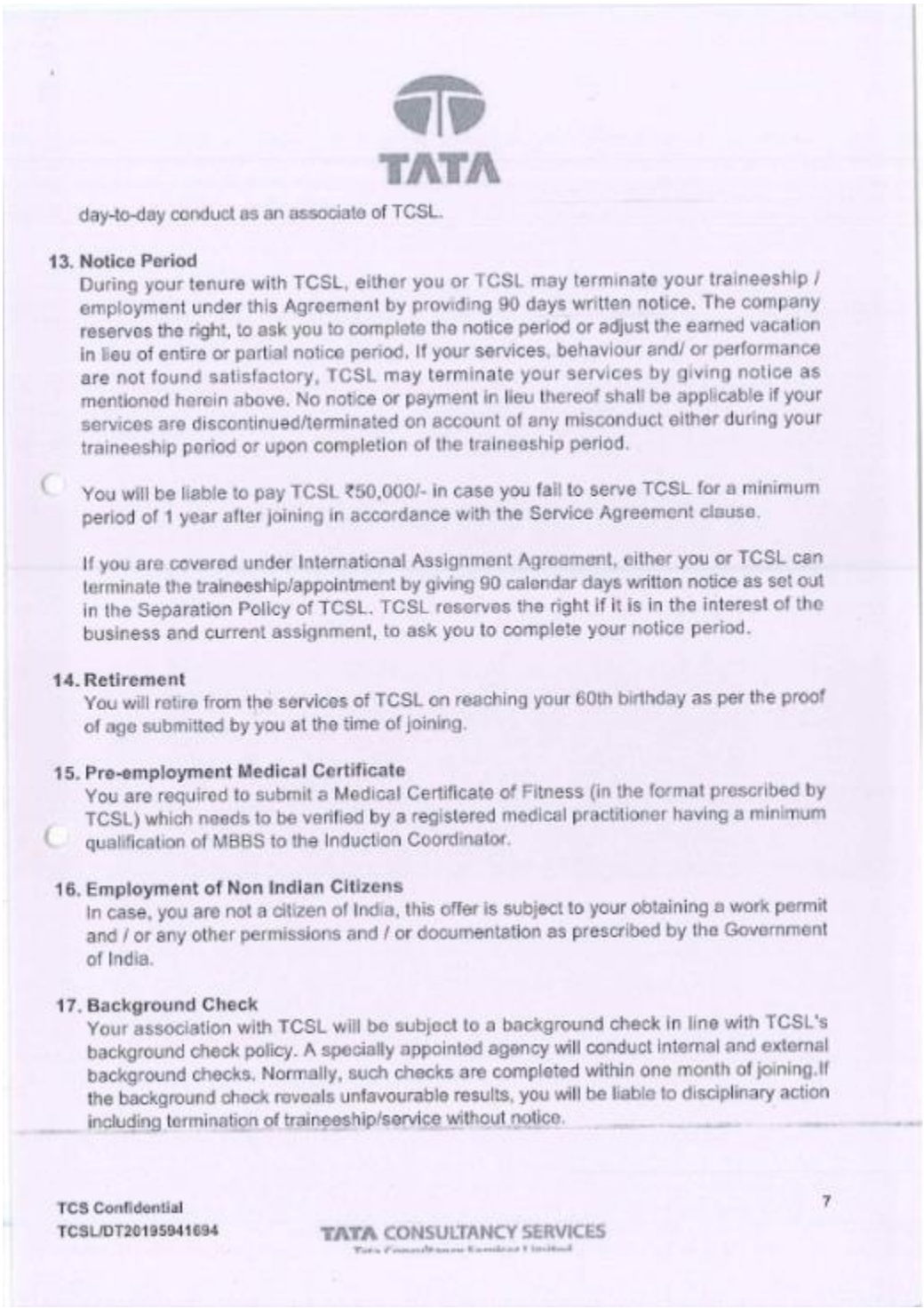
9. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. 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.

10. **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 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.

11. **Terms and Conditions**
The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

12. **TATA Code of Conduct**
You are required to sign the TATA Code of Conduct and follow the same in your



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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.

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TATA CONSULTANCY SERVICES

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18. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

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*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

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

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22. 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.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 48 hours, 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 TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

TATA

GROSS SALARY SHEET — Annexure 1

Name	Karthik
Designation	Graduate Trainee
Institute Name	Others

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Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

TCS Confidential
TCSL/DT20195941694

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TATA CONSULTANCY SERVICES

TATA

Annexure 2

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

TATA

Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA

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

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

TATA

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

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

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

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

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

TATA

9. **Equitable Rights**

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

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. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

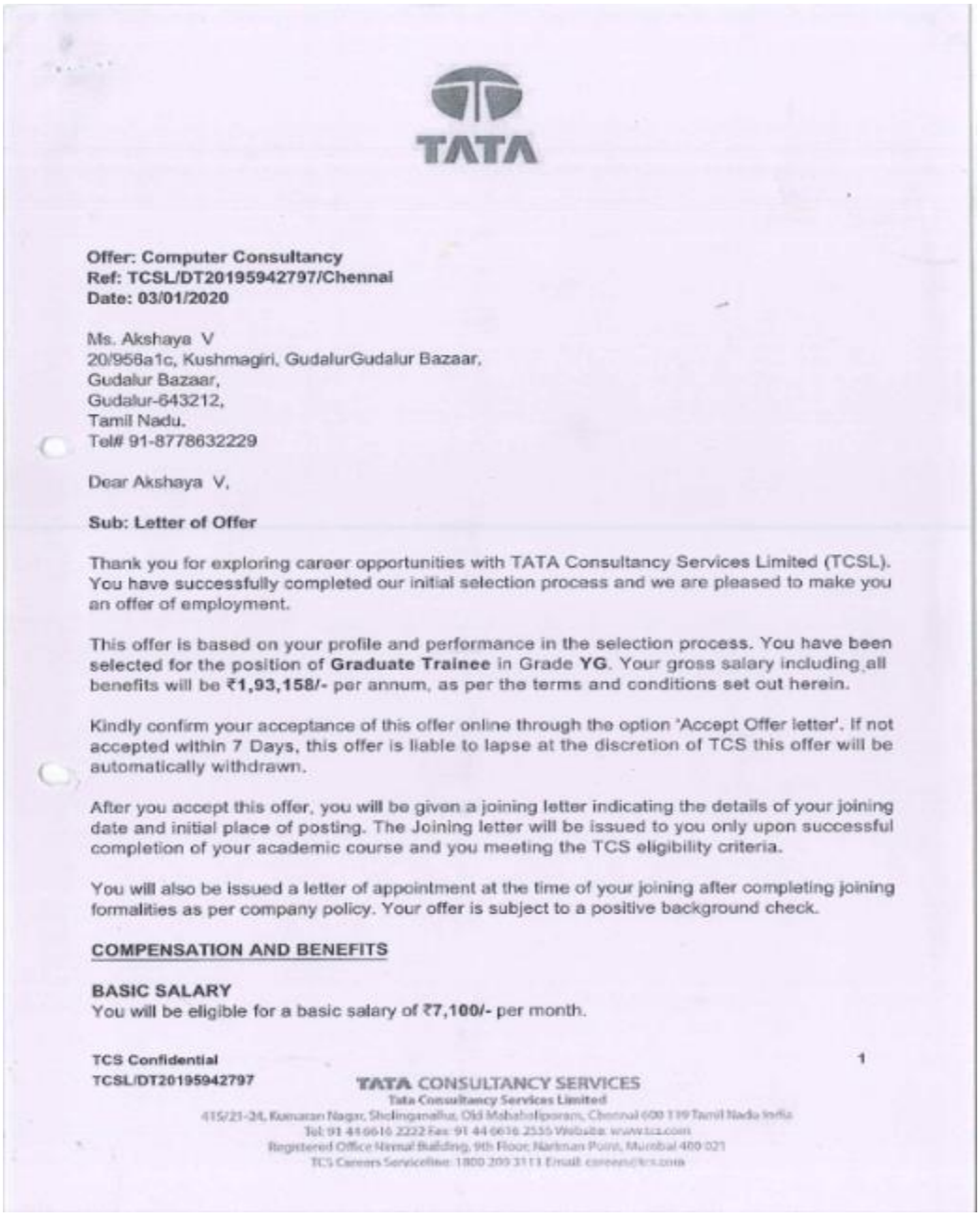
(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either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

TATA

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

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

AKSHAYA V -TCS



TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195942797/Chennai
Date: 03/01/2020

Ms. Akshaya V
20/956a1c, Kushmagiri, GudalurGudalur Bazaar,
Gudalur Bazaar,
Gudalur-643212,
Tamil Nadu.
Tel# 91-8778632229

Dear Akshaya V,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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TCSL/DT20195942797

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelline: 1800 209 3111 Email: careers@tcs.com

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 48 hours, 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 TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	Akshaya V
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

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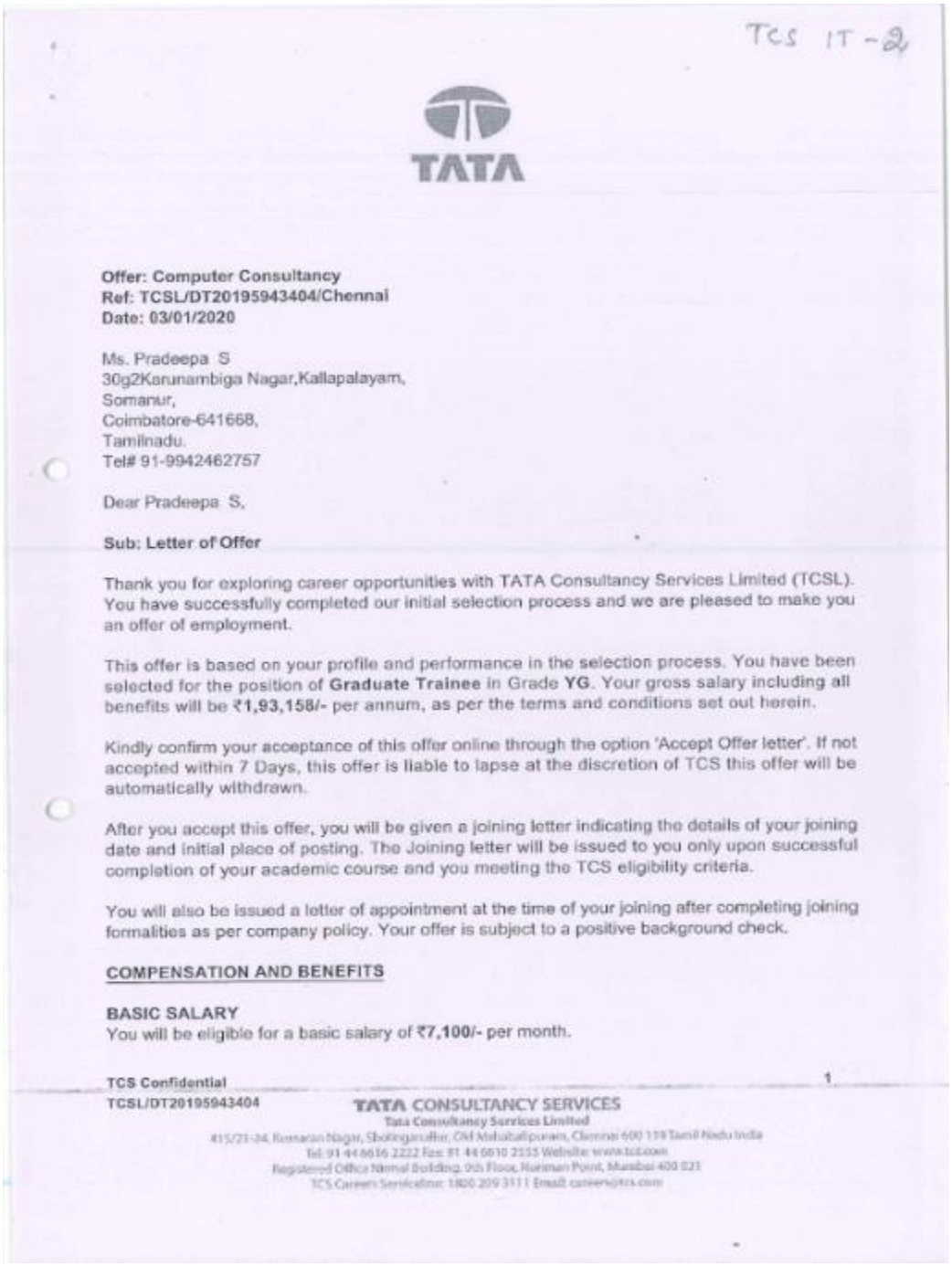
PRADEEPA S - TCS



TCS IT-2

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195943404/Chennai
Date: 03/01/2020

Ms. Pradeepa S
30g2Karunambiga Nagar,Kallapalayam,
Somanur,
Coimbatore-641668,
Tamilnadu.
Tel# 91-9942462757

Dear Pradeepa S,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Ramarao Nagar, Shollinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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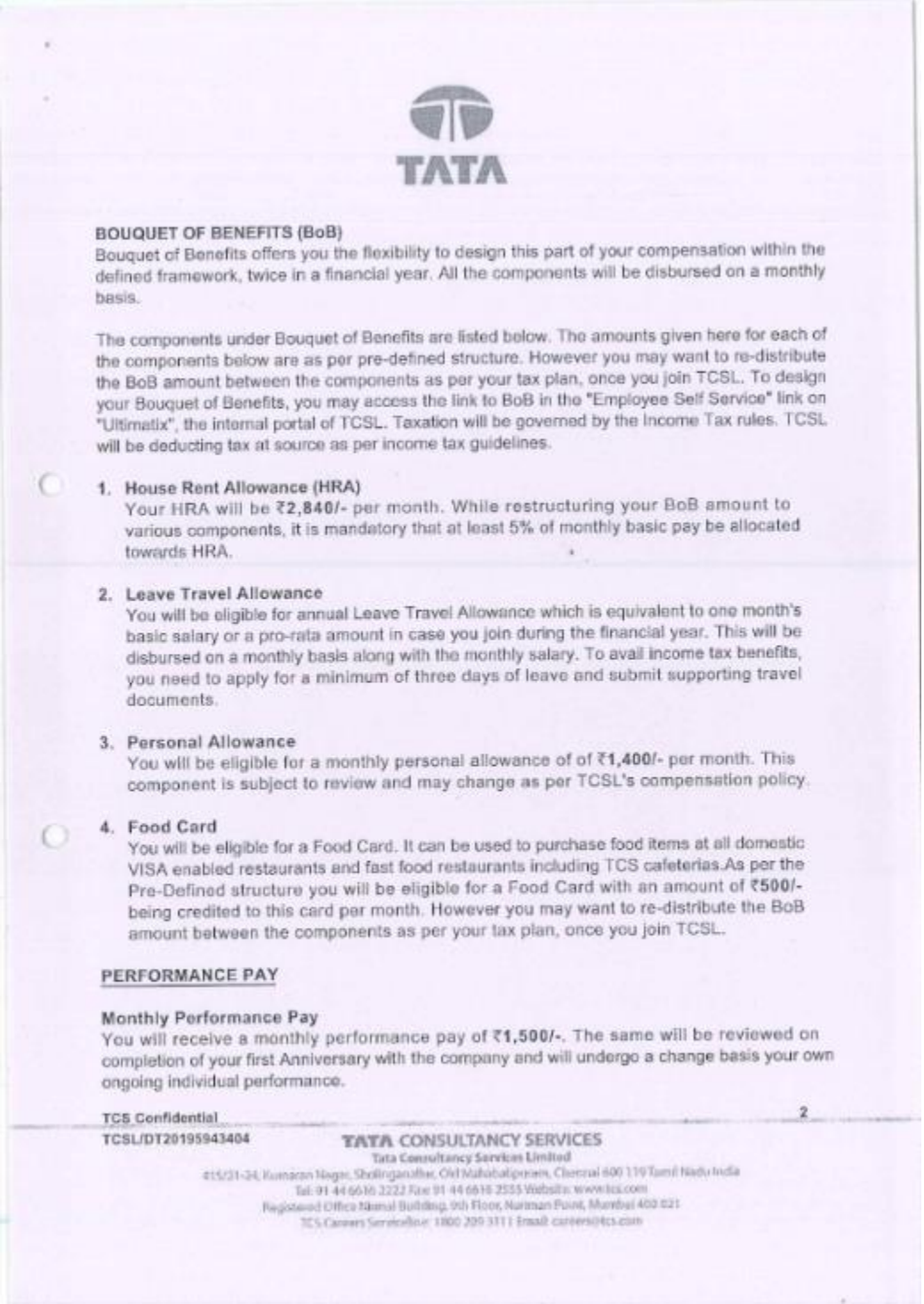
TCS Careers Service line: 1800 209 3111 Email: careers@tcs.com



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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 ₹2,840/- 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 of ₹1,400/- 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 ₹1,500/-. 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.

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Tata Consultancy Services Limited
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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

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.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Ramanan Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicoline: 1800 209 3111 Email: careers@tcs.com

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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.

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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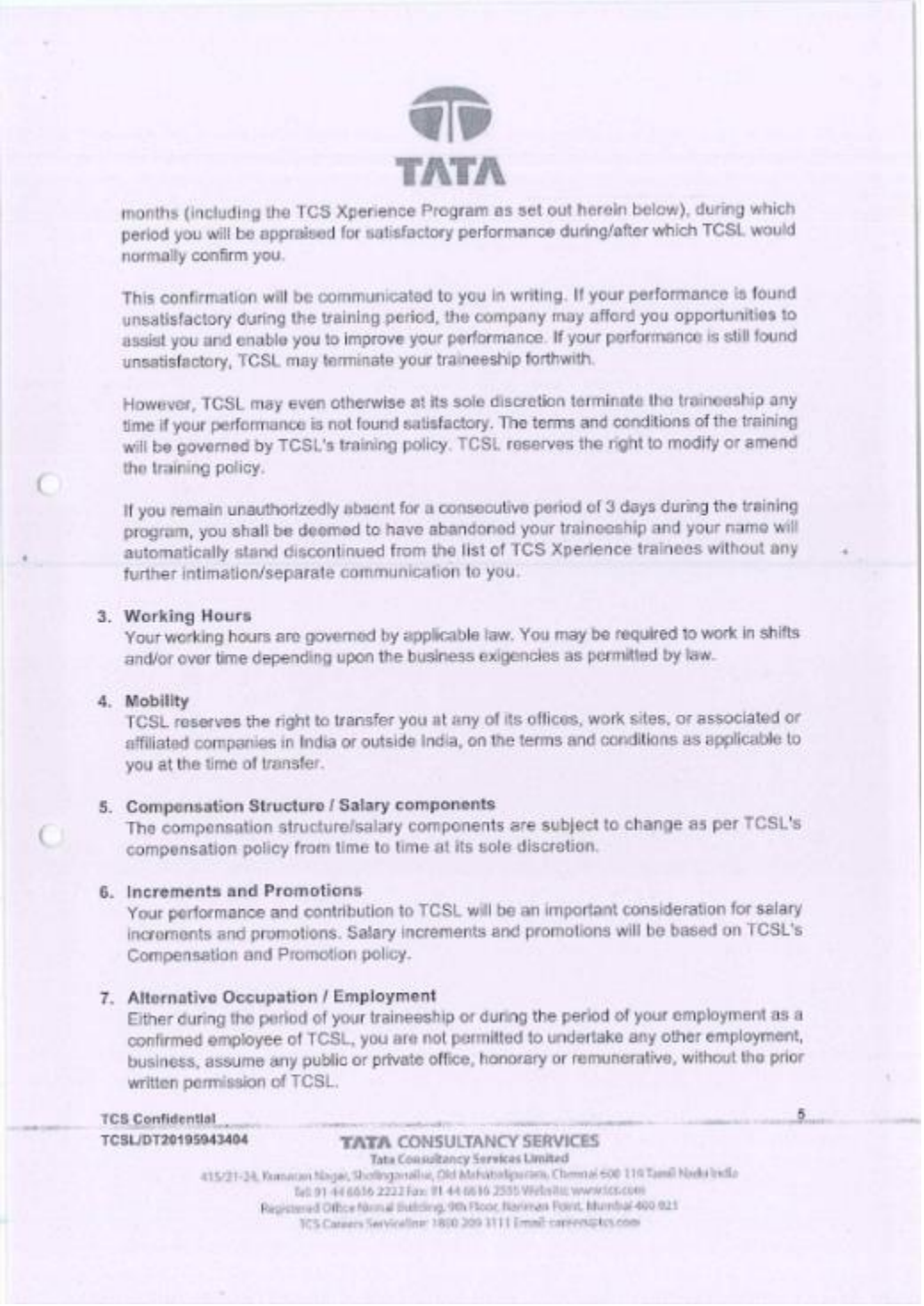

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

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Tata Consultancy Services Limited
415/21-24, Kamarajar Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelline: 1800 209 3111 Email: careers@tcs.com

TATA

8. **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.

9. **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.

10. **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 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.

11. **Terms and Conditions**
The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

12. **TATA Code of Conduct**
You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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.

14. 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.

15. 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.

16. 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.

17. 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.

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18. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

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*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Xperience Program

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

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

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

20. 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.

21. 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.

22. 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.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 48 hours, 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 TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET — Annexure 1

Name	Pradeepa S
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.
##Contribution towards Employees' State Insurance borne by TCS.
*** 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	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:: Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Rumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 9th Floor & 10th floor, Glory Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepal Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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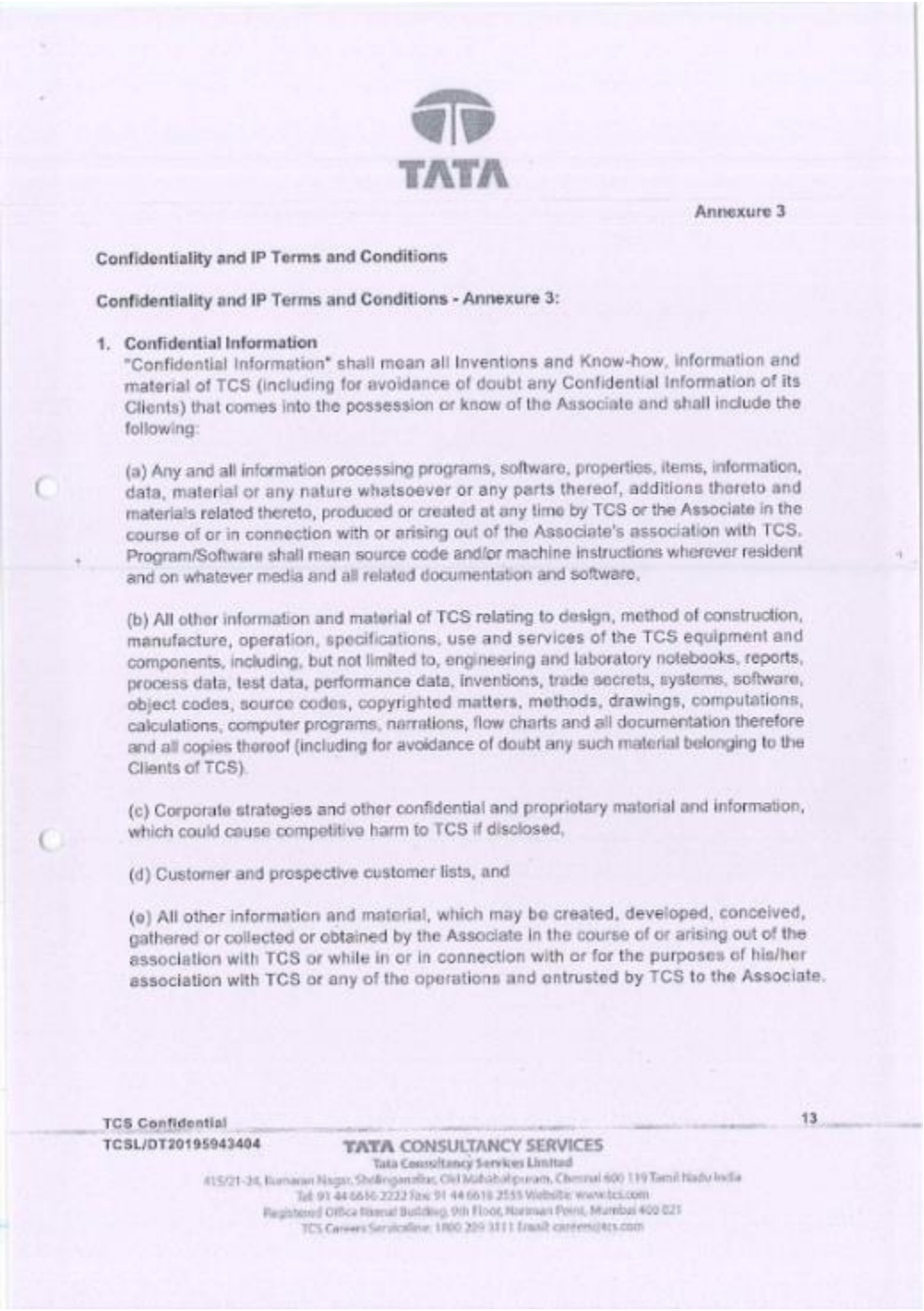

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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

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

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

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

(d) Customer and prospective customer lists, and

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

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

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

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

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

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

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

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

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9. Equitable Rights

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

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. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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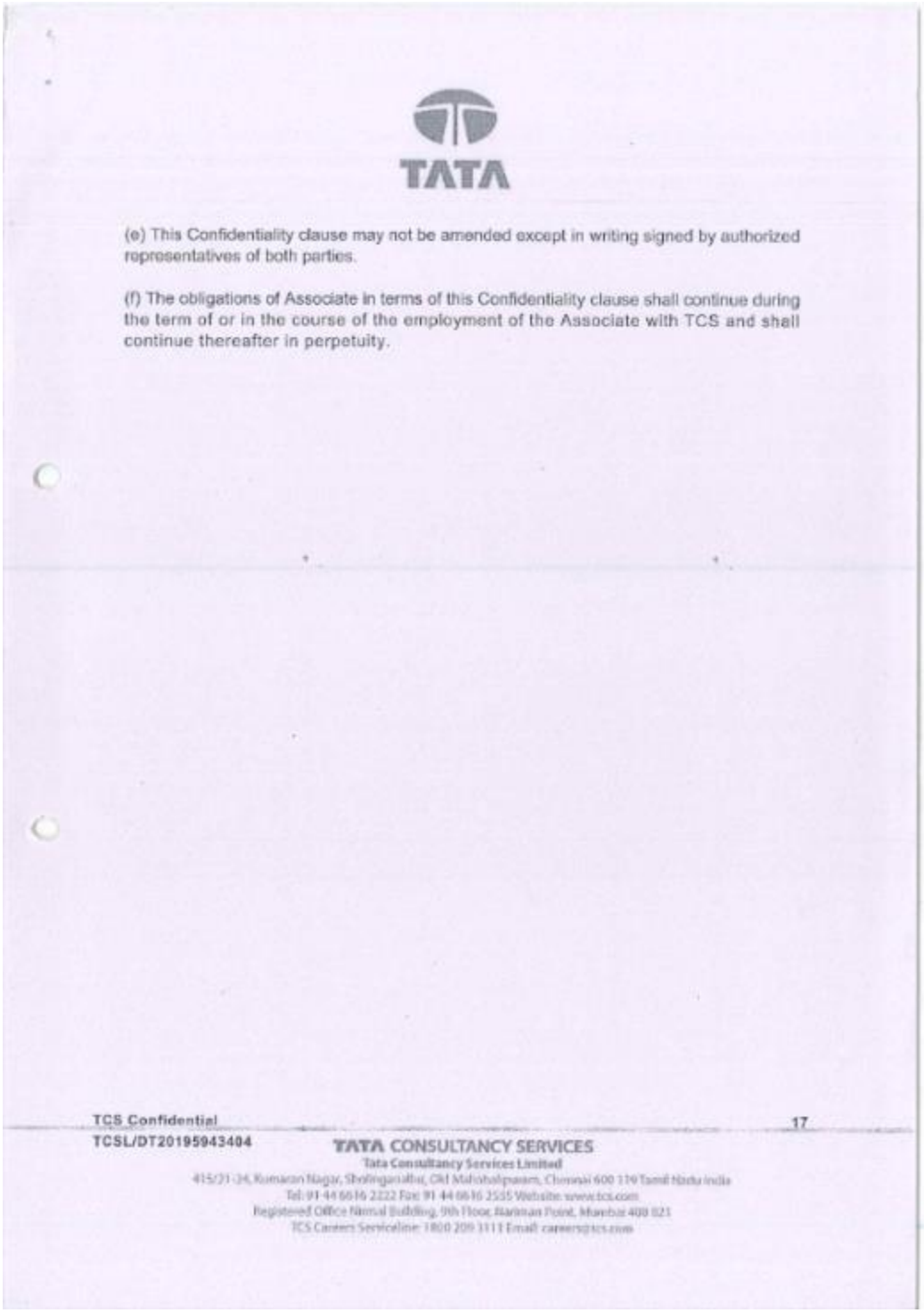

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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SANJANA M - TCS

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195947268/Chennai/BPS/BPA
Date: 04/05/2021

Ms. Sanjana M
191/1 House "Kausthubham"
Vellamadai
Valampalayam
Coimbatore-641110
Tamilnadu
Tel# 91-9245315412

Dear Ms. Sanjana M,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

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COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary:
Your Basic Salary will be Rs. **9,572**/- per month.

Bouquet of Benefits (BoB)

Bouquet of Benefits (BoB) offers you the flexibility to design 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 are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service"(GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance**
Your HRA will be Rs. **3,350**/- 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 8.33% of 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 3 days of leave and submit supporting travel documents.

3. **Food Card**
You will be eligible for a Food Card. It can be set up to a maximum of Rs. 3,000 per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

4. **Personal Allowance**
You will be eligible for a monthly personal allowance of Rs. **0**/- per month. This component is subject to review & may change as per company's compensation policy.

Night Shift Allowance

TCSL has agreed to provide it's clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client request in the BPS department, would be eligible for a Night Shift Allowance of Rs. **200**/- per shift. In order to avail this allowance the associate must work between 11.30p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

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Variable Allowance (VA)

Monthly Performance Pay
You will receive a monthly performance pay of Rs. **1,900**/- . 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.

Monthly performance pay is also linked to your allocation status and will undergo a change in case you are unallocated for a period of one month or more.

CITY ALLOWANCE

You will be eligible for a City Allowance of Rs. **250**/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

1. **Health Insurance Scheme:**
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan. You will be eligible for Domiciliary and Hospitalization covers as per the default plan applicable. These benefits are extended on payment of applicable premium as per the scheme .

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax.

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the default plan applicable .

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document.

2. **Maternity Benefit:**
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 to TCS India Policy- Maternity Leave.

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3. Compensation Benefits under ESI Act / Employees' Compensation Act:
If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial . For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance after joining the organisation.

* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act.

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

5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of Rs. 250/- will be borne by you. 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

SOCIAL SECURITY / RETIRALS BENEFITS

1. 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 towards Provident Fund, as per the provisions of the said Act. You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining TCSL so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

2. Employees' Pension Scheme:
Your enrolment under the Employees' Pension Scheme will based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

3. Gratuity:
You will be eligible to gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity

TERMS OF EMPLOYMENT

1. Employment Pre-requisites:
Your appointment will be subject to successful completion of your graduation / post graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation / post graduation your traineeship / services with TCSL will be discontinued without any notice or notice pay

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

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2. Traineeship Period:
You will be required to undergo class room and on the job training in the first twelve months, during which you will be appraised for satisfactory performance during/after which the company 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 provide you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, the company may terminate your traineeship forthwith. However, TCS 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 company's training policy. TCS reserves the right to modify or amend the training policy.

3. Working Hours:
You may be required to work in shifts and/or in extended working hours, as permitted by law.

4. Leave :
You will be eligible for leave as per the Company's Leave Policy.

5. Transport :
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Mobility :
The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

7. Increments and Promotions:
Your merit, performance and contribution to the company will be the primary considerations for annual salary increments and your potential to perform and availability of suitable positions will be considered for promotions. Salary increments and promotions will not be direct and will be based on the company's Compensation and Promotion Policy. Increments shall depend on several factors like company's performance, your individual performance, track record and contribution to the company, attendance, behavior and conduct during the period under review as per the company's policy as may be applicable from time to time.

8. Alternate Employment:
As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality , Data and Intellectual Property Protection Agreement:
As part of the joining formalities, you are required to sign a Confidentiality Data and IP Protection Terms agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

10. International Deputation Agreement:
You are required to sign the International Assignment Agreement, which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. International Assignment Agreement is a

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one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company 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 the company for a minimum period of 90 days on completion of each such training.

11. 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 employee of TCSL.

12. Retirement:
You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

13. Medical Tests:
You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company`s doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport,PAN card,Election Card,Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The opinion of the doctor appointed by the company shall be final and binding on both parties. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

14. Notice Period:
During the first 3 months of employment with TCSL, you may terminate this contract of employment by giving 30 calendar days' notice to the Management.

In case your performance, behavior and / or conduct during the probation period is found unsatisfactory/incompatible, TCSL reserves the right to terminate your employment without any notice or notice pay in lieu of notice.

On completion of 3 months, this contract of employment is terminable by you by giving 90 calendar days' notice in writing to TCSL . It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 calendar days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

On completion of 3 months, this contract of employment may be terminated by TCSL by giving you 90 calendar days' notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and/or conduct during the period of probation is found to be unsatisfactory / incompatible.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at

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its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL .

15. Background Check:
Your employment will be subject to a background check in line with the company'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.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

16. Submission of Documents:
At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.
- 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 Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following:
  i. Period of employment
  ii. Technology areas you worked on
  iii. Certificates for any training provided by your previous employers in various technologies
- Release letter from your current employer indicating the date of release
- Passport
- 6 photographs - passport size
- A photocopy of your Permanent Account Number (PAN) Card
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification

17. Letter of Appointment:
You will be issued a letter of appointment at the time of your joining and completing joining formalities as per the company's policy.

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

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

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

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

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services, associate engagement activities, and financial and taxation services.

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

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

19. **Terms and Conditions:**
The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

20. **Employment in India:**
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 for permanent employment with TCSL .

21. **Rules and Regulations of the Company:**
Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

22. **Compliance to all clauses**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCSL in withdrawing this offer letter at its sole discretion.

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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 the 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 sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

Private and Confidential
TCSL/DT20195947268

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GROSS SALARY SHEET **Annexure 1**

Name	Sanjana M
Designation	PROCESS ASSOCIATE
Grade	BPO1

Table 1: Compensation Details (All Components in Rs)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,572	1,14,864
Bouquet Of Benefits #	5,848	70,172
2) Variable Compensation		
Monthly Variable Allowance	1,900	22,800
3)City Allowance	250	3,000
4) Annual Components/Retirals		
Medical Insurance	NA	4,000
Provident Fund(at 12% of Basic Salary)	1,149	13,788
Gratuity(at 4.81% of Basic Salary)	460	5,525
ESIC	571	6,852
Total of Annual Components & Retirals	2,180	30,161
TOTAL GROSS	**19,750**	**2,40,999**

Refer to Table 2 for TCSL defined Structure.
In case, you wish not to opt for the BoB. Defined structure as given in Table 2 will be applicable.

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

Component Category	Monthly	Annual
House Rent Allowance	3,350	40,200
Leave Travel Assistance	798	9,572
Food Coupons	1,700	20,400
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	**5,848**	**70,172**

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. **Associate's Obligations**
Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any 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 TCS . Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**
Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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

5. **Use of third party material**
Associate expressly agrees that Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

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

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

9. **Equitable Rights**
Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat

TATA CONSULTANCY SERVICES
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Corporate Identification No. (CIN): L22210MH1995PLC084781

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 any claim or liability of any party, 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, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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PRADEEPA G - TCS

GOKIL PRIYA - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195960446/Chennai/BPS/BTN
Date: 12/11/2020

Ms. Gokil Priya
E-16
Ponmuthu Nagar
Nallur
Tiruppur-638701
Tamil Nadu
Tel# 91-7358956635

Dear Ms. Gokil Priya

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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Corporate Identification No. (CIN): L22210MH1995PLC084781

TATA

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 the Traineeship 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 sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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MADHUMATHI – TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195961751/Chennai/BPS/BTN
Date: 12/11/2020

Ms. Madhumadhi
10/199 E3 RR Garden
Kunnangal Palayam Pirivu
Palladam Road
Tiruppur-641601
Tamil Nadu
Tel# 91-7010657065

Dear Ms. Madhumadhi

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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SRUTHY – TATA CONSULTANCY SERVICE

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195953952/Chennai/BPS/BPA
Date: 02/11/2020

Ms. Sruthy
3/41 A North Street, Peedampalli (PO)

Ondipudur
Coimbatore-641016
Tamilnadu
Tel# -9597712924

Dear Ms. Sruthy,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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Corporate Identification No. (CIN): L22210MH1995PLC084781

TATA

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 the 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 sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TCSL/DT20195953952

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TATA CONSULTANCY SERVICES
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PRAVEEN STANLEY - TCS

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195908290/Chennai
Date: 03/01/2020

Mr. Praveen Stanley
73/Krishnamanaiker LayoutVaratharaja Puram,
Ng Hospital,
Coimbatore-641015,
Tamil Nadu.
Tel# 91-9443753761

Dear Praveen Stanley,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelline: 1800 209 3111 Email: careers@tcs.com

TATA

Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, 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 TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20195908290

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

ARUNACHALAM R - TCS

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195941034/Chennai
Date: 03/01/2020

Mr. Arunachalam R
27/51Marai Malai Adigal Street,
Peelamedu Pudur,
Coimbatore-641004,
Tamilnadu.
Tel# 91-9791241966

Dear Arunachalam R,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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TATA

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Xperience Program

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

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

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

20. 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.

21. 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.

22. 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.

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

LOKESH K - TCS

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195918780/Chennai
Date: 03/01/2020

Mr. Lokesh K
B-48,Housing UnitElango Nagar,
Nehru Nagar,
Coimbatore-641014,
Tamil Nadu.
Tel# -9790027029

Dear Lokesh K,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TATA

Withdrawal of Offer
If you fail to accept the offer from TCSL within 48 hours, 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 TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20195918780

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

NIJITHA RANGARAJ - TCS

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195920806/Chennal
Date: 03/01/2020

Ms. Nijitha Rangaraj
2/54 E,Bellapalayam.,
Sirumugai,
Coimbatore-641302,
Tamilnadu.
Tel# -

Dear Nijitha Rangaraj,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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TATA

Withdrawal of Offer
If you fail to accept the offer from TCSL within 48 hours, 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

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Encl: Annexure 1: Benefits and Gross Salary
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

VISHNU VARSHINI - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195960459/Chennai/BPS/BTN
Date: 12/11/2020

Ms. Vishnu Varshini
33
Balaji Nagar, Third Street
Muthanampalayam Pirivu
Tiruppur-641606
Tamil Nadu
Tel# 91-9944947470

Dear Ms. Vishnu Varshini

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor Bl Phase, Specter Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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Corporate Identification No. (CIN): L22210MH1995PLC084781

VARSHINI - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195947537/Chennai/BPS/BTN
Date: 12/11/2020

Ms. Varshini
7A/11
Rajiv Gandhi Nagar
Bharathi Nagar, Ganapathy (PO)
Coimbatore-641006
Tamil Nadu
Tel# 91-9715090577

Dear Ms. Varshini

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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Tata Consultancy Services Limited - 600 002, India
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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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KAILASH - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/ DT20195948491/Chennai/BPS/BTN
Date: 12/11/2020

Mr. Kailash
105
Vaityar Street
Kattoor
Coimbatore-641301
Tamil Nadu
Tel# 91-9080780976

Dear Mr. Kailash

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

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Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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MANIMARAN - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195953725 /Chennai/BPS/BTN
Date: 12/11/2020

Mr. Manimaran
44
South Cross Street
Palani
Dindigul-624601
Tamil Nadu
Tel# 91-9080375371

Dear Mr. Manimaran

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

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Ph.: +91 44 66164111 Fax 91 44 6615 4056 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
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TATA

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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ABINAYA - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/ DT20195951171/Chennai/BPS/BTN
Date: 12/11/2020

Ms. Abinaya
37
First Street
NGR Nagar, Anaikadu
Tiruppur-641601
Tamil Nadu
Tel# 91-8608716882

Dear Ms. Abinaya

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor (I Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66154111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor Dr Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6610 4855 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

CHIRANGAVI - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195951041/Chennai/BPS/BPA
Date: 02/11/2020

Mr. Chirangevi
234 Nachi Angannan Street

Olumbus, Ramanathapuram
Tiruppur-641036
Tamilnadu
Tel# -9080322607

Dear Mr. Chirangevi,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
9th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
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Corporate Identification No. (CIN): L22210MH1995PLC084781

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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TCSL/DT20195951041

9

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Corporate Identification No. (CIN): L22210MH1995PLC084781

GEETHANJALL - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195950453/Chennai/BPS/BPA
Date: 02/11/2020

Ms. Geethanjali
8/100/16 Thennampalayam

Arasur Post
Coimbatore-641048
Tamilnadu
Tel# -9498331274

Dear Ms. Geethanjali,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

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Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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NISHA - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20196016334/Chennai/BPS/BPA
Date: 02/11/2020

Ms. Nisha
33/B, 9th Street, Nehru Nagar

Kalapatti
Coimbatore-641048
Tamilnadu
Tel# -9025431288

Dear Ms. Nisha,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

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Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

Private and Confidential
TCSL/DT20196016334

9

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NITHYA SHRI - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20196013856/Chennai/BPS/BPA
Date: 02/11/2020

Ms. Nithya Shri
58 A, Pillayar Koil Street

V. Ayyampalayam
Tiruppur-641666
Tamilnadu
Tel# -9524095416

Dear Ms. Nithya Shri,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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TCSL/DT20196013856

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66564111 Fax 91 44 6610 4850 E mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

1

TATA

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 the 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 sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TATA CONSULTANCY SERVICES 9
Tata Consultancy Services Limited
6th Floor (II Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
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Corporate Identification No. (CIN): L22210MH1995PLC084781

NIVETHA - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195950615/Chennai/BPS/BPA
Date: 02/11/2020

Ms. Nivetha
2/417 Nedugula

Kotagiri Post
Nilgris-643217
Tamilnadu
Tel# -8248511224

Dear Ms. Nivetha,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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TCSL/DT20195950615

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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 the 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 sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TCSL/DT20195950615

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Tata Consultancy Services Limited
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Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

RACHANA - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195949057/Chennai/BPS/BPA
Date: 02/11/2020

Ms. Rachana
3/187 Kovil Thottam

Vavipalayam
Tiruppur-641666
Tamilnadu
Tel# -7639180358

Dear Ms. Rachana,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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

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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

REVANTH AKSHAI - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195950325/Chennai/BPS/BPA
Date: 02/11/2020

Mr. Revanth Akshai
9 MRM Nivas Angappa Layout

Koundampalayam Road, Edayarpalayam
Coimbatore-641025
Tamilnadu
Tel# -8072362869

Dear Mr. Revanth Akshai,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

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Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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Corporate Identification No. (CIN): L22210MH1995PLC084781

SHEELA - TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20196016307/Chennai/BPS/BPA
Date: 02/11/2020

Ms. Sheela
PVS Apartment, First Floor

SBI Colony, Rayapuram
Tiruppur-641602
Tamilnadu
Tel# -8056579481

Dear Ms. Sheela,

Sub: Letter of Offer and Terms of Traineeship

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TCSL/DT20196016307

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TATA CONSULTANCY SERVICES
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Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

PREETHI M – TEXILA EDUCATIONAL AND MANAGEMENT SERVICES

Texila Educational And Management Services (P) Ltd.

Module 310, III Floor, TIDEL Park, ELCOT-SEZ, Aerodrome Post, Coimbatore - 641 014

Reference No : 2021/TEMS/5204

Date: 9th February 2021

To,
Ms.Preethi M
1,Perkscampus,uppilipalayam,
singanallur,Coimbatore-641015

Dear Ms.Preethi M,

Sub: OFFER LETTER – Reg

With reference to our discussions, we are pleased to offer you the position of **Document Assistant** in Texila Educational and Management Services Pvt. Ltd (TEMS) on the terms and conditions mutually discussed and agreed upon.

You are requested to report for duty in our training division Module # 310,III Floor, Tidel Park, ELCOT -SEZ , Aerodrome Post,Coimbatore 641014 on or before **10.02.2021**. Please provide the below documents (Photo copies) to us, preferably prior to your joining date.

a).	Resume
b).	Residential Proof (Present & Permanent)
c).	Aadhar Card / Valid ID Proof
d).	Relieving Letter from last employer
e).	Last 3 Months Payslips
f).	10th, 12th, UG, PG - Consolidated Mark Sheets
g).	Graduation Certificate
h).	Photo - 4 Numbers
i).	Bank Passbook Front Sheet photo copy
j).	Last 6 month Bank Statement

Kindly bring the original documents for the verification purpose, which will be returned back once the verification is done on the same day.

Kindly note, you will be provided with a Trainee Internship fee of **Rs 10000** for the Period of 1 Year and shall be designated as **Document Assistant**. You will be trained on Process, Products, etc. If your performance is found to be satisfactory, you will be confirmed on your job after 1 year.

In case of any information of any previous conviction by a court of law, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation.

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Texila Educational And Management Services (P) Ltd.

Module 310. III Floor, TIDEL Park, ELCOT-SEZ, Aerodrome Post, Coimbatore - 641 014

Reference No : 2021/TEMS/5204

We welcome you to become a member of our group and wish you a very long and successful career with us.

Thanking you,

Sivakumar TM

Authorized Signatory

Declaration

I Ms.Preethi M understand and accept that the aforementioned offer letter would be revoked if there is any negative feedback received during the course of background verification or there is any civil/criminal case in the courts of law or any information provided by me is proved to be false or misleading.

Thanking you,

Preethi M

Ms.Preethi M

I have read and understood above points and the policies and regulations of TEMS has been explained very clearly to me and I accept the same. Hereby I confirm that, I shall join on **10.02.2021**.

2021-02-09

Date :

Preethi M

(Ms.Preethi M)

Prepared by	Checked by	Approval ID
Hansa Prathika T	Vidhyashree V	27108

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b91b9de734eee692400e1f8e5bdf9660e7c882bd7c41e1e33750b0f37fd4cbd

Signatories

PM
Preethi M
Email: preethipretty2272000@gmail.com
Device: Chrome Mobile 62.0 on Android 8.1 VV Vivo 1802 (smartphone)
IP number: 106.208.89.132
IP Location: Chennai, Tamil Nadu, India
Trusted timestamp:
2021-02-09 14:08:28 UTC

ST
Sivakumar TM
Email: sivakumar.tm@texilaedu.org
Device: Chrome Mobile 83.0 on Android 10 SA SM-A505F (smartphone)
IP number: 122.178.200.47
IP Location: Bengaluru, Karnataka, India
Trusted timestamp:
2021-02-09 15:35:42 UTC
Sivakumar TM

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Audit log

Trusted timestamp	Event with collected audit data
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2021-02-09 14:08:28 UTC	Document was signed by Preethi M (preethipretty2272000@gmail.com) Device: Chrome Mobile 62.0 on Android 8.1 VV Vivo 1802 (smartphone) IP number: 106.208.89.132 - IP Location: Chennai, Tamil Nadu, India
2021-02-09 14:06:53 UTC	Document was verified via handwritten signature by Preethi M (preethipretty2272000@gmail.com) Device: Chrome Mobile 62.0 on Android 8.1 VV Vivo 1802 (smartphone) IP number: 106.208.89.132 - IP Location: Chennai, Tamil Nadu, India
2021-02-09 14:05:30 UTC	Document was reviewed by Preethi M (preethipretty2272000@gmail.com) Device: Chrome Mobile 62.0 on Android 8.1 VV Vivo 1802 (smartphone) IP number: 106.208.89.132 - IP Location: Chennai, Tamil Nadu, India
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Page 2 / 2

ANUSUIYA-TNQ

TQ-1.

TNQ

OFFER LETTER

August 11,2020

Ms. Anusuiya,
8/381A, Sakthi Theatre Main Road,
Sri Nagar(South), Pichampalayam, Tiruppur

Dear Anusuiya,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasiviswaeswaran
Senior Vice President - Human Resources

I Accept,

Anusuiya

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/500, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 **F** +91 44 45964899 **E** info@tnq.co.in **W** www.tnq.co.in
CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Anusuiya

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasiviswesweran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077850

KAAVYA-TNQ

TQ-2

TNQ

OFFER LETTER

August 11,2020

Ms. Kaavya,
S/139(8), Sirapunji Nagar, S.Pethampalayam Post,
Ganapathi Palayam ,Palladam(Taluk)

Dear Kaavya,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting ".** The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

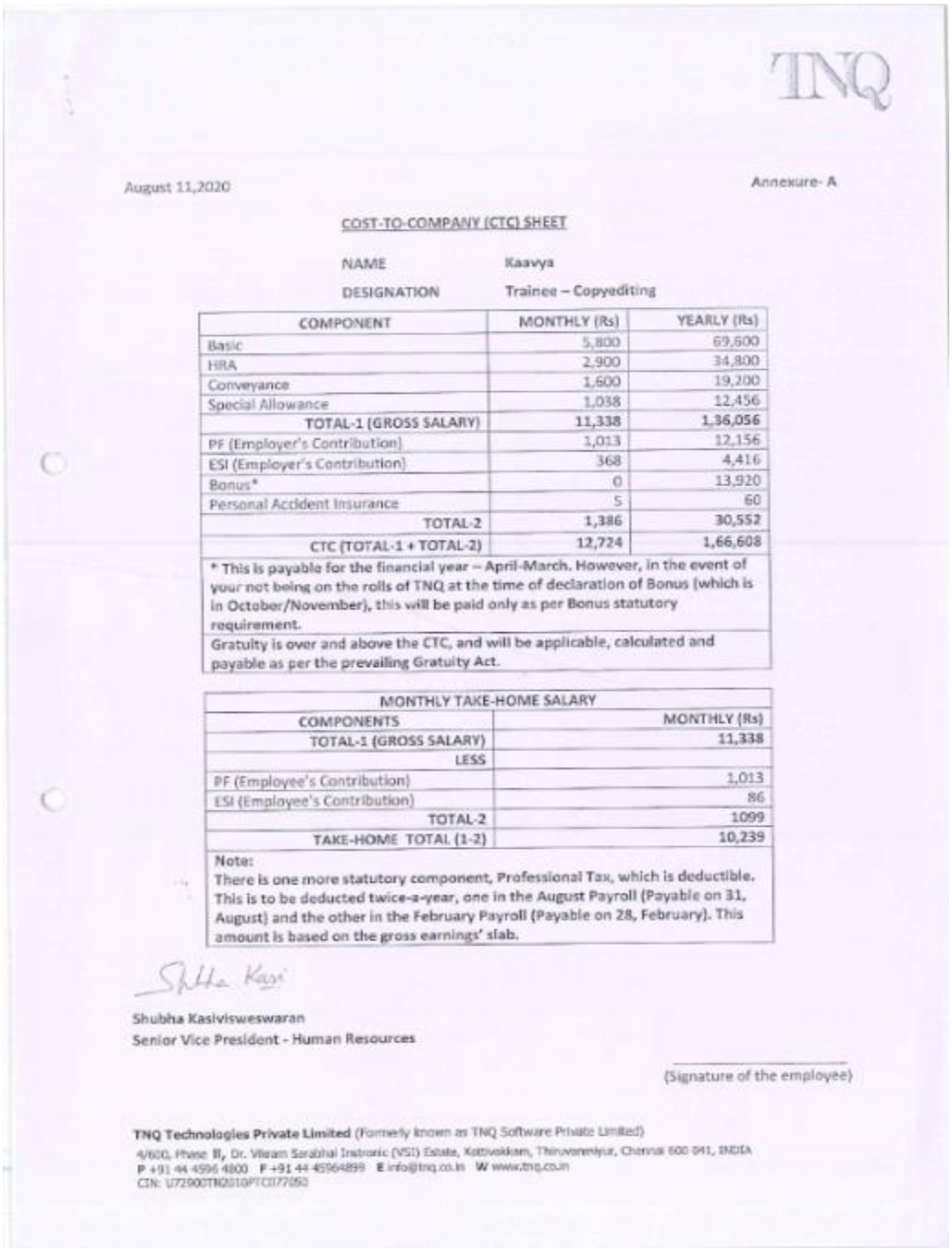
Shubha Kasi

Shubha Kasiviswesweran
Senior Vice President - Human Resources

I Accept,

Kaavya

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 **F** +91 44 45964809 **E** info@tnq.co.in **W** www.tnq.co.in
CIN: U72900TN2010PTC077050



TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Kaavya

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

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MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Indronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

KEERTHANA-TNQ

TQ-3

TNQ

OFFER LETTER

August 11,2020

Ms. Keethana,
8 A, Mariamman Kovil Street,
Kalapatti, Coimbatore

Dear Keethana,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

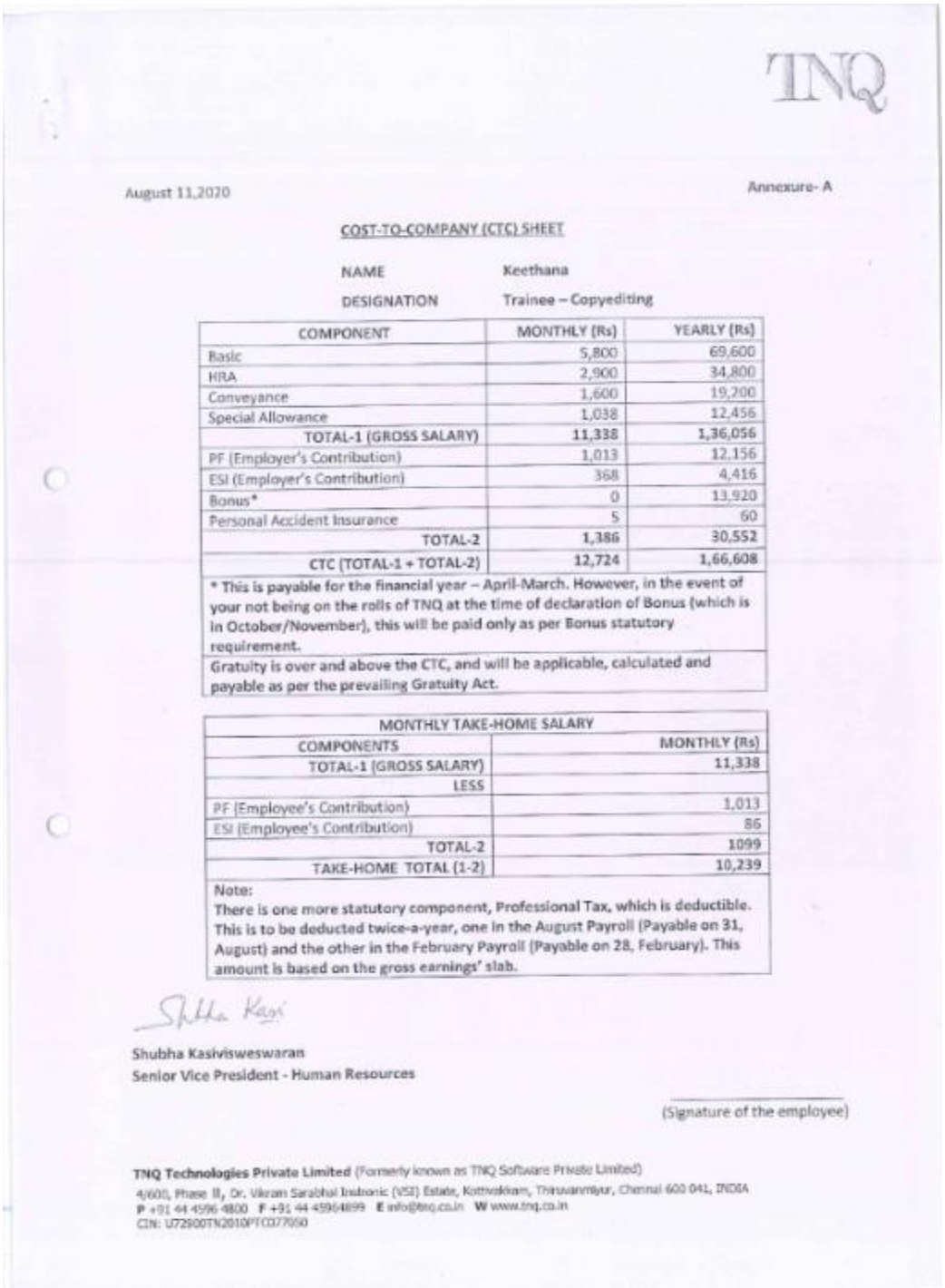
Shubha Kasi

Shubha Kasiviswesweran
Senior Vice President - Human Resources

I Accept,

Keethana

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Indronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2018PTC077050



TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Keethana

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasiviswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/601, Phase II, Dr. Vikram Sarabhai Industrial (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

RAMYA-TNQ

TQ-4

TNQ

OFFER LETTER

August 11,2020

Ms. Ramya,
4/140, Kanabill Thottam,
Mangapalayam, Annur

Dear Ramya,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Ramya

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/601, Phase III, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 4596 4899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Ramya

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasiviswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

SANTHIYA-TNQ

TQ-5

TNQ

OFFER LETTER

August 11,2020

Ms. Santhiya,
Puliampatti Pudur,
Thottiyapalayam Post, Tirupur

Dear Santhiya,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Santhiya

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4556 4800 F +91 44 45564899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Santhiya

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Indtronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2018PTC377050

YASMIN BANU- TNQ

TQ-6

TNQ

OFFER LETTER

August 11,2020

Ms. Yasmin Banu,
17/4, Balavinayagar Kovil Opp,
Pitchampalayam, Tirupur

Dear Yasmin Banu,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Yasmin Banu

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45564899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Yasmin Banu

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasiviswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Indronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45564899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

DHIVYA PRABHA - TNQ

TQ-7

TNQ

OFFER LETTER

August 11,2020

Ms. Dhivya Prabha,
11/35, KSG Lay Out,
Muthu Nagar Extension, Tiruppur

Dear Dhivya Prabha,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasiviswaran
Senior Vice President - Human Resources

I Accept,

Dhivya Prabha

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Dhivya Prabha

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
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TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

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MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
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TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
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Shubha Kasi

Shubha Kasiviswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077650

DHARANYA- TNQ

TQ-8

TNQ

OFFER LETTER

August 11,2020

Ms. Dharanya,
2/83, P.Vadugapalayam Pudur,
Vadugapalayam (PO), Palladam

Dear Dharanya,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Dharanya

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/500, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 **F** +91 44 45964899 **E** info@tnq.co.in **W** www.tnq.co.in
CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Dharanya

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
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MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
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TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

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Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

HARESH-TNQ

TB-9

TNQ

OFFER LETTER

August 11,2020

Mr. Haresh,
2/290, Tinmapayan Thottam, K. Ayyampalayam,
K.S.N.Puram (Po)(Via), Palldam(T.K), Tirupur

Dear Haresh,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Haresh

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/680, Phase II, Dr. Vikram Sarabhai Intronic (VSI) Estate, Kattivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
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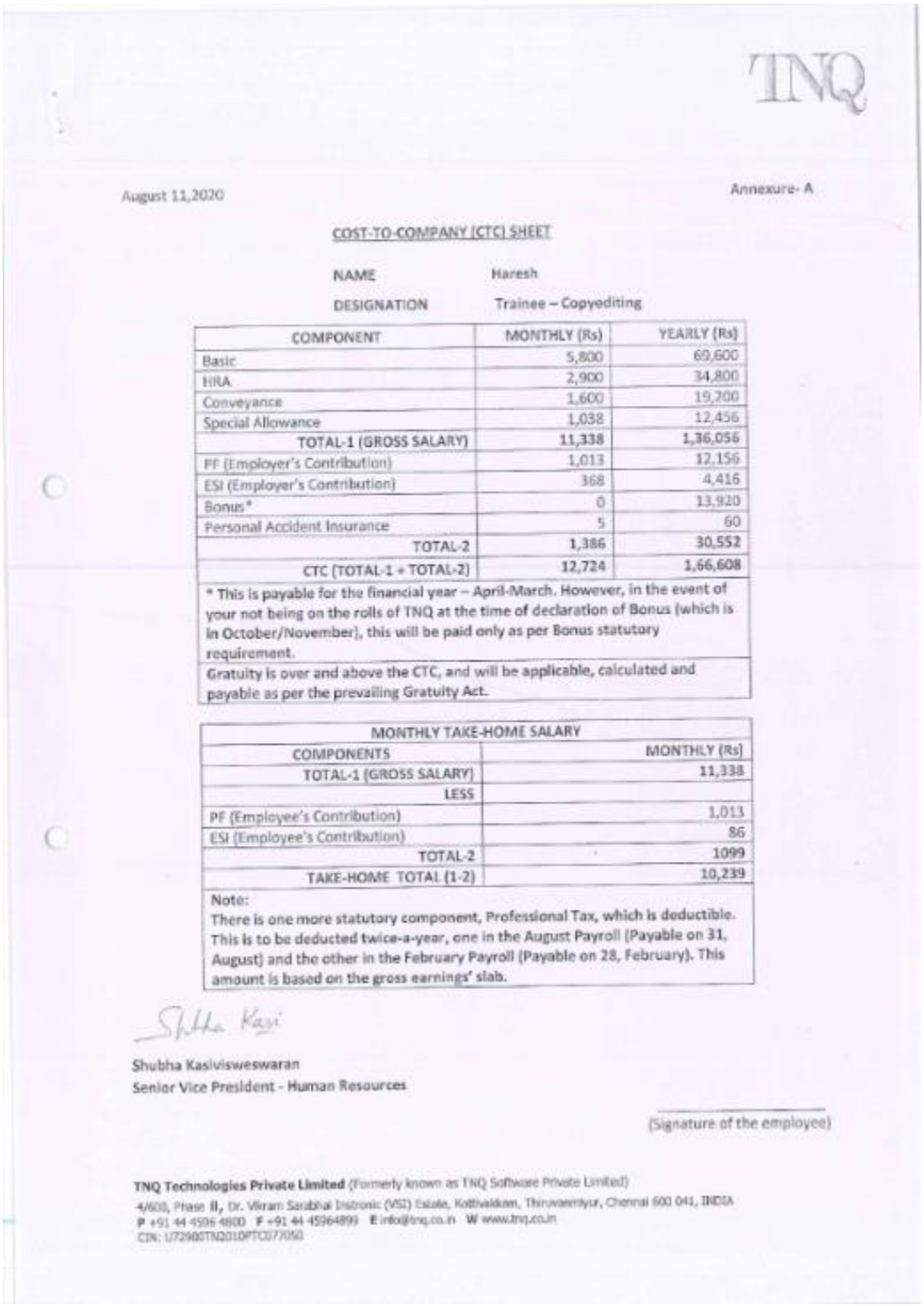
CIN: U72900TN2010PTC077050



TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Haresh

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasiviswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/603, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
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CIN: U72900TN2010PTC077050

SHOWMIYA-TNQ

TQ-10

TNQ

OFFER LETTER

August 11,2020

Ms. Showmiya,
2/997, South 3rd Street, Mahalaxmi Nagar,
Tirupur Road, Palladam

Dear Showmiya,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasiviswesaran
Senior Vice President - Human Resources

I Accept,

Showmiya

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
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CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Showmiya

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Industrial (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
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CIN: U72900TN2010PTC077050

LEENAA-TNQ

TQ-11

TNQ

OFFER LETTER

August 11,2020

Ms. Leenaa,
72/A, Udaiyar,
Vangal, Karur

Dear Leenaa,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

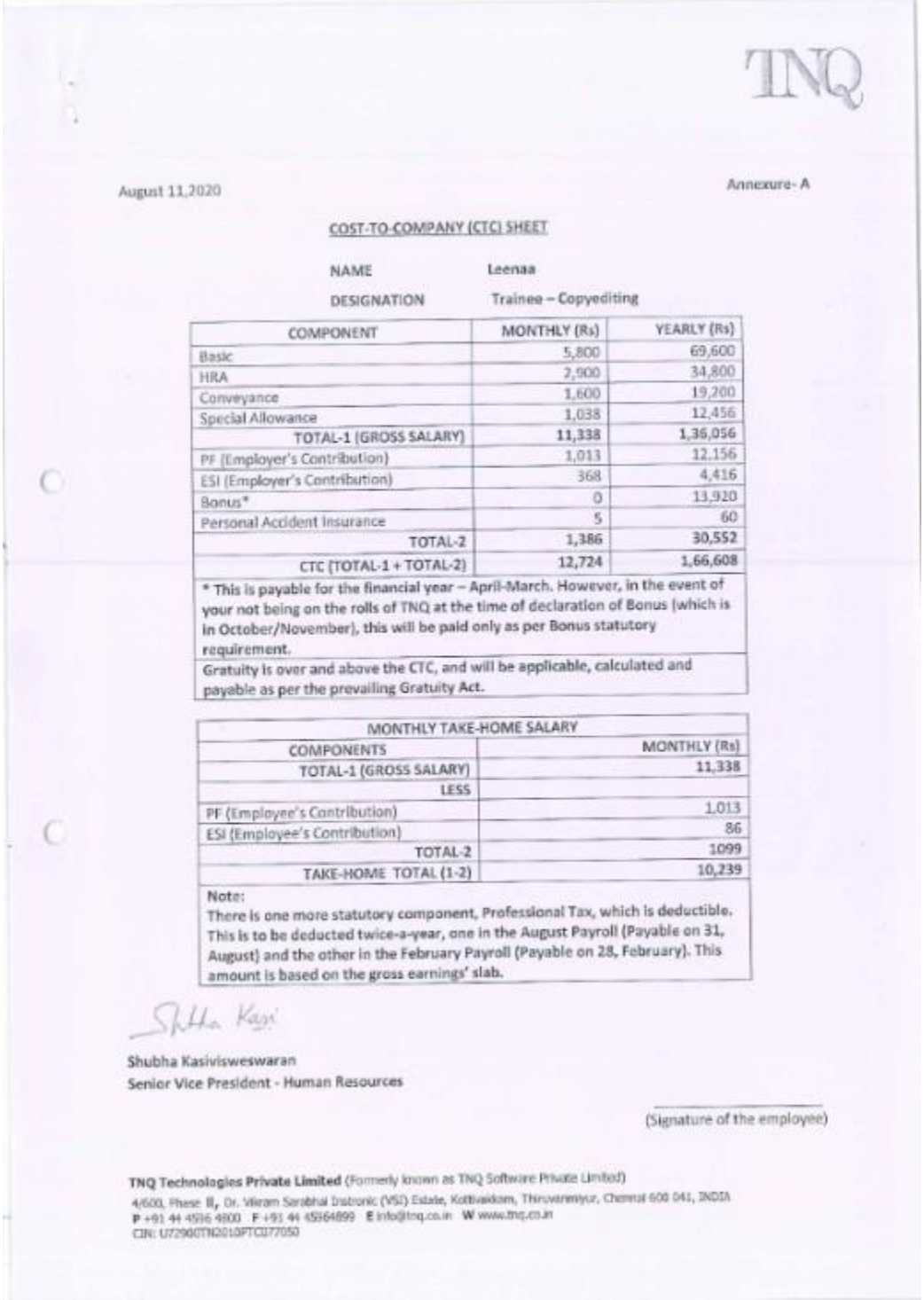
Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Leenaa

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2018PTC077050



TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Leenaa

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	1,386	30,552
CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Electronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45564899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2013PTC077050

POORNIMA – TNQ

TQ-12

TNQ

OFFER LETTER

August 11,2020

Ms. Poornima,
C-2 Block, C-10, Forest College Campus,
R.S.Puram, Coimbatore

Dear Poornima,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting "**. The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Poornima

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Institute (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Poornima

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	**11,338**	**1,36,056**
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	**1,386**	**30,552**
CTC (TOTAL-1 + TOTAL-2)	**12,724**	**1,66,608**

* This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
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TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasiviswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Industrial (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

SHOBANAPRIYA- TNQ

TQ-13

TNQ

OFFER LETTER

August 11,2020

Ms. Shobanapriya,
38, South Thotta Street, Kondappa Naickan Palayam,
Sathyamangalam, Erode

Dear Shobanapriya,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting ".** The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Shobanapriya

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Industrial (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2019PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Shobanapriya

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	11,338	1,36,056
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
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CTC (TOTAL-1 + TOTAL-2)	12,724	1,66,608

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MONTHLY TAKE-HOME SALARY	
COMPONENTS	MONTHLY (Rs)
TOTAL-1 (GROSS SALARY)	11,338
LESS	
PF (Employee's Contribution)	1,013
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TOTAL-2	1099
TAKE-HOME TOTAL (1-2)	10,239

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/608, Phase II, Dr. Vikram Sarabhai Industrial (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45864899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

SUGANYA R – TNQ

TQ - 14

TNQ

OFFER LETTER

August 11,2020

Ms. Suganya R,
3/116 Murugan Nagar 1st Street,
Vilankurichi, Coimbatore

Dear Suganya R,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Copyediting ".** The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Suganya R

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Instronic (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
P +91 44 4596 4800 F +91 44 45964899 E info@tnq.co.in W www.tnq.co.in
CIN: U72900TN2010PTC077050

TNQ

August 11,2020

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Suganya R

DESIGNATION Trainee – Copyediting

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	**11,338**	**1,36,056**
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	**1,386**	**30,552**
CTC (TOTAL-1 + TOTAL-2)	**12,724**	**1,66,608**

*** This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.**

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	**MONTHLY (Rs)**
TOTAL-1 (GROSS SALARY)	**11,338**
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	**1099**
TAKE-HOME TOTAL (1-2)	**10,239**

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

(Signature of the employee)

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Sarabhai Industrial (VSI) Estate, Kottivakkam, Thiruvanmiyur, Chennai 600 041, INDIA
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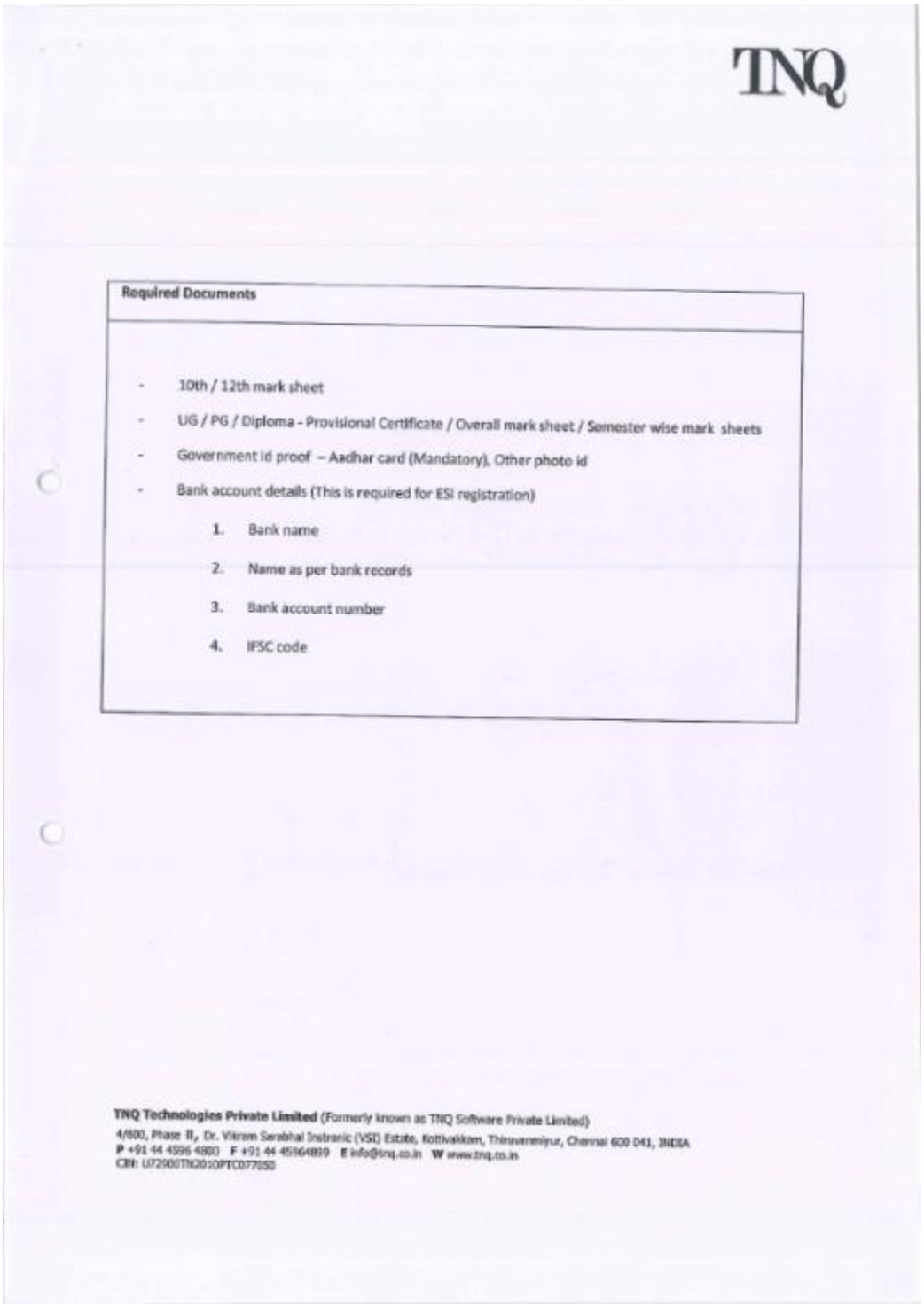
CIN: U72900TN2018PTC122050



TNQ

Required Documents

- 10th / 12th mark sheet
- UG / PG / Diploma - Provisional Certificate / Overall mark sheet / Semester wise mark sheets
- Government id proof – Aadhar card (Mandatory), Other photo id
- Bank account details (This is required for ESI registration)
    1. Bank name
    2. Name as per bank records
    3. Bank account number
    4. IFSC code

TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)
4/600, Phase II, Dr. Vikram Serabhai Instronic (VSI) Estate, Kottivakkam, Thiruvaneiyur, Chennai 600 041, INDIA
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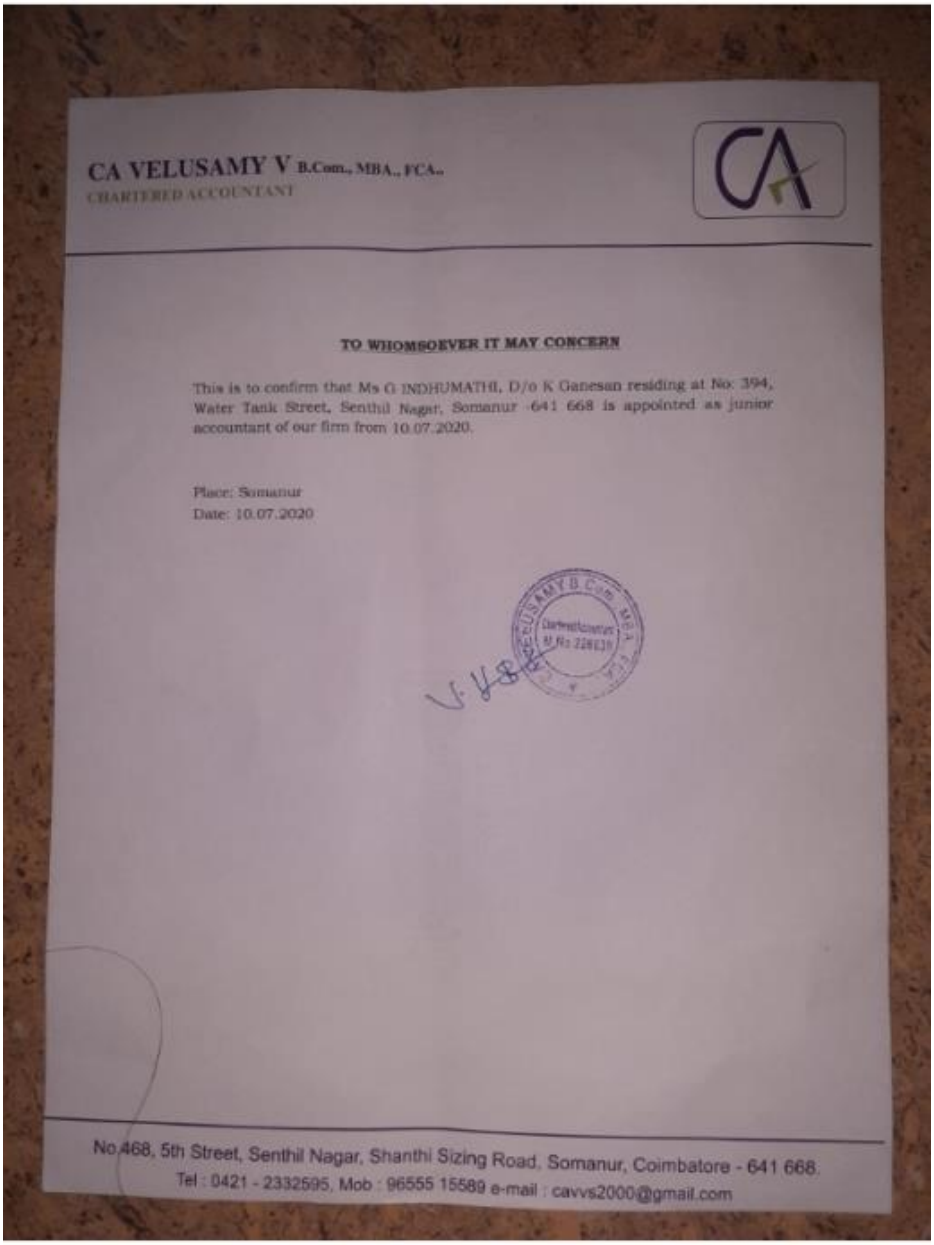
CIN: U72900TN2010PTC077050

INDHUMATHI- G – CA VELUSAMY V



CA VELUSAMY V B.Com., MBA., FCA.,
CHARTERED ACCOUNTANT

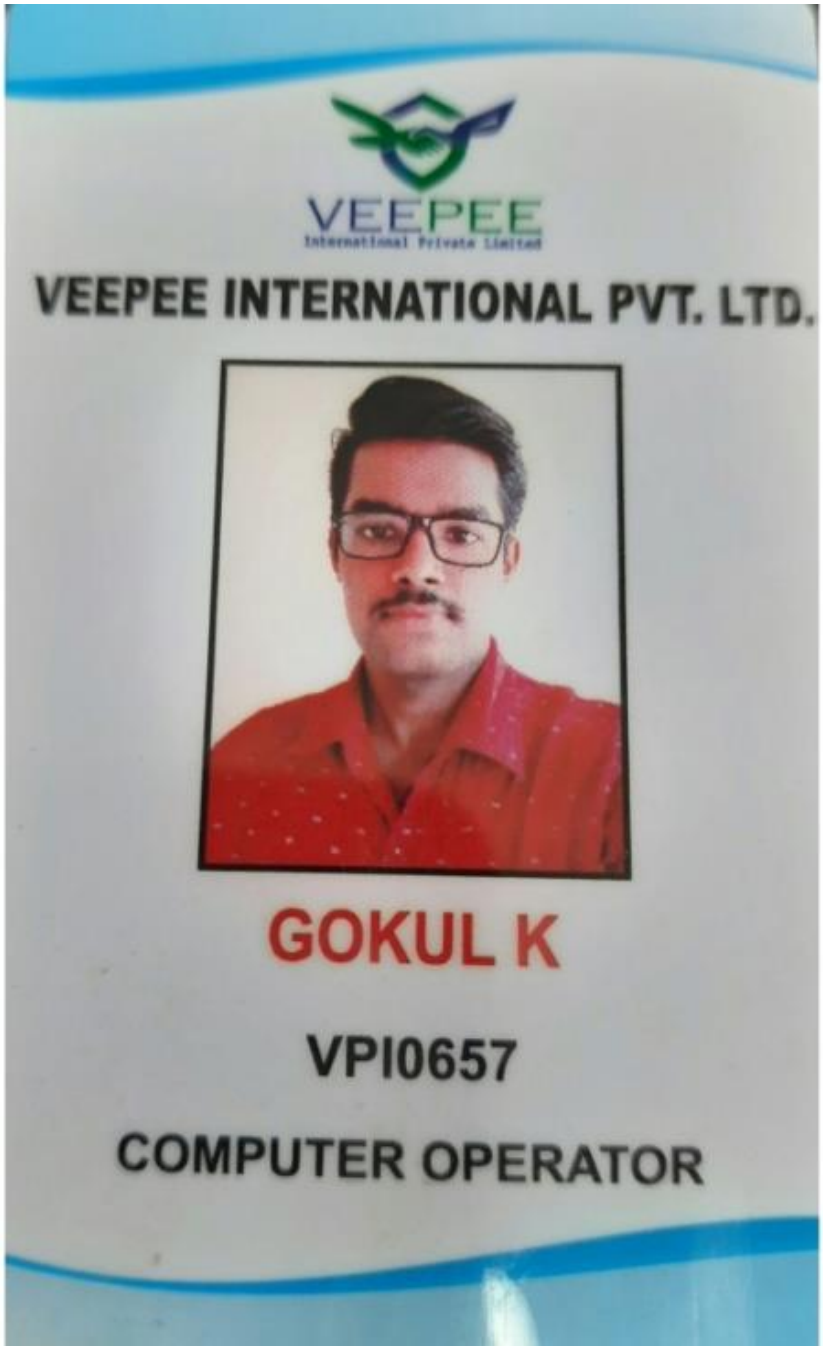
TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Ms G INDHUMATHI, D/o K Ganesan residing at No: 394, Water Tank Street, Senthil Nagar, Somanur -641 668 is appointed as junior accountant of our firm from 10.07.2020.

Place: Somanur
Date: 10.07.2020

No.468, 5th Street, Senthil Nagar, Shanthi Sizing Road, Somanur, Coimbatore - 641 668.
Tel : 0421 - 2332595, Mob : 96555 15589 e-mail : cavvs2000@gmail.com

GOKUL K – VEEPEE INTERNATIONAL PVT. LTD.



MYTHILI - VISIONARY RCM

VR-1

VISIONARY RCM®
THE CARLYLE GROUP

25-Mar-2020

To
MYTHILI
Department - BSC BIOCHEMISTRY,
College - NGP COLLEGE

Dear MYTHILI,

Sub: Letter of offer
Ref: Campus interview

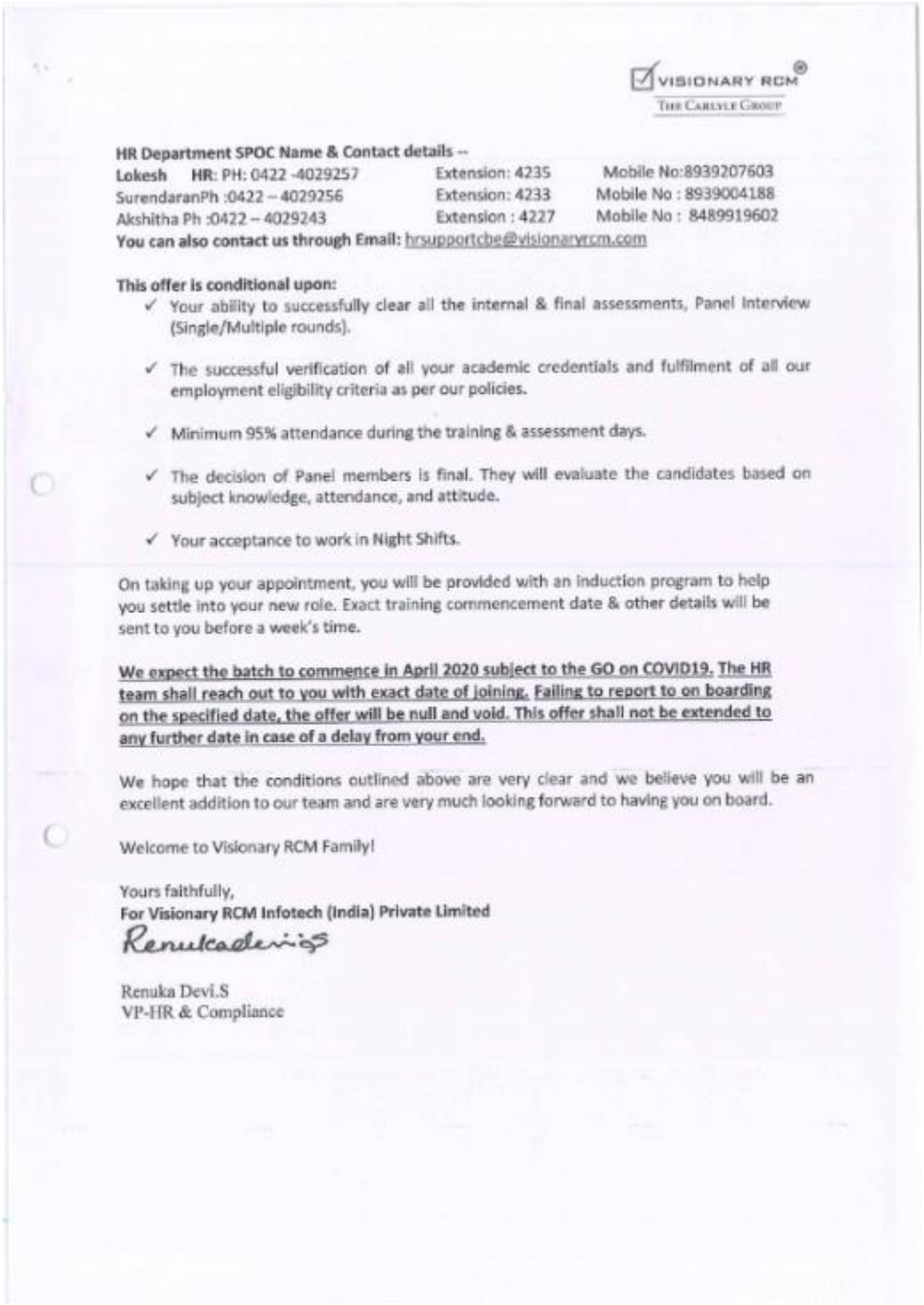
Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of Joining.
2. Company will also provide and sponsor CRC Certification (Certified Medical Coder by American Academy of Professional coder) training. The schedule for CRC training will be decided based on the client deliverables. Please be informed that it is an international certification and post the training, based on our internal evaluation the organization shall sponsor for the examination.
3. If candidate clears CRC, they will be given an opportunity to work with us for monthly CTC of Rs. 16,000 + 2000 shift allowance (subject to increase with annual appraisals based on the performance of the candidate).
4. Under special circumstances, based on the organizational requirements, we can also absorb associates who have not cleared CRC certification. In that case, monthly CTC will be Rs. 13,000 + 2000 shift allowance (subject to increase with annual appraisals based on the performance of the candidate).

You will be joining us in our Coimbatore Branch –
Visionary RCM Infotech (India) Pvt Ltd.
4TH Floor, Tidel Park, Elcot SEZ, Aerodrome Post,
Coimbatore – 641014.
Cotact Number : 0422 4029243 / 4029257 / 4029256



VISIONARY RCM
THE CARLYLE GROUP

HR Department SPOC Name & Contact details --

Lokesh	**HR**: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
Akshitha Ph :0422 – 4029243		Extension : 4227	Mobile No : 8489919602

You can also contact us through Email: hrsupportcbe@visionaryrcm.com

This offer is conditional upon:

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- ✓ Minimum 95% attendance during the training & assessment days.
- ✓ The decision of Panel members is final. They will evaluate the candidates based on subject knowledge, attendance, and attitude.
- ✓ Your acceptance to work in Night Shifts.

On taking up your appointment, you will be provided with an induction program to help you settle into your new role. Exact training commencement date & other details will be sent to you before a week's time.

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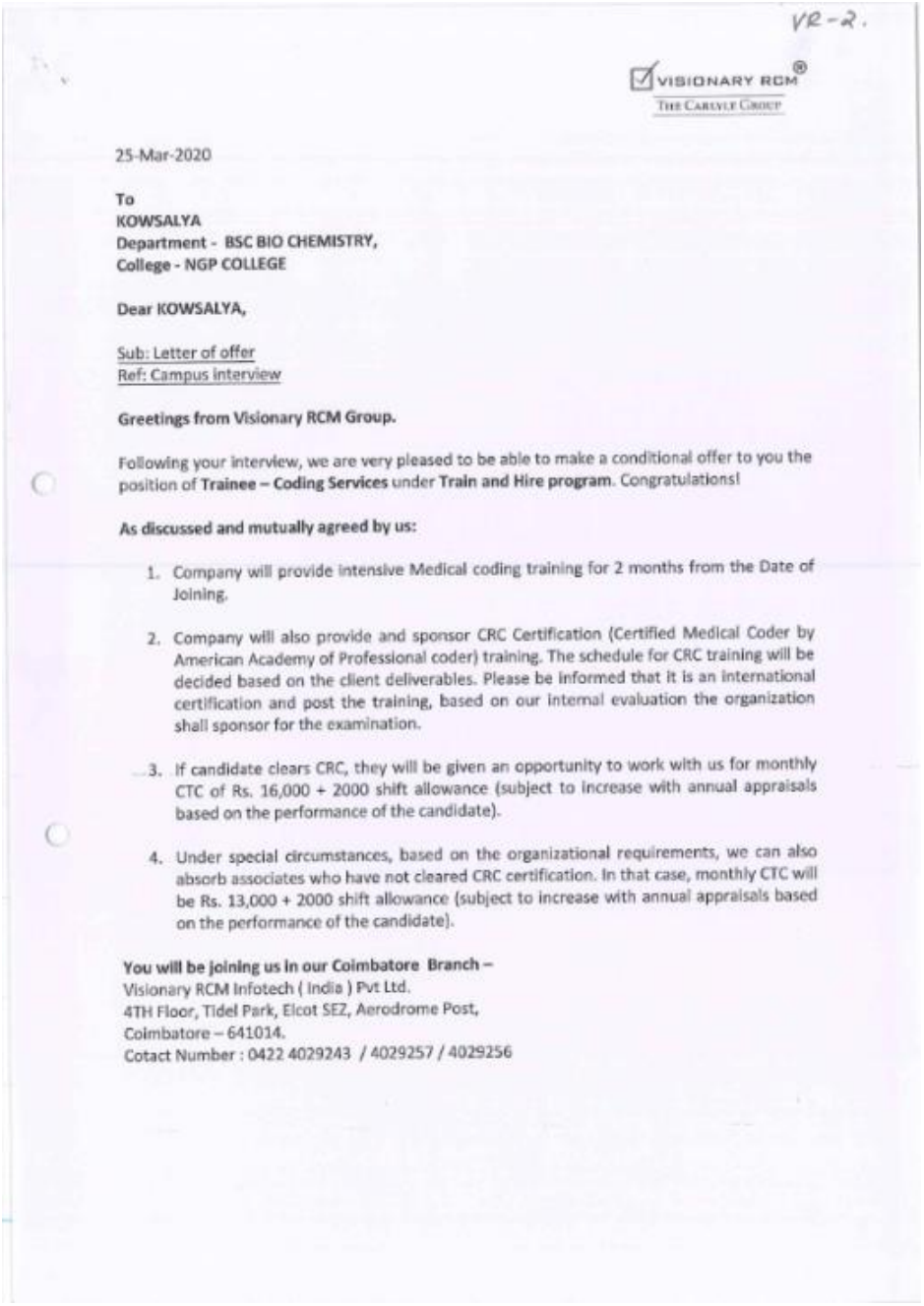
Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi.S

Renuka Devi.S
VP-HR & Compliance

KOWSALYA- VISIONARY RCM



VR-2.

VISIONARY RCM®
THE CARLYLE GROUP

25-Mar-2020

To
KOWSALYA
Department - BSC BIO CHEMISTRY,
College - NGP COLLEGE

Dear KOWSALYA,

Sub: Letter of offer
Ref: Campus interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of Joining.
2. Company will also provide and sponsor CRC Certification (Certified Medical Coder by American Academy of Professional coder) training. The schedule for CRC training will be decided based on the client deliverables. Please be informed that it is an international certification and post the training, based on our internal evaluation the organization shall sponsor for the examination.
3. If candidate clears CRC, they will be given an opportunity to work with us for monthly CTC of Rs. 16,000 + 2000 shift allowance (subject to increase with annual appraisals based on the performance of the candidate).
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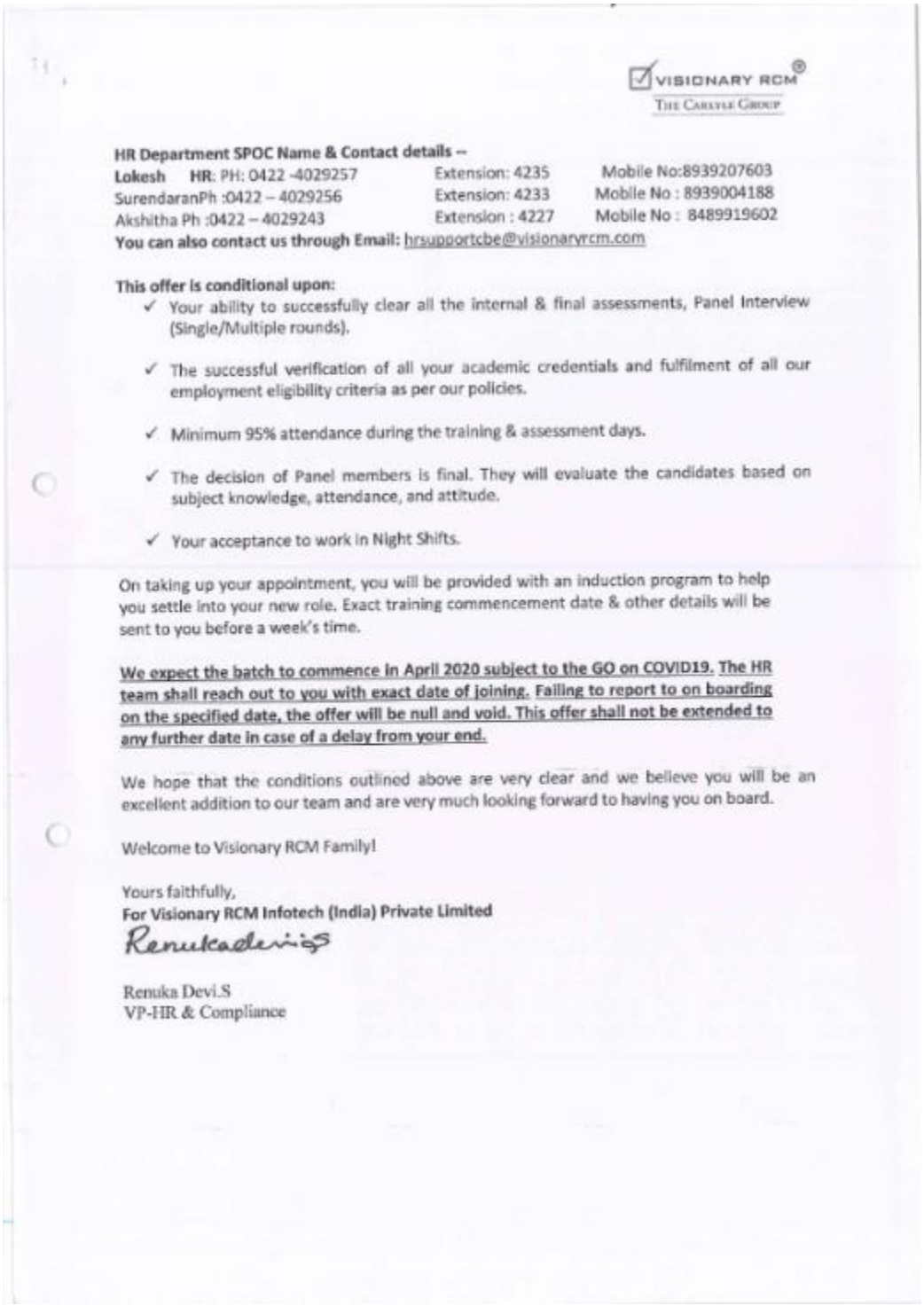
You will be joining us in our Coimbatore Branch –
Visionary RCM Infotech (India) Pvt Ltd.
4TH Floor, Tidel Park, Elcot SEZ, Aerodrome Post,
Coimbatore – 641014.
Cotact Number : 0422 4029243 / 4029257 / 4029256



VISIONARY RCM
THE CARLYLE GROUP

HR Department SPOC Name & Contact details –

Lokesh	**HR**: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
Akshitha Ph :0422 – 4029243		Extension : 4227	Mobile No : 8489919602

You can also contact us through Email: hrsupportcbe@visionaryrcm.com

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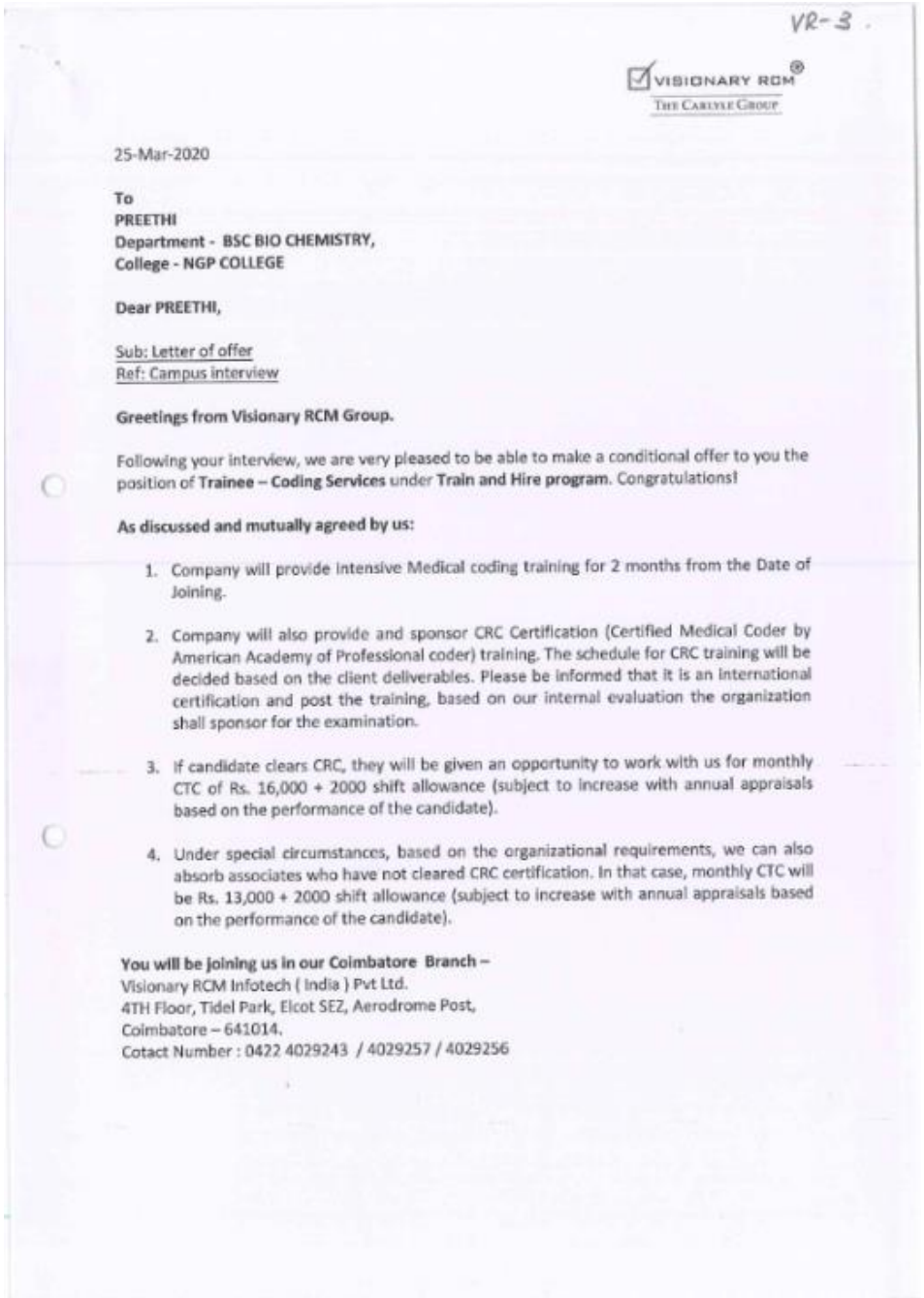
Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi.S

Renuka Devi.S
VP-HR & Compliance

PREETHI- VISIONARY RCM



VR-3

VISIONARY RCM
THE CARLYLE GROUP

25-Mar-2020

To
PREETHI
Department - BSC BIO CHEMISTRY,
College - NGP COLLEGE

Dear PREETHI,

Sub: Letter of offer
Ref: Campus interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

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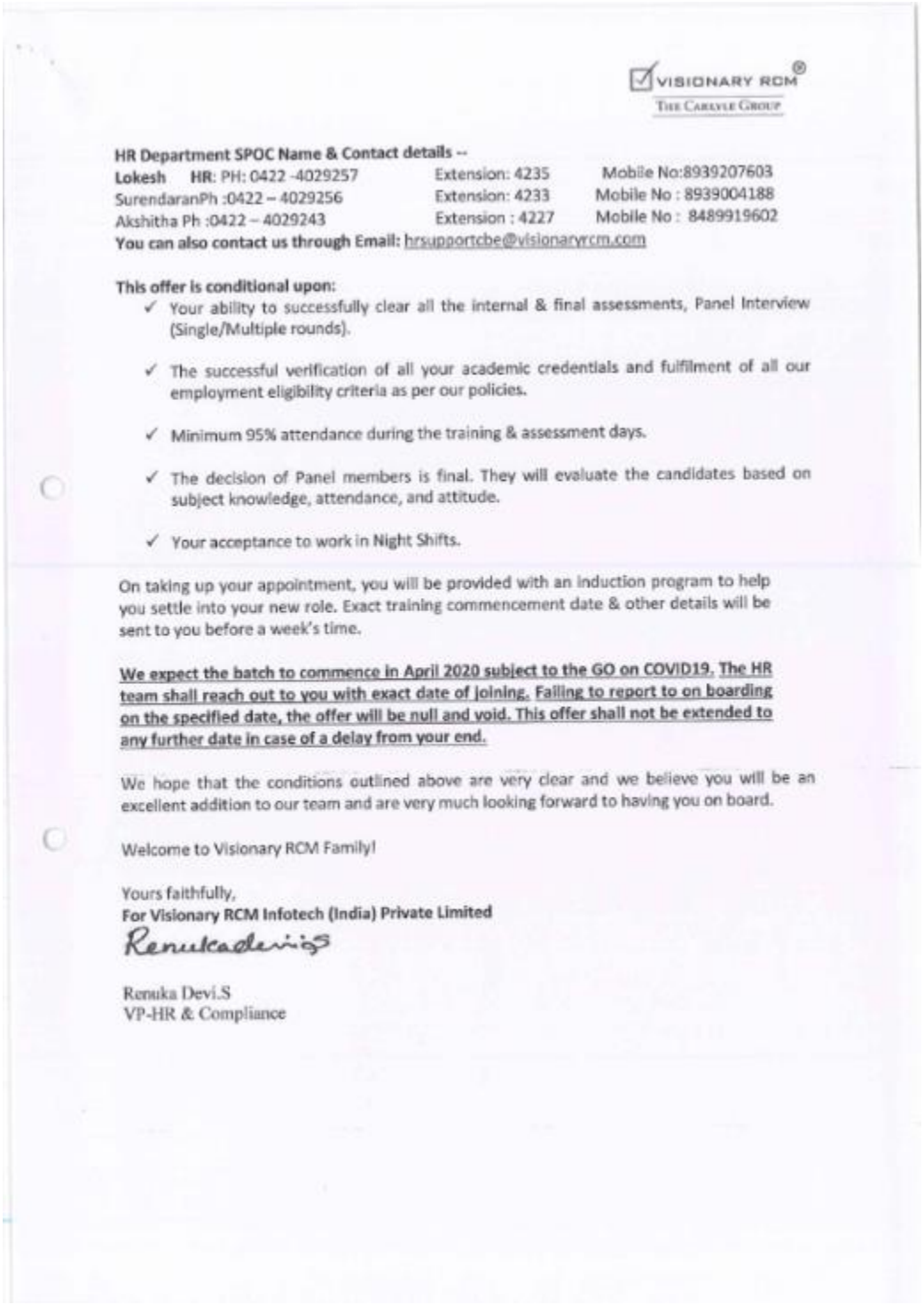

VISIONARY RCM®
THE CARLYLE GROUP

HR Department SPOC Name & Contact details --

Lokesh HR: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256	Extension: 4233	Mobile No : 8939004188
Akshitha Ph :0422 – 4029243	Extension : 4227	Mobile No : 8489919602

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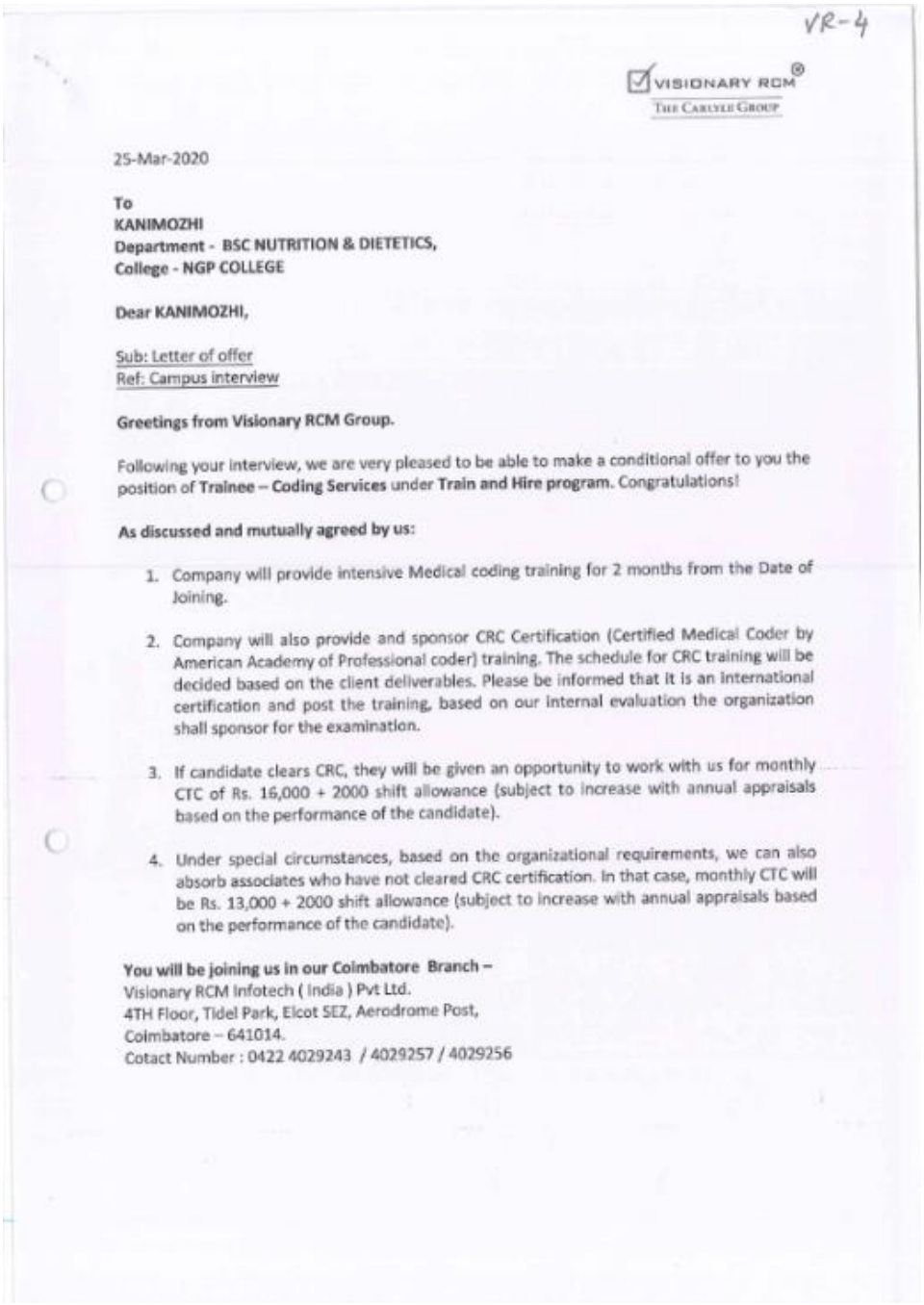
Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi.S

Renuka Devi.S
VP-HR & Compliance

KANIMOZHI- VISIONARY RCM



VR-4

VISIONARY RCM
THE CARLYLE GROUP

25-Mar-2020

To
KANIMOZHI
Department - BSC NUTRITION & DIETETICS,
College - NGP COLLEGE

Dear KANIMOZHI,

Sub: Letter of offer
Ref: Campus interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program.** Congratulations!

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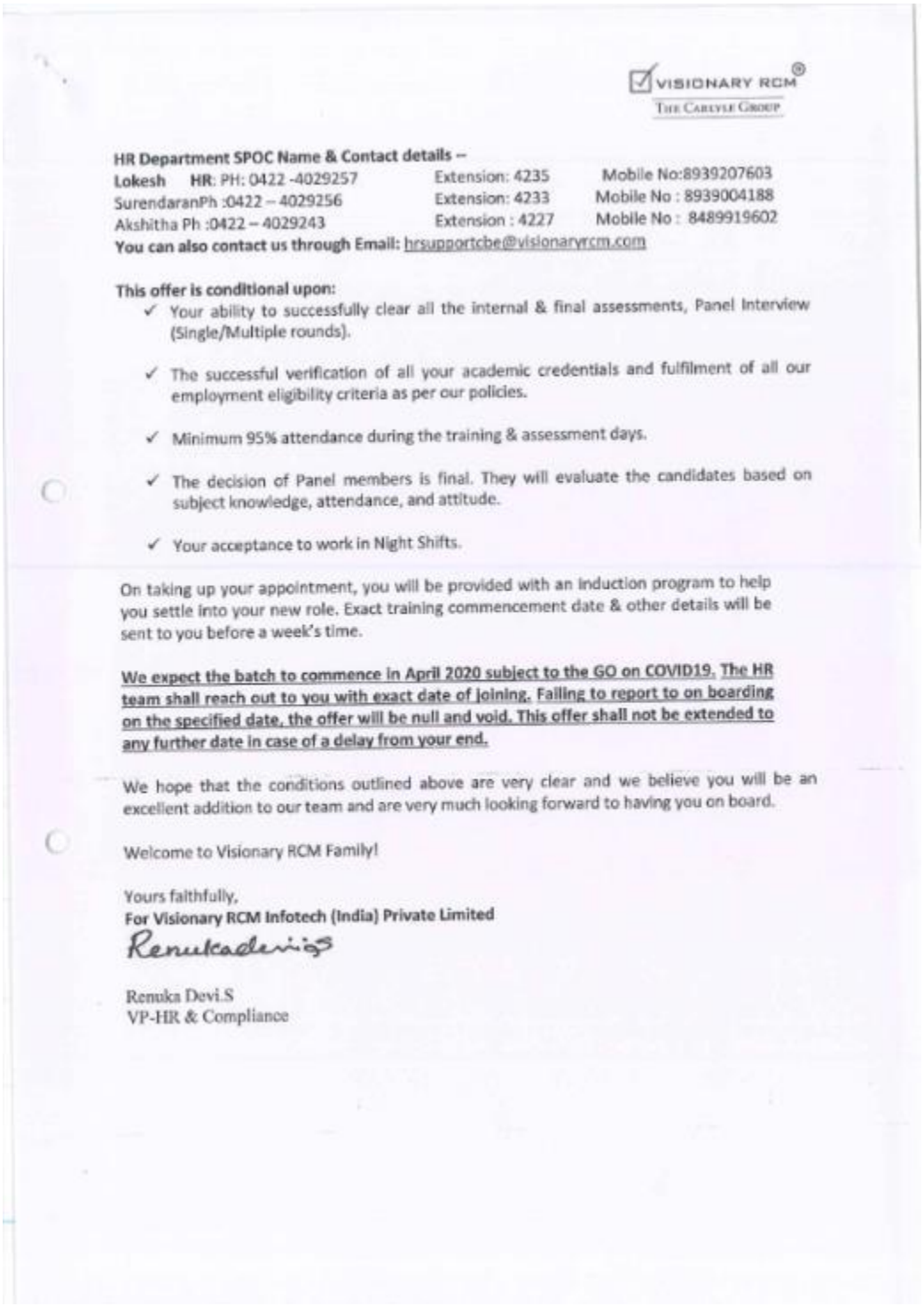

VISIONARY RCM
THE CARLYLE GROUP

HR Department SPOC Name & Contact details –

Lokesh	**HR**: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
Akshitha Ph :0422 – 4029243		Extension : 4227	Mobile No : 8489919602

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Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi S

Renuka Devi.S
VP-HR & Compliance

RAMYASRI- VISIONARY RCM

VR-5

VISIONARY RCM®
THE CARLYLE GROUP

25-Mar-2020

To
RAMYASRI
Department - BSC NUTRITION & DIETETICS,
College - NGP COLLEGE

Dear RAMYASRI,

Sub: Letter of offer
Ref: Campus Interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program.** Congratulations!

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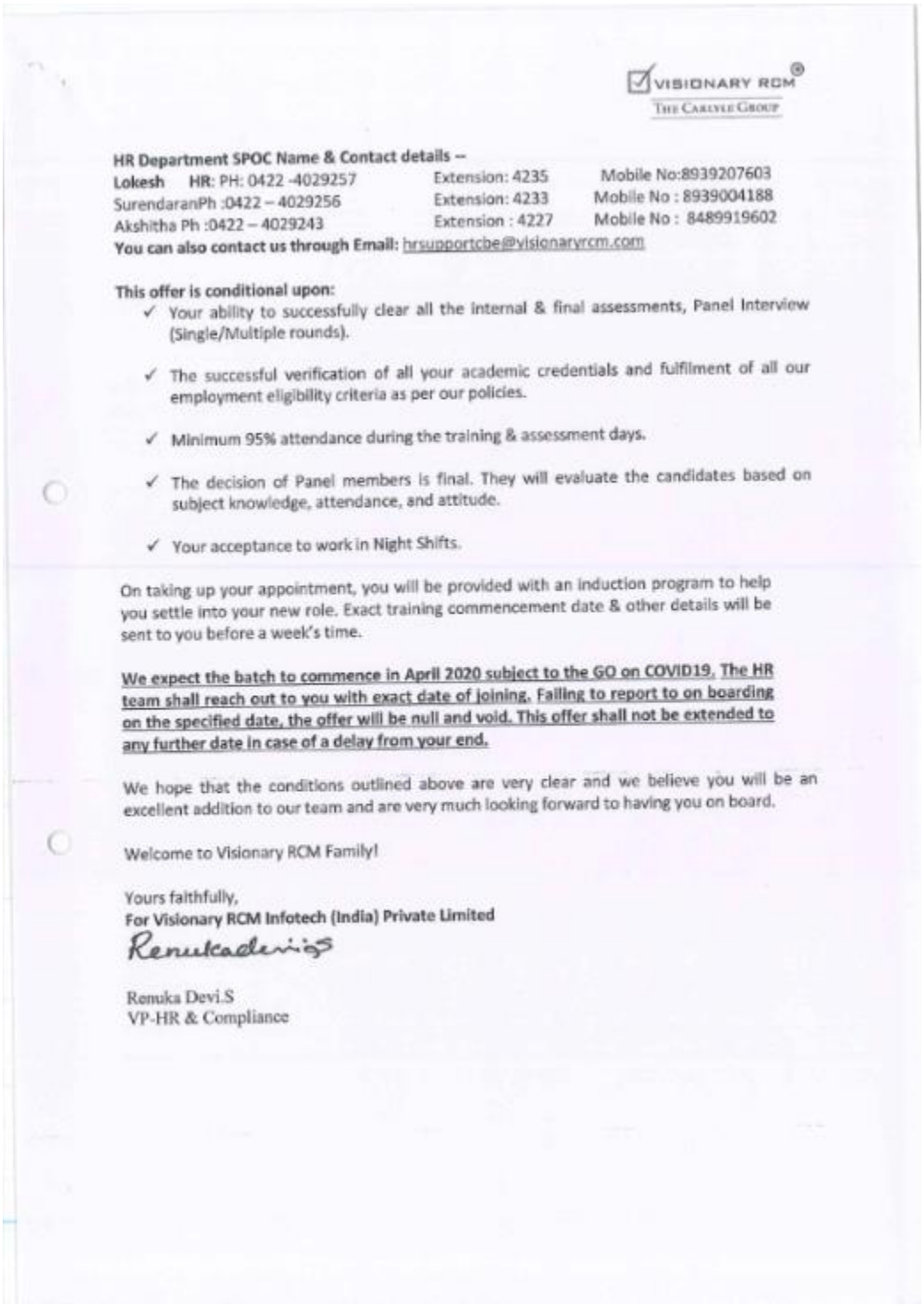
Coimbatore – 641014.
Cotact Number : 0422 4029243 / 4029257 / 4029256



VISIONARY RCM
THE CARLYLE GROUP

HR Department SPOC Name & Contact details –

Lokesh	**HR**: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
Akshitha Ph :0422 – 4029243		Extension : 4227	Mobile No : 8489919602

You can also contact us through Email: hrsupportcbe@visionaryrcm.com

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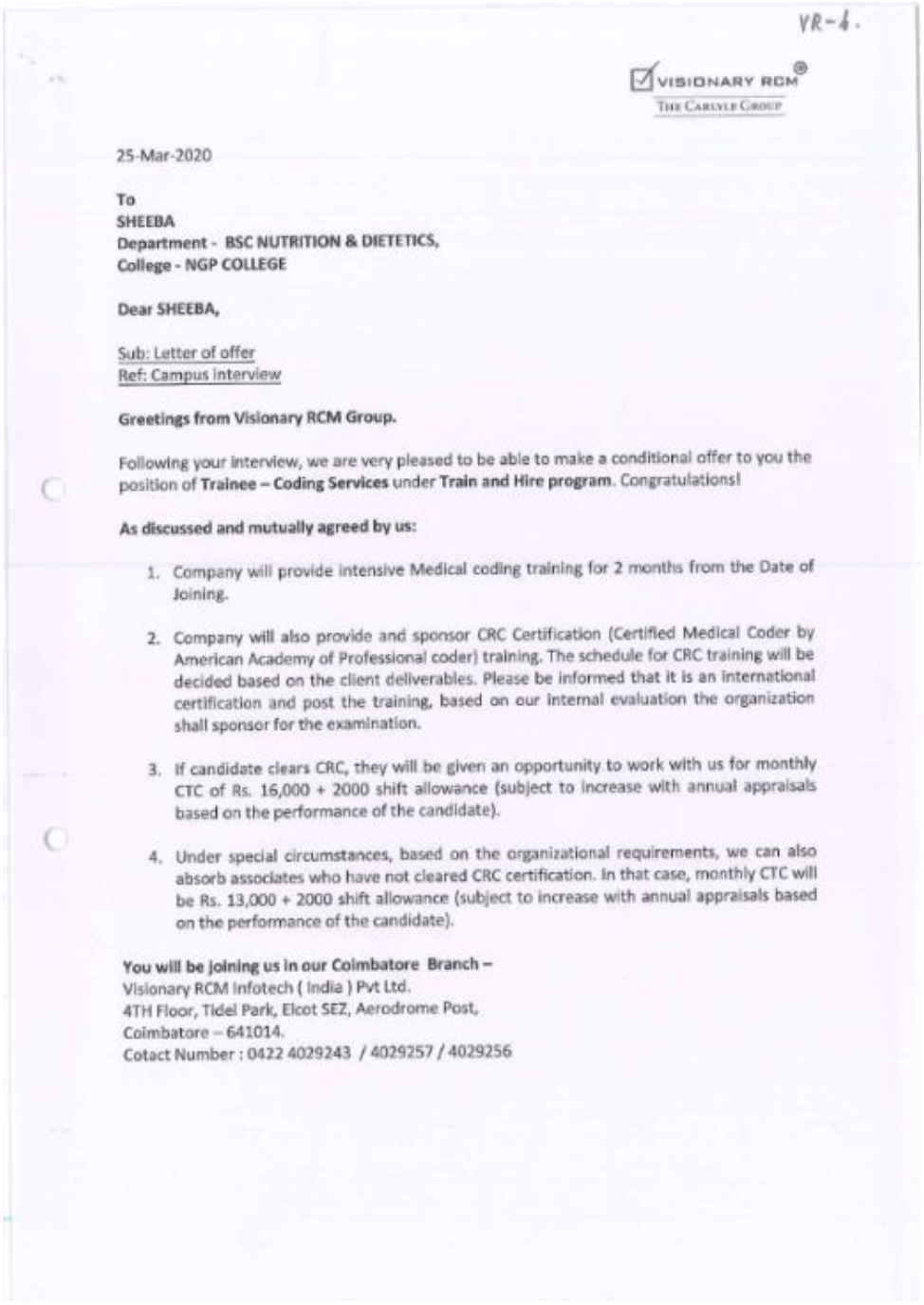
Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi.S

Renuka Devi.S
VP-HR & Compliance

SHEEBA- VISIONARY RCM



VR-4.

VISIONARY RCM®
THE CARLYLE GROUP

25-Mar-2020

To
SHEEBA
Department - BSC NUTRITION & DIETETICS,
College - NGP COLLEGE

Dear SHEEBA,

Sub: Letter of offer
Ref: Campus interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

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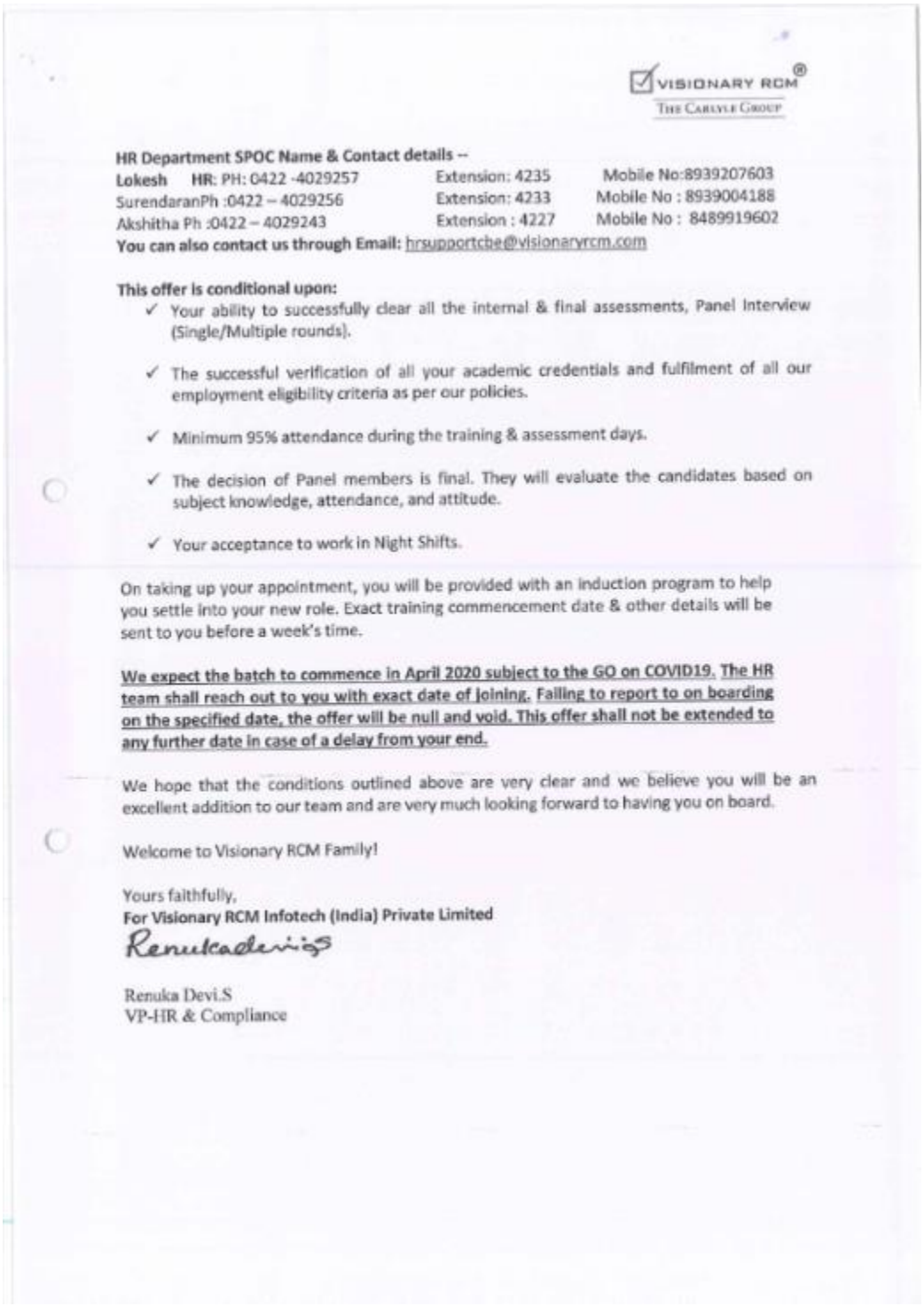
Coimbatore – 641014.
Cotact Number : 0422 4029243 / 4029257 / 4029256



VISIONARY RCM®
THE CARLYLE GROUP

HR Department SPOC Name & Contact details --

Lokesh	**HR**: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
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Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi.S

Renuka Devi.S
VP-HR & Compliance

SRIMATHI- VISIONARY RCM

VR-7.

VISIONARY RCM®
THE CARLYLE GROUP

25-Mar-2020

To
SRIMATHI
Department - BSC NUTRITION & DIETETICS,
College - NGP COLLEGE

Dear SRIMATHI,

Sub: Letter of offer
Ref: Campus interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

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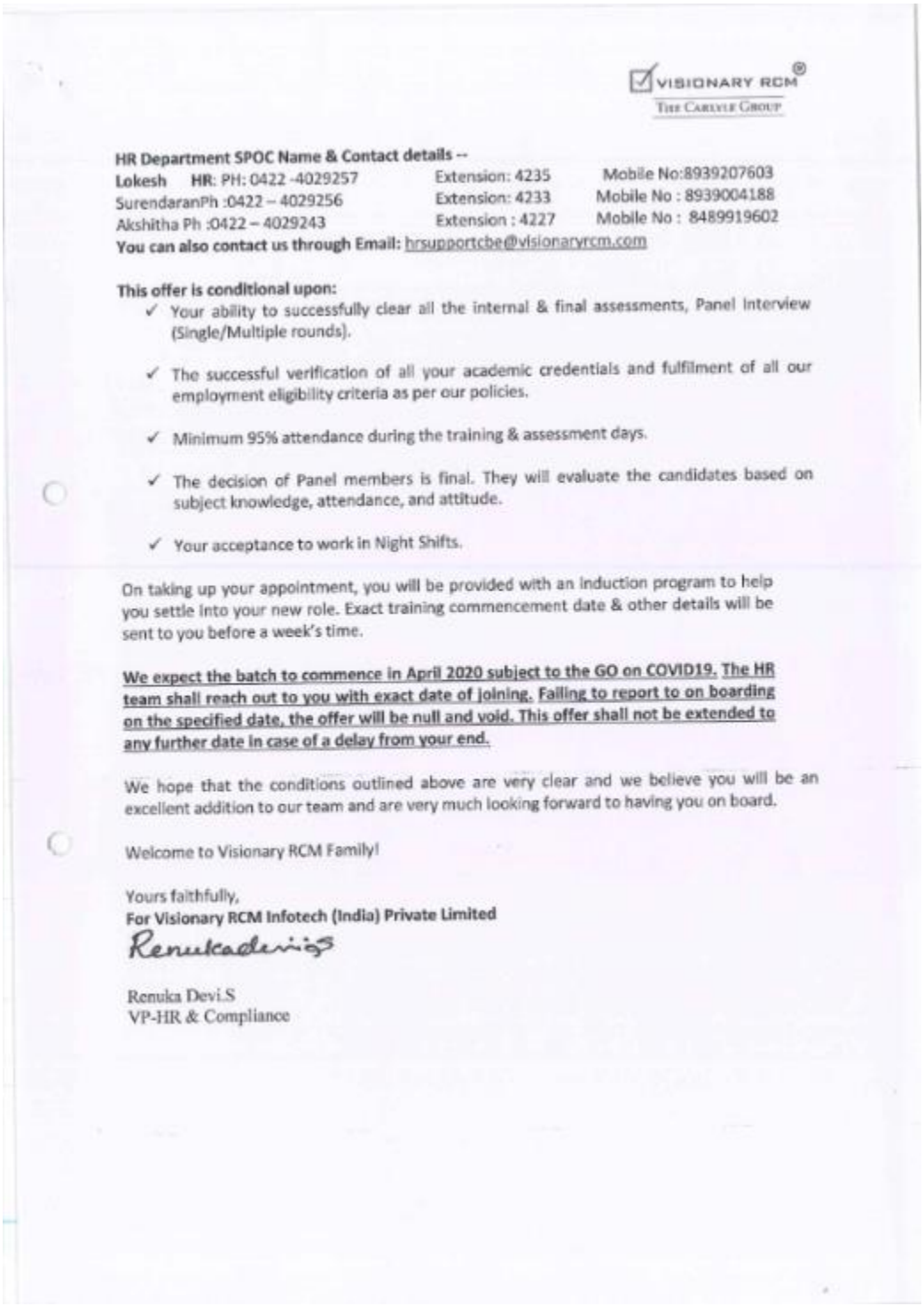
Cotact Number : 0422 4029243 / 4029257 / 4029256



VISIONARY RCM
THE CARLYLE GROUP

HR Department SPOC Name & Contact details --

Lokesh	**HR**: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
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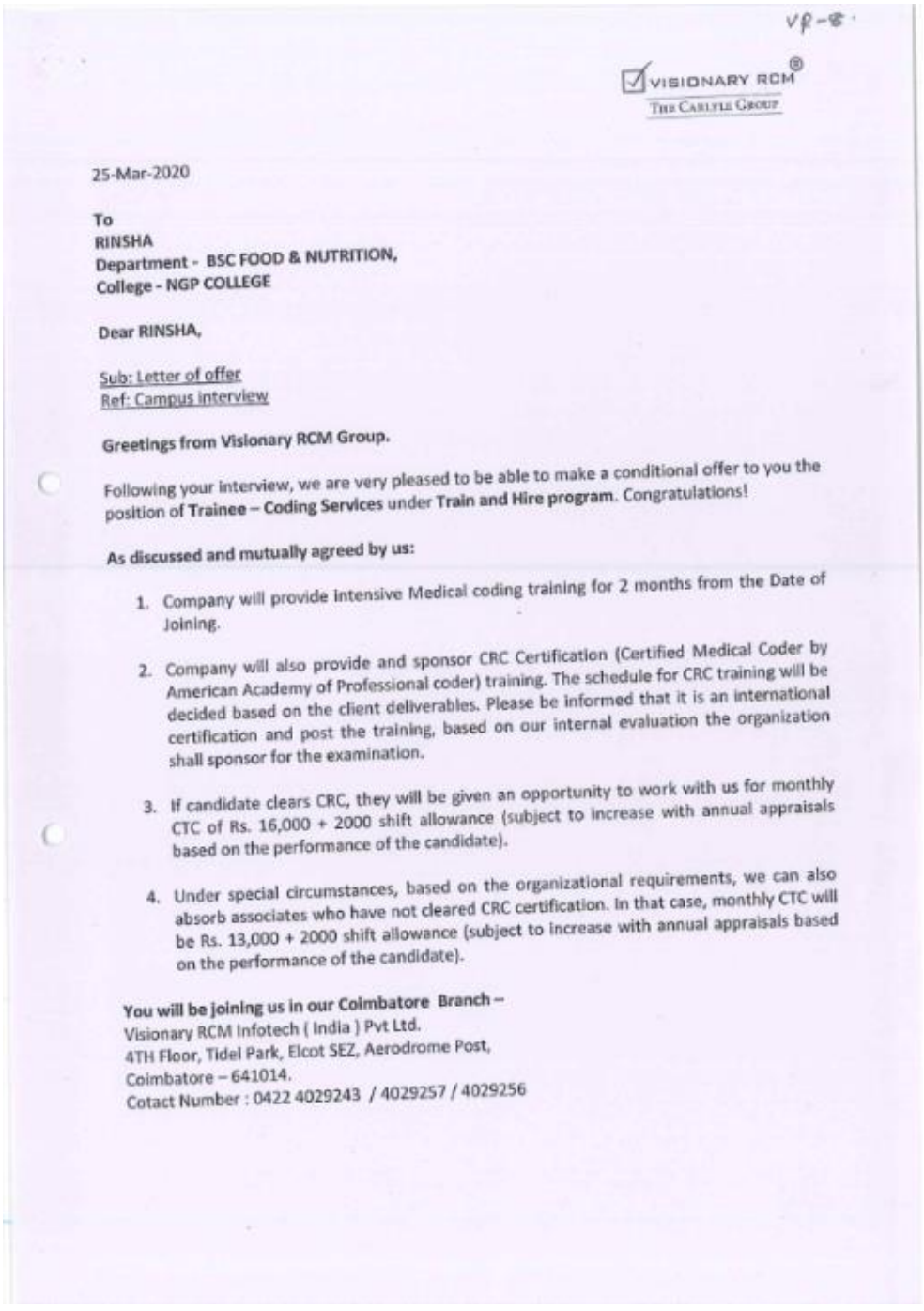
Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi S

Renuka Devi.S
VP-HR & Compliance

RINSHA- VISIONARY RCM



VISIONARY RCM®
THE CARLYLE GROUP

25-Mar-2020

To
RINSHA
Department - BSC FOOD & NUTRITION,
College - NGP COLLEGE

Dear RINSHA,

Sub: Letter of offer
Ref: Campus interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

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Cotact Number : 0422 4029243 / 4029257 / 4029256

VISIONARY RCM®
THE CARLYLE GROUP

HR Department SPOC Name & Contact details –

Lokesh HR: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256	Extension: 4233	Mobile No : 8939004188
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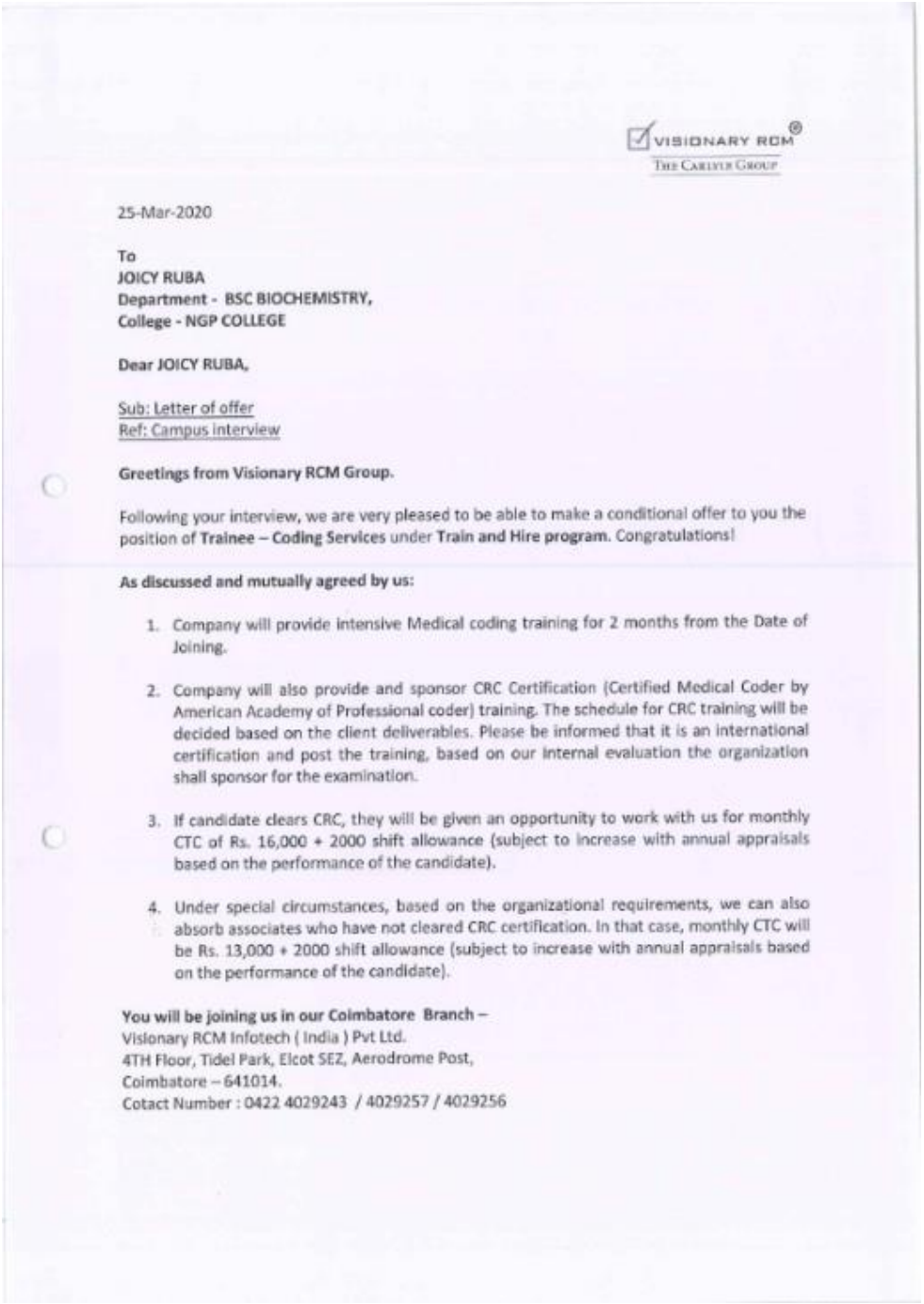
Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi.S

Renuka Devi.S
VP-HR & Compliance

JOICY RUBA- VISIONARY RCM



VISIONARY RCM®
THE CARLYLE GROUP

25-Mar-2020

To
JOICY RUBA
Department - BSC BIOCHEMISTRY,
College - NGP COLLEGE

Dear JOICY RUBA,

Sub: Letter of offer
Ref: Campus interview

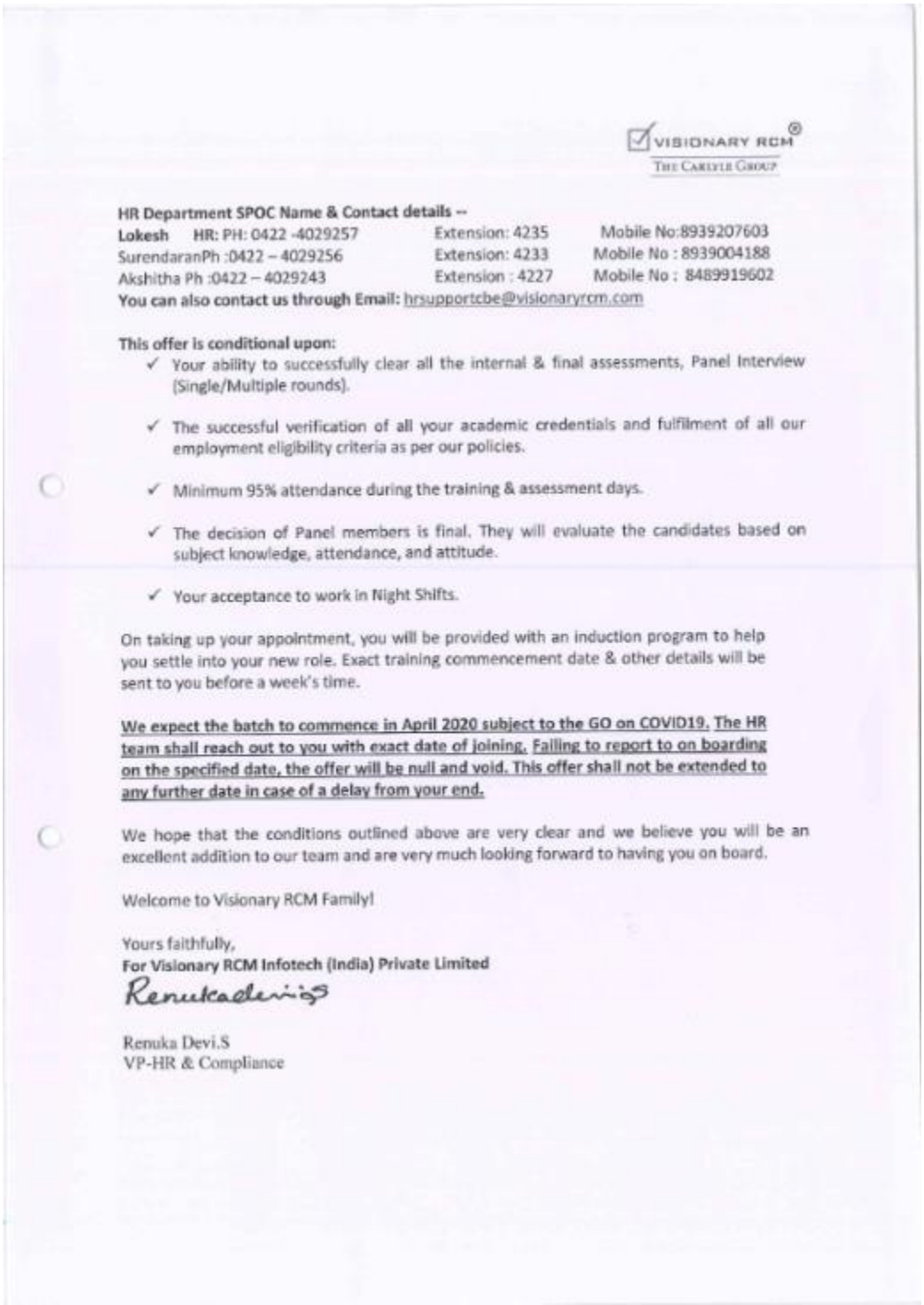
Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of Joining.
2. Company will also provide and sponsor CRC Certification (Certified Medical Coder by American Academy of Professional coder) training. The schedule for CRC training will be decided based on the client deliverables. Please be informed that it is an international certification and post the training, based on our internal evaluation the organization shall sponsor for the examination.
3. If candidate clears CRC, they will be given an opportunity to work with us for monthly CTC of Rs. 16,000 + 2000 shift allowance (subject to increase with annual appraisals based on the performance of the candidate).
4. Under special circumstances, based on the organizational requirements, we can also absorb associates who have not cleared CRC certification. In that case, monthly CTC will be Rs. 13,000 + 2000 shift allowance (subject to increase with annual appraisals based on the performance of the candidate).

You will be joining us in our Coimbatore Branch –
Visionary RCM Infotech (India) Pvt Ltd.
4TH Floor, Tidel Park, Elcot SEZ, Aerodrome Post,
Coimbatore – 641014.
Cotact Number : 0422 4029243 / 4029257 / 4029256



VISIONARY RCM
THE CARLYLE GROUP

HR Department SPOC Name & Contact details --

Lokesh	**HR:** PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
Akshitha Ph :0422 – 4029243		Extension : 4227	Mobile No : 8489919602

You can also contact us through Email: hrsupportcbe@visionaryrcm.com

This offer is conditional upon:

- ✓ Your ability to successfully clear all the internal & final assessments, Panel Interview (Single/Multiple rounds).
- ✓ The successful verification of all your academic credentials and fulfilment of all our employment eligibility criteria as per our policies.
- ✓ Minimum 95% attendance during the training & assessment days.
- ✓ The decision of Panel members is final. They will evaluate the candidates based on subject knowledge, attendance, and attitude.
- ✓ Your acceptance to work in Night Shifts.

On taking up your appointment, you will be provided with an induction program to help you settle into your new role. Exact training commencement date & other details will be sent to you before a week's time.

We expect the batch to commence in April 2020 subject to the GO on COVID19. The HR team shall reach out to you with exact date of joining. Failing to report to on boarding on the specified date, the offer will be null and void. This offer shall not be extended to any further date in case of a delay from your end.

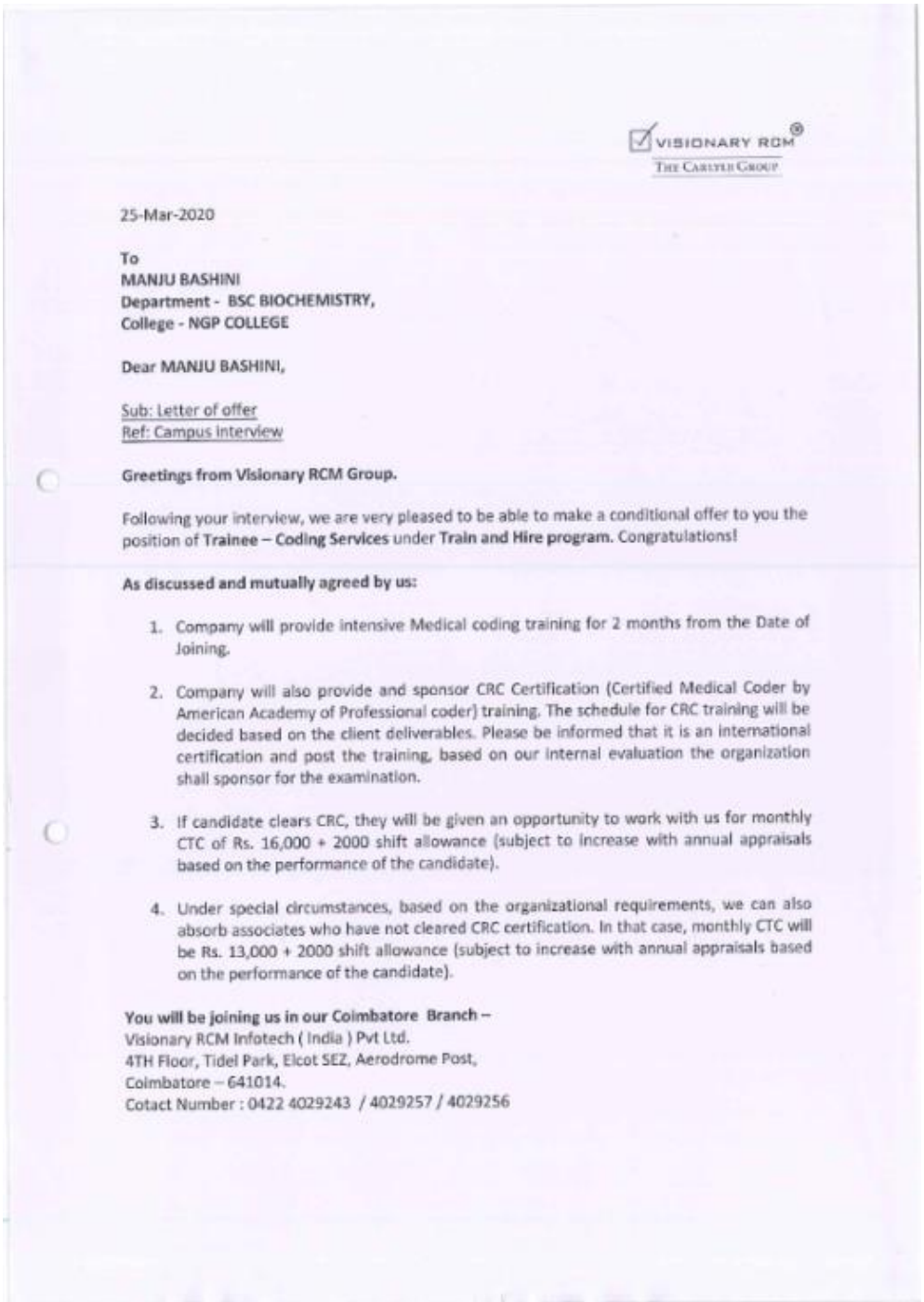
We hope that the conditions outlined above are very clear and we believe you will be an excellent addition to our team and are very much looking forward to having you on board.

Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi S

Renuka Devi.S
VP-HR & Compliance

MANJU BASHINI- VISIONARY RCM



VISIONARY RCM
THE CARLYLE GROUP

25-Mar-2020

To
MANJU BASHINI
Department - BSC BIOCHEMISTRY,
College - NGP COLLEGE

Dear MANJU BASHINI,

Sub: Letter of offer
Ref: Campus interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program.** Congratulations!

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4TH Floor, Tidel Park, Elcot SEZ, Aerodrome Post,
Coimbatore – 641014.
Cotact Number : 0422 4029243 / 4029257 / 4029256

VISIONARY RCM
THE CARLYLE GROUP

HR Department SPOC Name & Contact details --

Lokesh	**HR**: PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
Akshitha Ph :0422 – 4029243		Extension : 4227	Mobile No : 8489919602

You can also contact us through Email: hrsupportcbe@visionaryrcm.com

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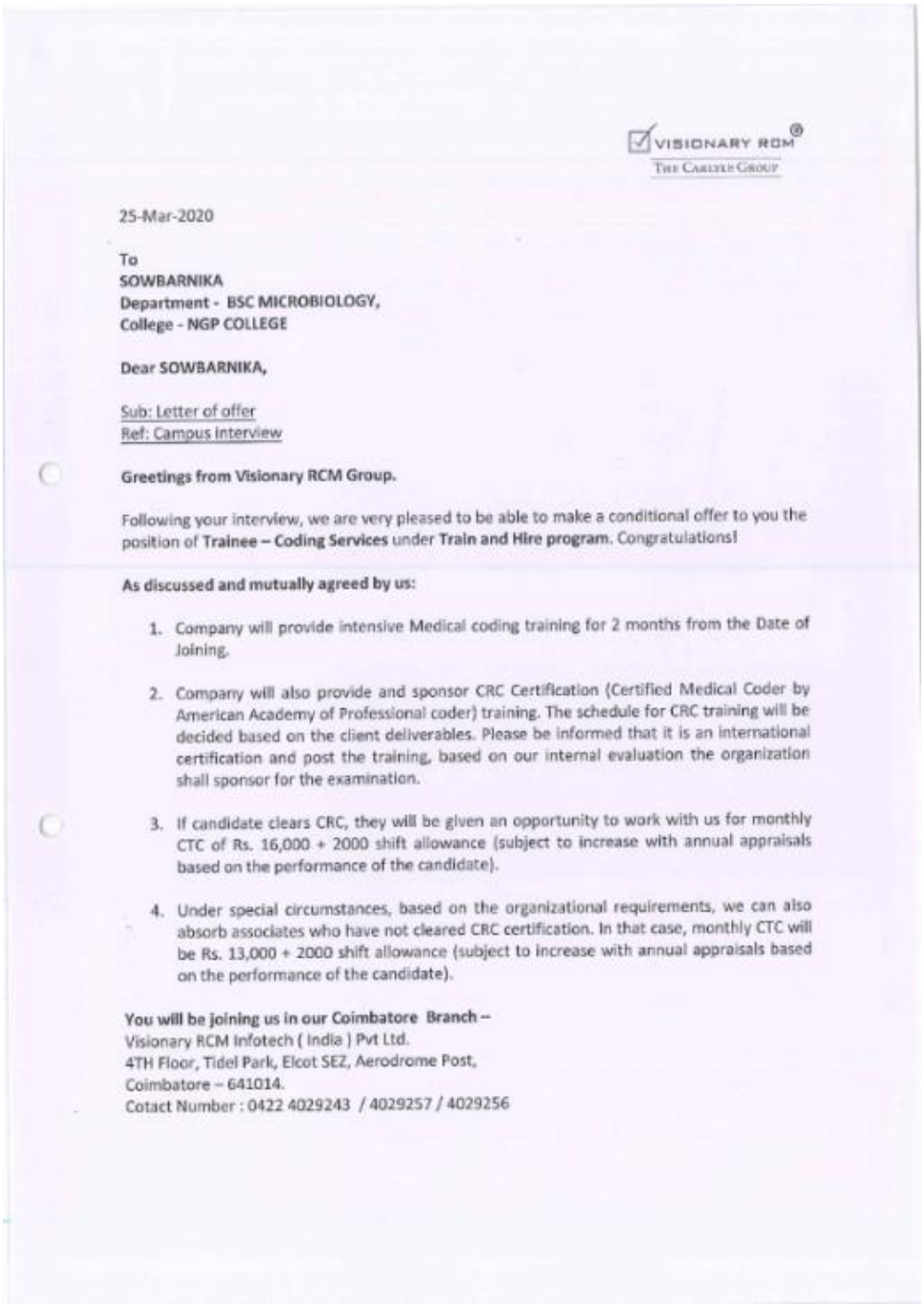
Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi S

Renuka Devi.S
VP-HR & Compliance

SOWBARNIKA- VISIONARY RCM



VISIONARY RCM
THE CARLYLE GROUP

25-Mar-2020

To
SOWBARNIKA
Department - BSC MICROBIOLOGY,
College - NGP COLLEGE

Dear SOWBARNIKA,

Sub: Letter of offer
Ref: Campus Interview

Greetings from Visionary RCM Group.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

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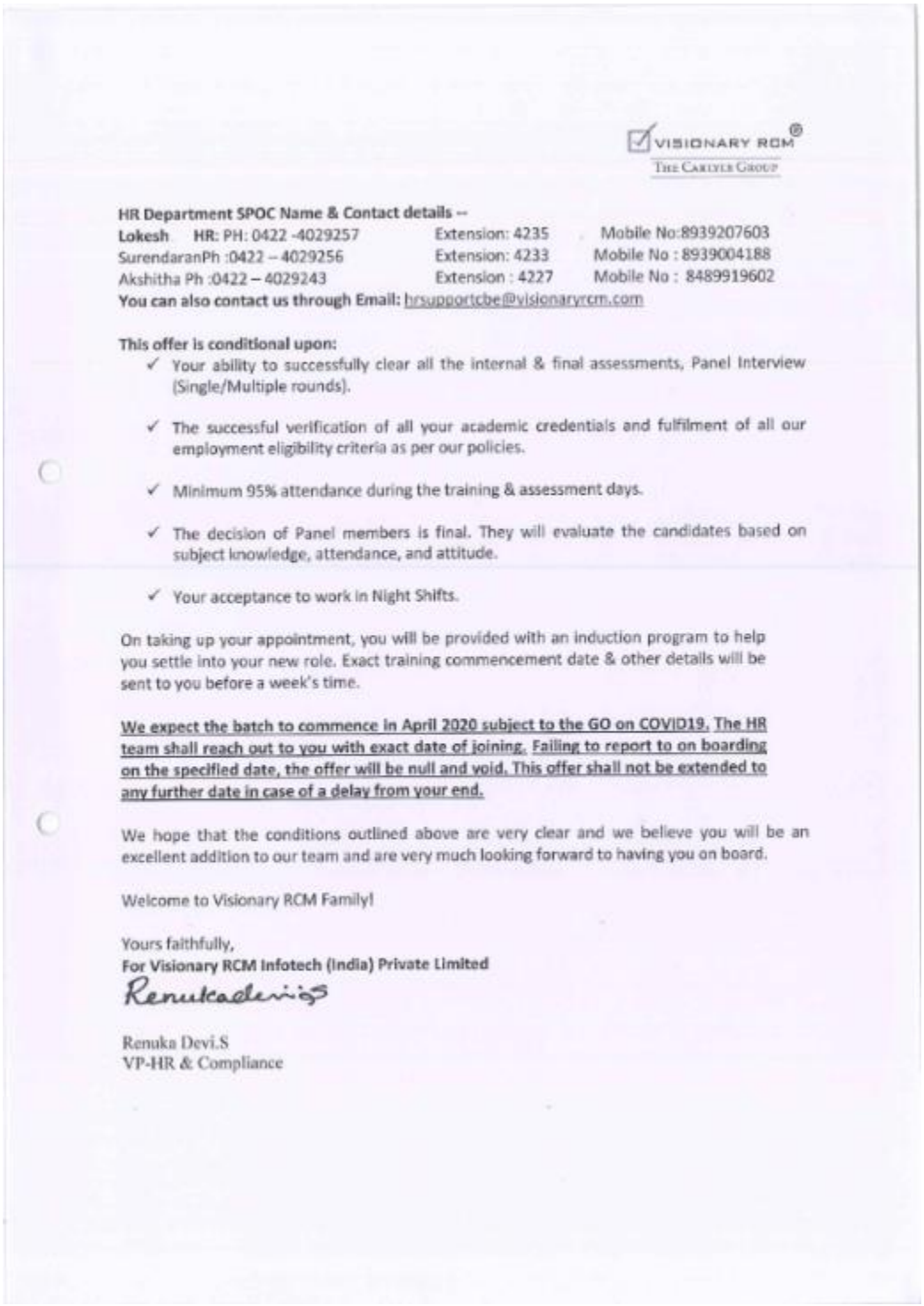
Cotact Number : 0422 4029243 / 4029257 / 4029256



VISIONARY RCM
THE CARLYLE GROUP

HR Department SPOC Name & Contact details --

Lokesh	**HR:** PH: 0422 -4029257	Extension: 4235	Mobile No:8939207603
SurendaranPh :0422 – 4029256		Extension: 4233	Mobile No : 8939004188
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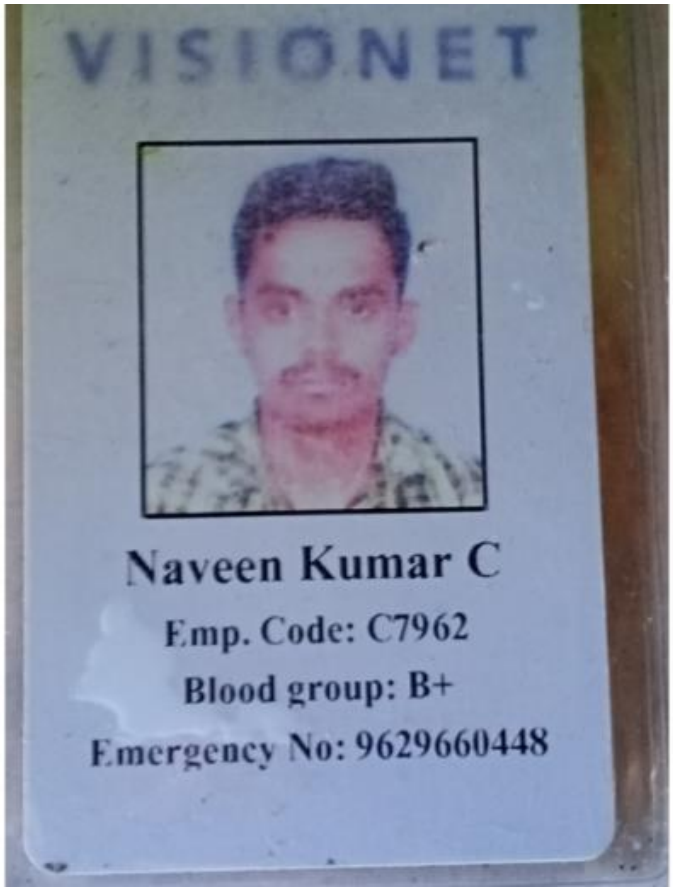
Welcome to Visionary RCM Family!

Yours faithfully,
For Visionary RCM Infotech (India) Private Limited
Renukadevi.S

Renuka Devi.S
VP-HR & Compliance

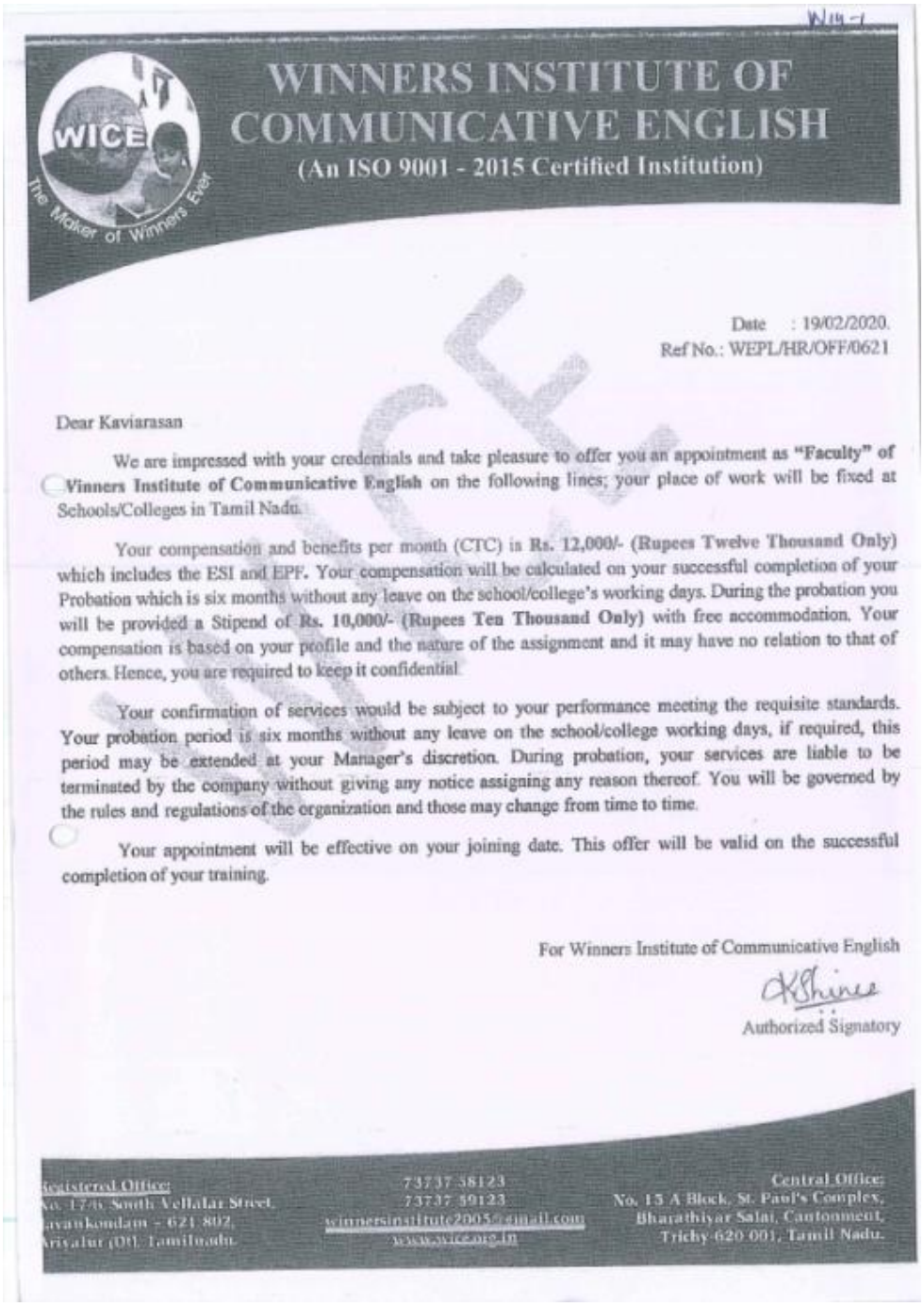
NAVEEN KUMAR C - VISIONET



BOOPATHI M – VOCON MANUFACTURING PVT LTD

DHARANI-WELL KNIT INDUTRIES

KAVIARASAN-WINNERS



WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date : 19/02/2020.
Ref No.: WEPL/HR/OFF/0621

Dear Kaviarasan

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty"** of **Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only)** which includes the ESI and EPF. Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

Your confirmation of services would be subject to your performance meeting the requisite standards. Your probation period is six months without any leave on the school/college working days, if required, this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice assigning any reason thereof. You will be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. This offer will be valid on the successful completion of your training.

For Winners Institute of Communicative English

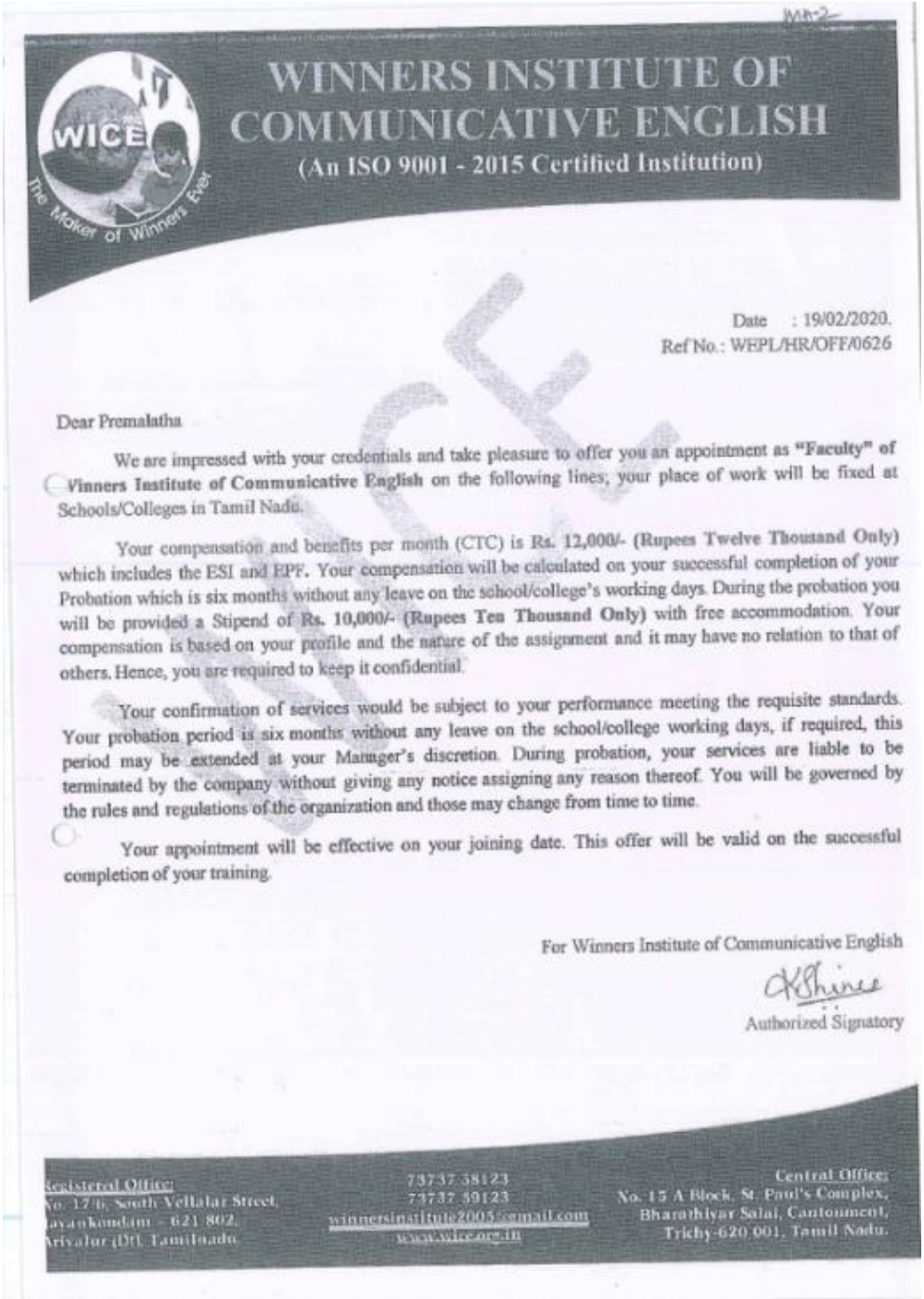
Authorized Signatory

Registered Office:
No. 17/6, South Vellalar Street,
Pavankondam - 621 802,
Arisalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

PREMALATHA- WINNERS



WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

Date : 19/02/2020.
Ref No.: WEPL/HR/OFF/0626

Dear Premalatha

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty"** of **Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only)** which includes the ESI and EPF. Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Your appointment will be effective on your joining date. This offer will be valid on the successful completion of your training.

For Winners Institute of Communicative English

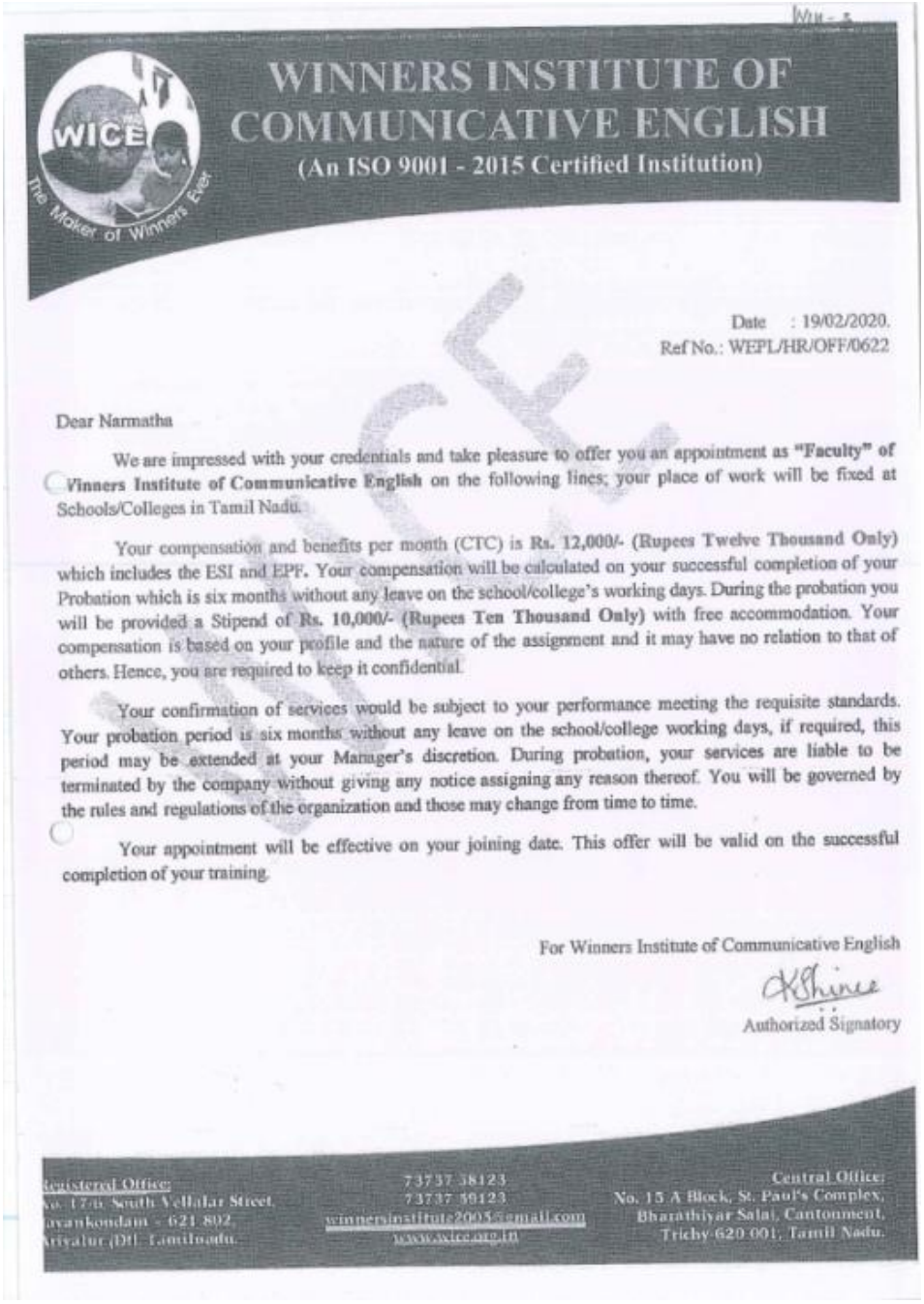
Authorized Signatory

Registered Office:
No. 17-b, South Vellalar Street,
Jayankondam – 621 802,
Ariyalur (Dt), Tamilnadu.

73737 38123
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

NARMATHA-WINNERS



WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date : 19/02/2020.
Ref No.: WEPL/HR/OFF/0622

Dear Narmatha

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only)** which includes the ESI and EPF. Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Your appointment will be effective on your joining date. This offer will be valid on the successful completion of your training.

For Winners Institute of Communicative English

Authorized Signatory

Registered Office:
No. 17-b, South Vellalar Street,
Pavankondam - 621 802,
Ariyalur (Dt), Tamilnadu.

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winnersinstitute2005@gmail.com
www.wice.org.in

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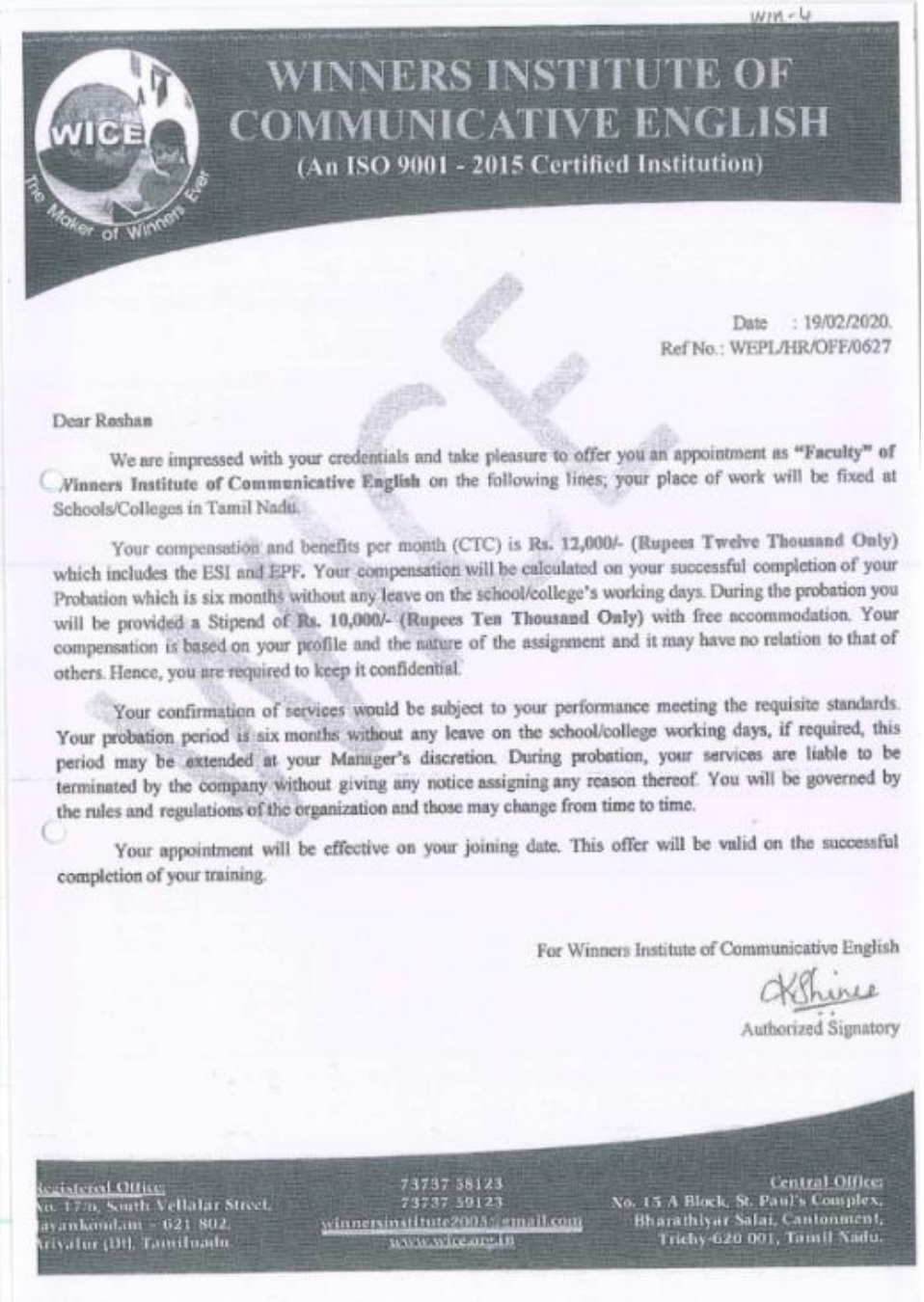
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

ROSHAN- WINNERS



WIN-4

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date : 19/02/2020.
Ref No.: WEPL/HR/OFF/0627

Dear Roshan

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only)** which includes the ESI and EPF. Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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For Winners Institute of Communicative English

Authorized Signatory

Registered Office:
No. 17/a, South Vellalar Street,
Jayankondam - 621 802,
Ariyalur (Dt), Tamilnadu.

73737 58123
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Central Office:
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Bharathiyar Salai, Cantonment,
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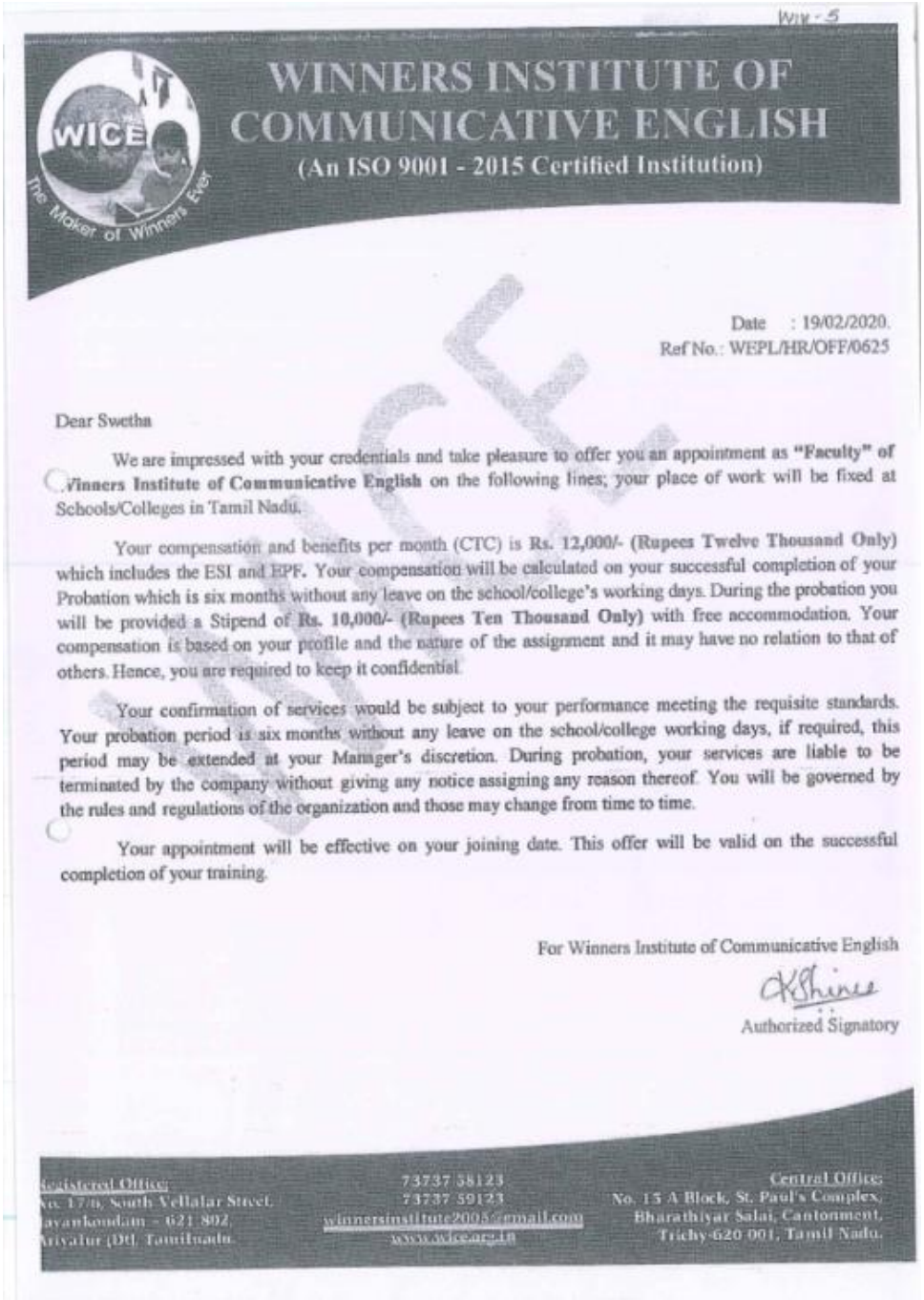
SWETHA-WINNERS



WW-5

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

Date : 19/02/2020.
Ref No.: WEPL/HR/OFF/0625

Dear Swetha

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only)** which includes the ESI and EPF. Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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For Winners Institute of Communicative English

Authorized Signatory

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No. 17/6, South Vellalar Street,
Jayankondam - 621 802,
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winnersinstitute2005@gmail.com
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Central Office:
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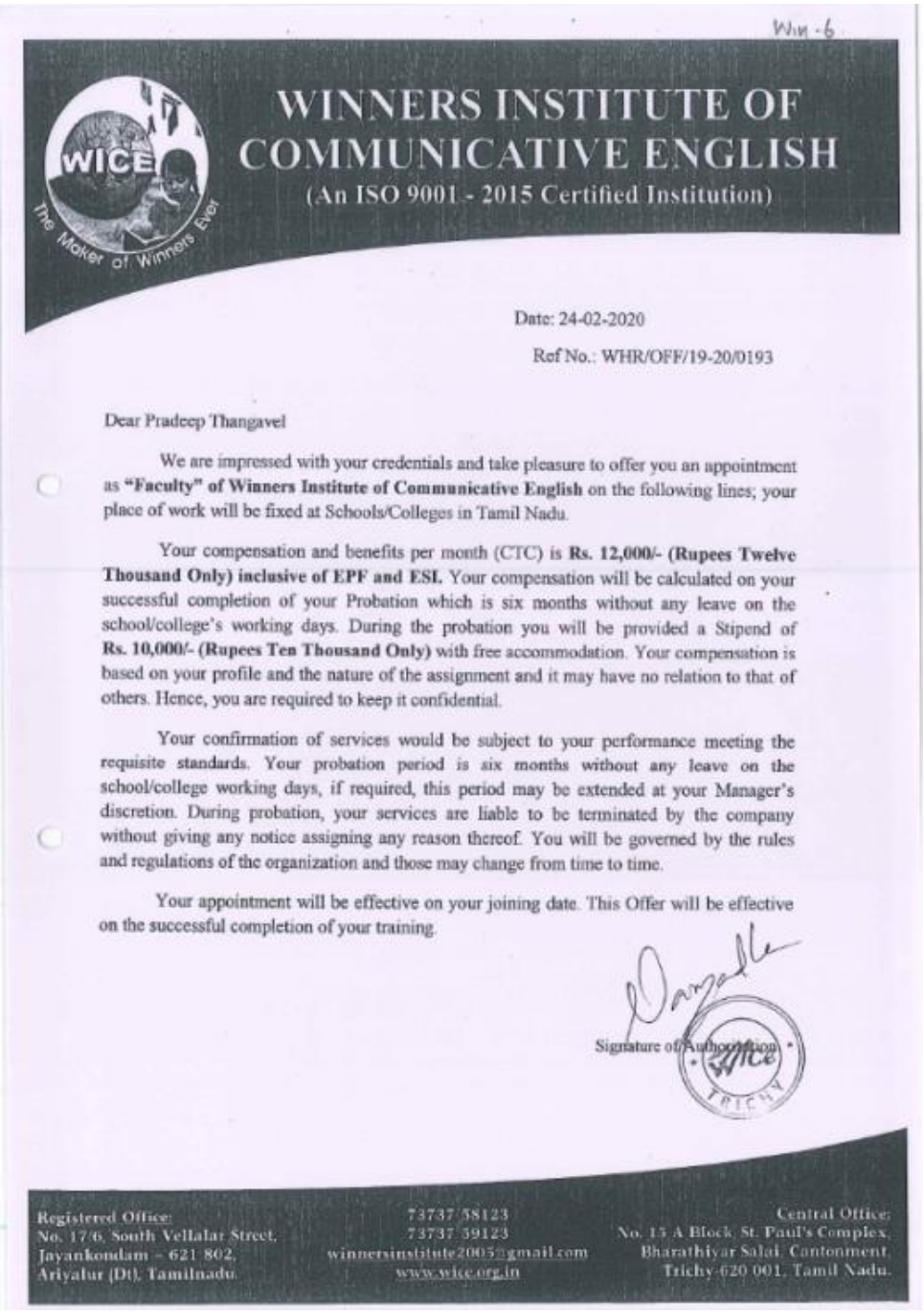
PRADEEP- WINNERS



Win-6

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0193

Dear Pradeep Thangavel

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Signature of Authorization

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam – 621 802,
Ariyalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
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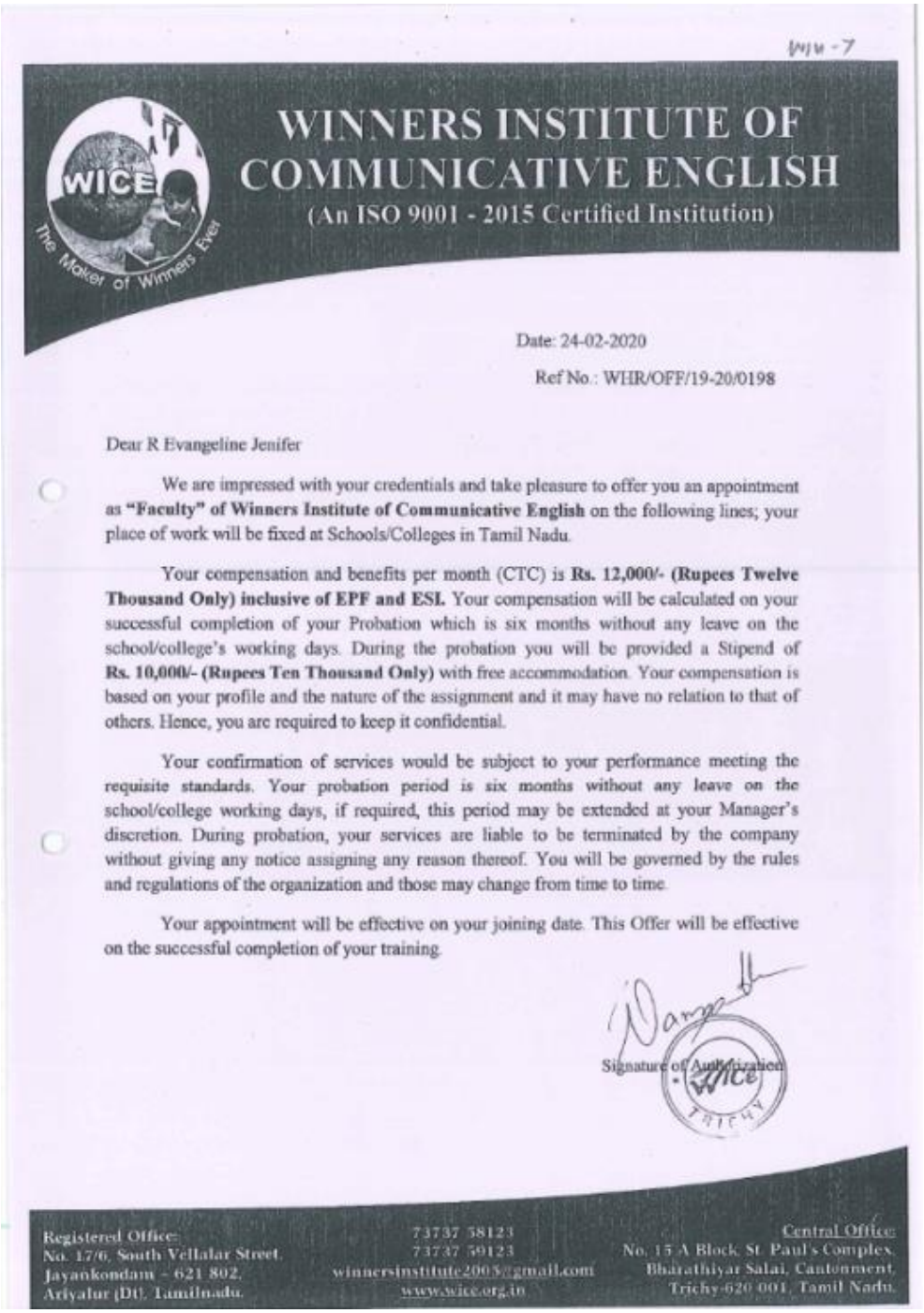
EVANGELINE JENIFER- WINNERS



WHR-7

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0198

Dear R Evangeline Jenifer

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Signature of Authorization

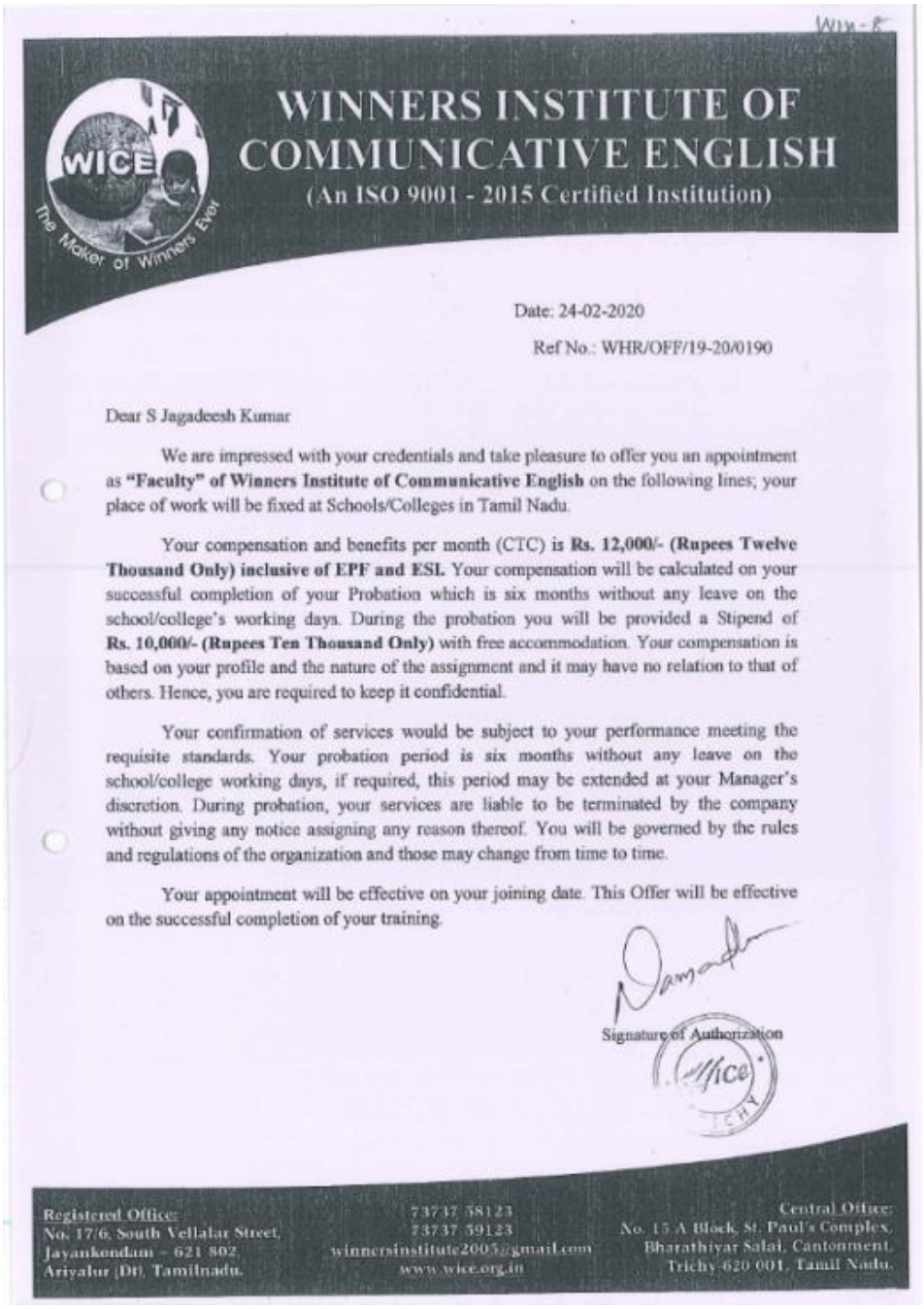
WICE TRICHY

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam – 621 802,
Ariyalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2003@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

JAGADEESH KUMAR- WINNERS



Win - 8

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0190

Dear S Jagadeesh Kumar

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Your appointment will be effective on your joining date. This Offer will be effective on the successful completion of your training.

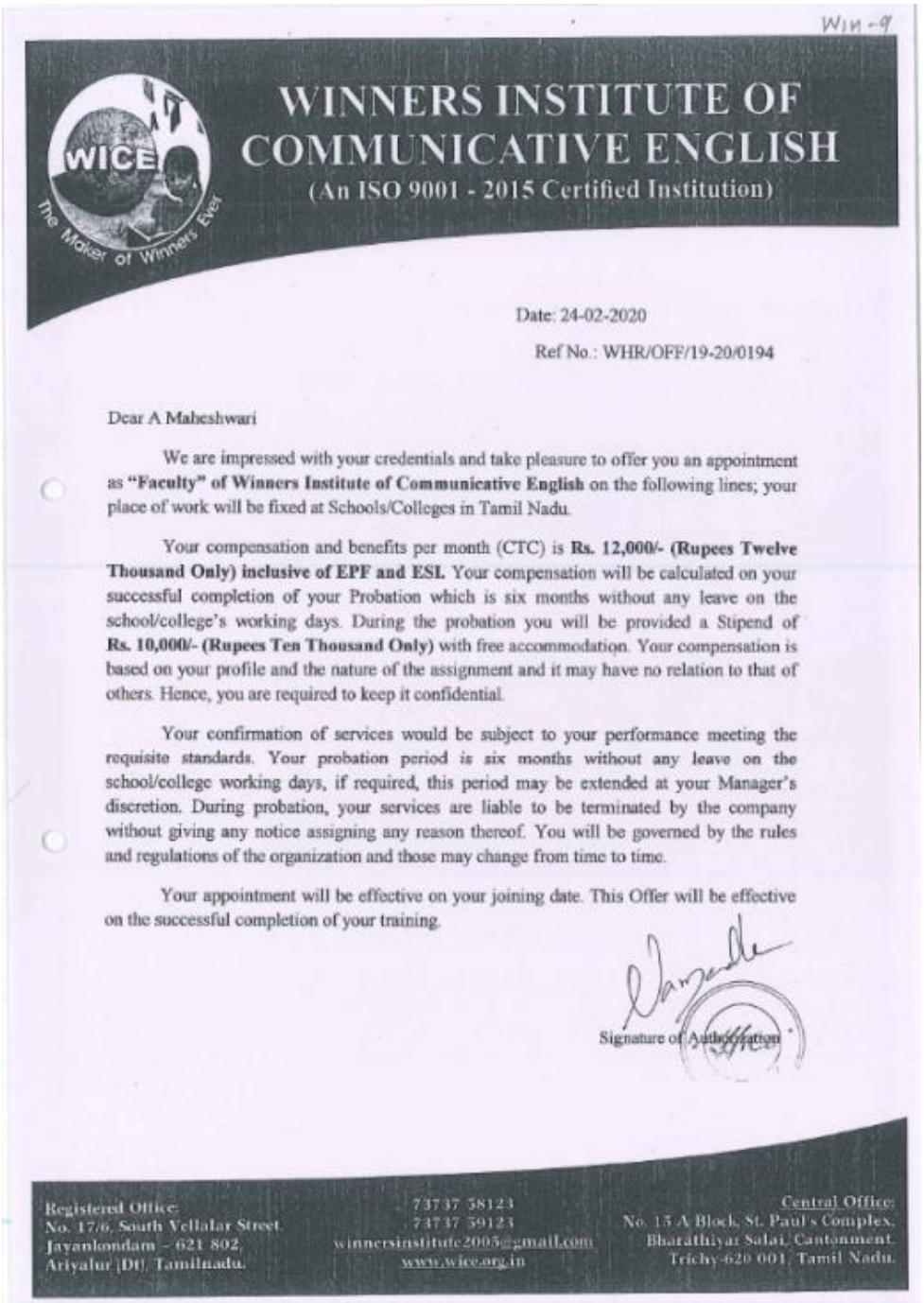
Signature of Authorization

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam - 621 802,
Ariyalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

MAHESHWARI-WINNERS



Win-9

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0194

Dear A Maheshwari

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Ariyalur [Dt], Tamilnadu.

73737 58123
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
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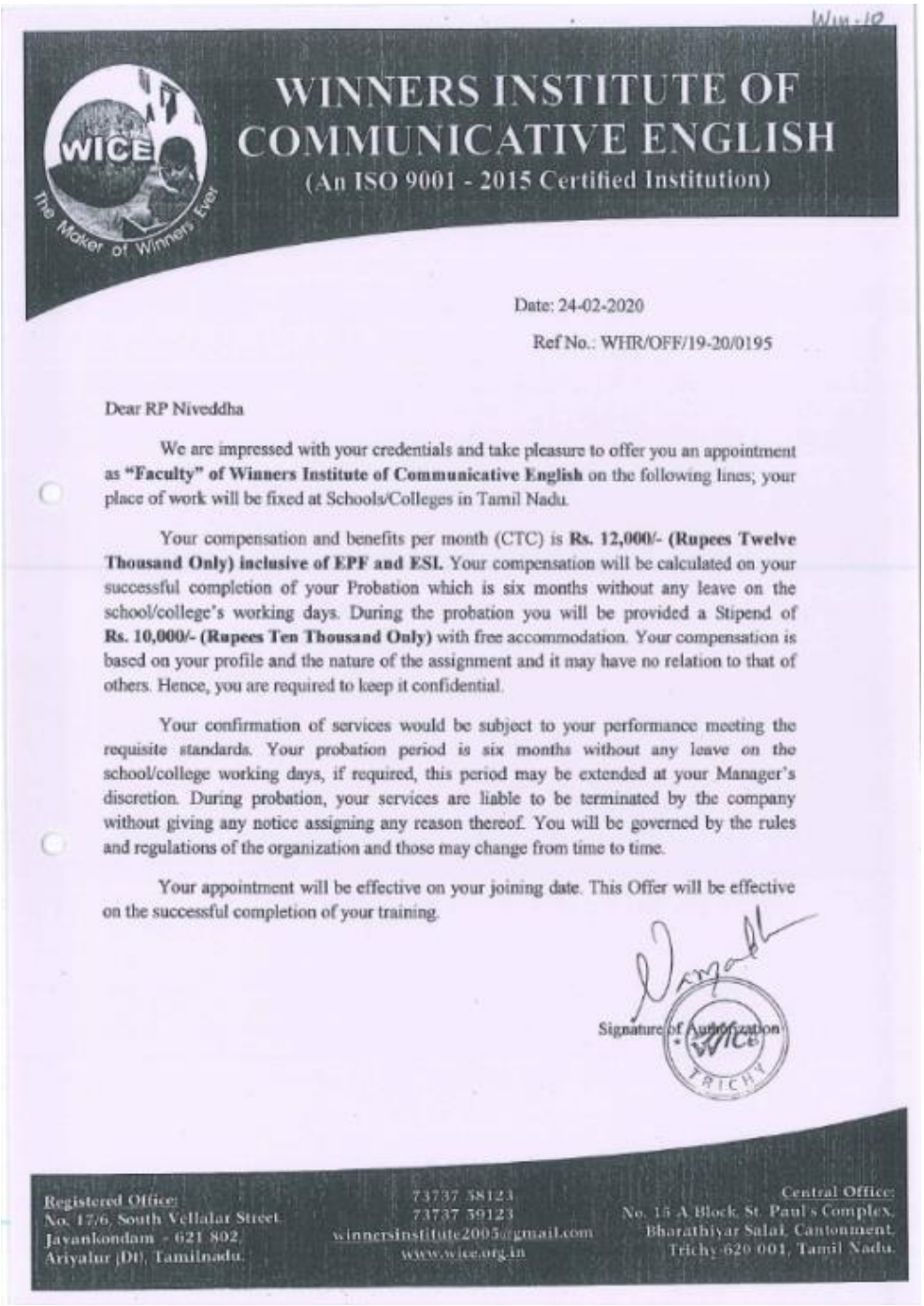
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

NIVEDDHA R P - WINNERS



Win-10

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0195

Dear RP Niveddha

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Signature of Authorization

WICE TRICHY

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Jayankondam - 621 802,
Ariyalur (Dt), Tamilnadu.

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www.wice.org.in

Central Office:
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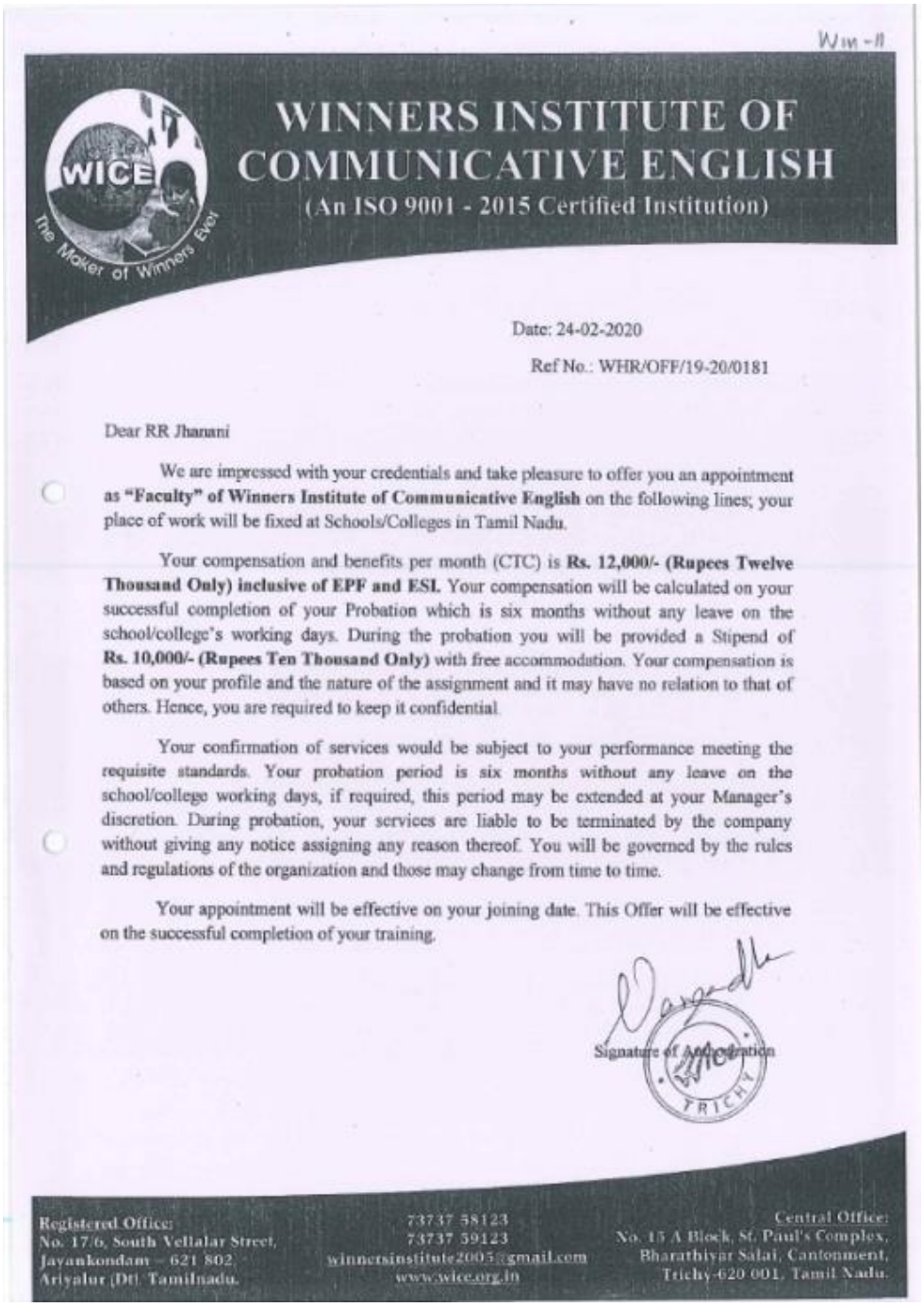
Trichy-620 001, Tamil Nadu.

JHANANI R R- WINNERS



Win - 11

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0181

Dear RR Jhanani

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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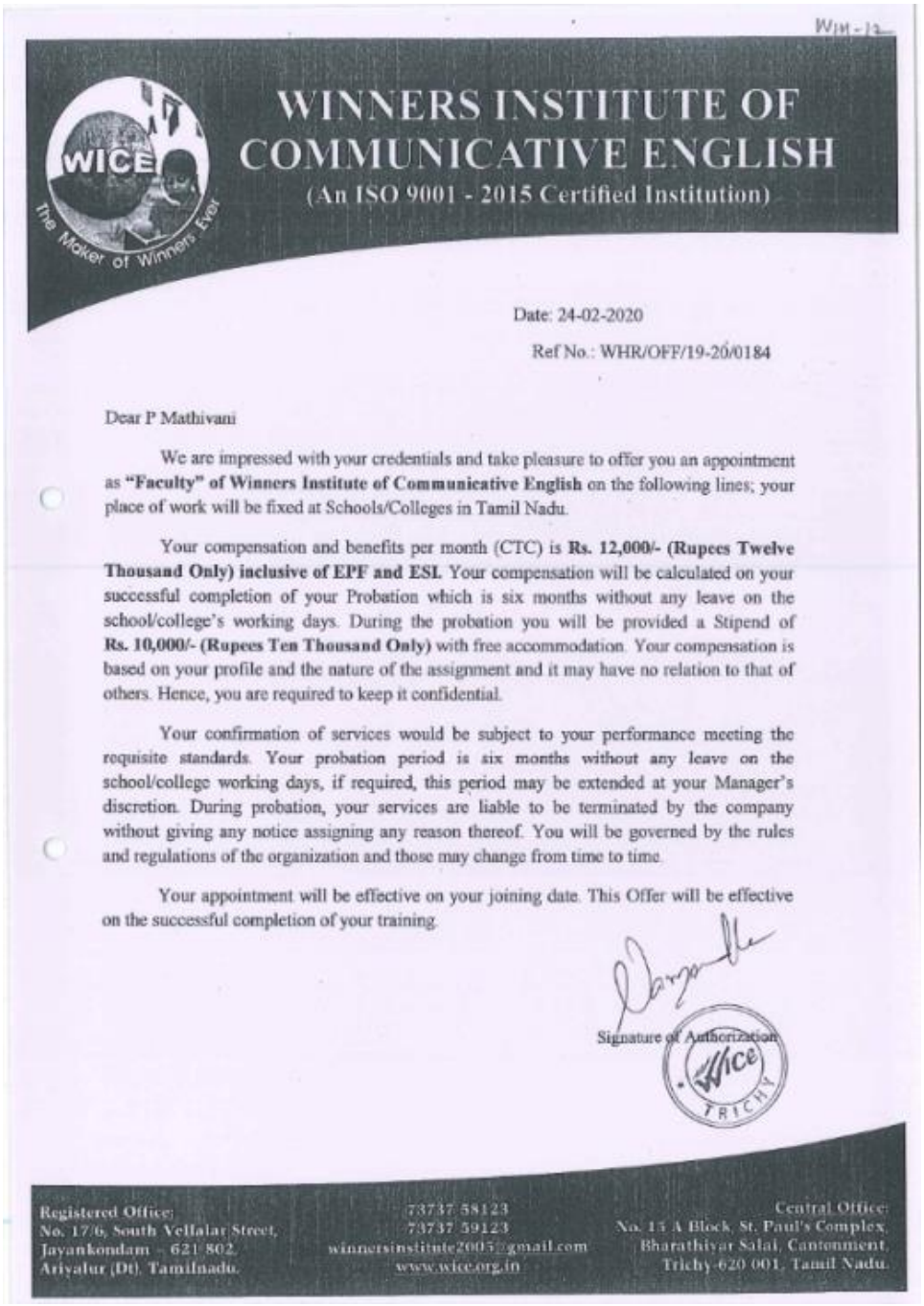
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001. Tamil Nadu.

MATHIVANI P - WINNERS



WIM-12

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0184

Dear P Mathivani

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Signature of Authorization

Wice TRICHY

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Jayankondam – 621 802,
Ariyalur (Dt), Tamilnadu.

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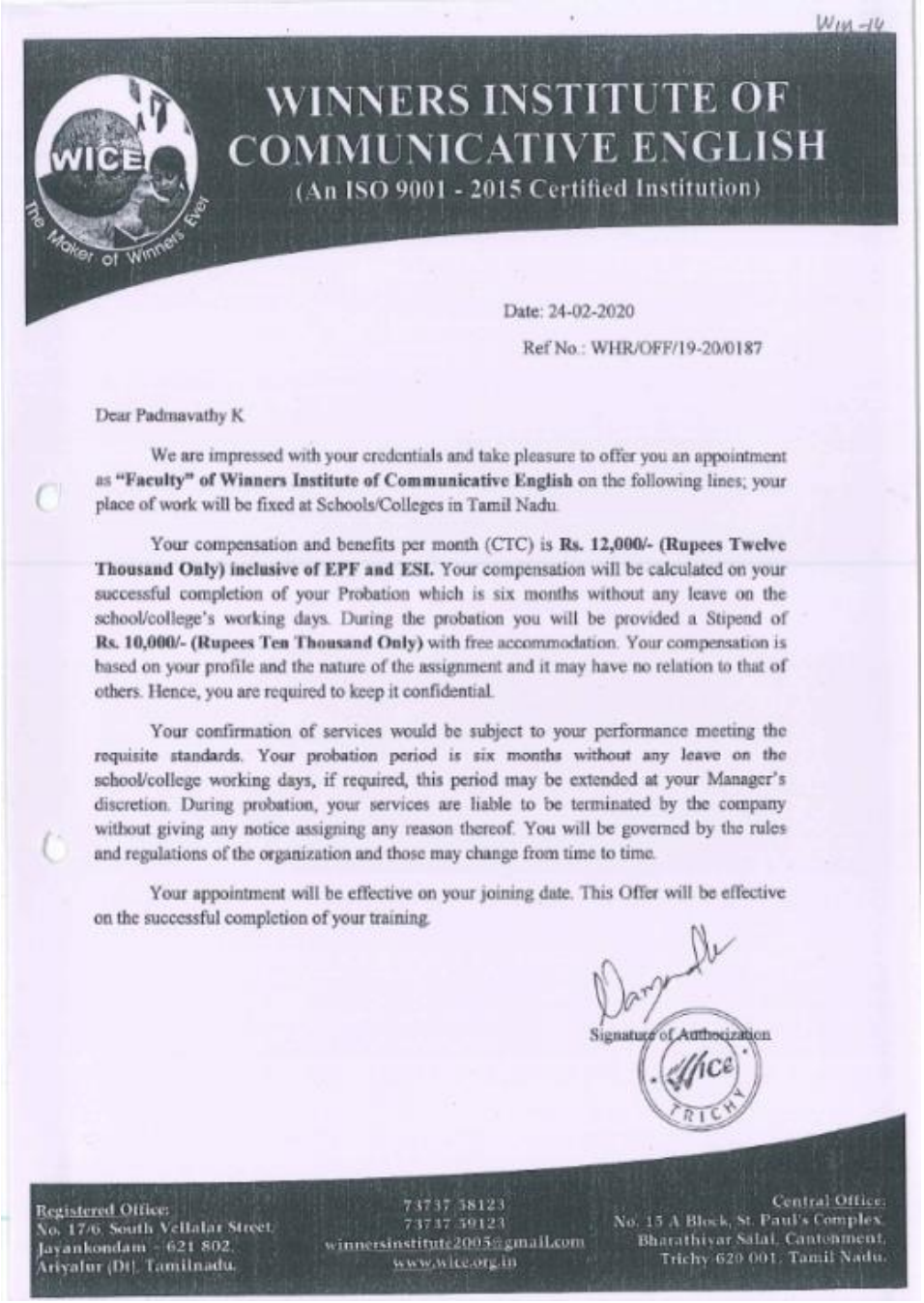
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

PADMAVATHY K - WINNERS



Win-14

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0187

Dear Padmavathy K

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Signature of Authorization

WICE TRICHY

Registered Office:
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Jayankondam - 621 802,
Ariyalur (Dt), Tamilnadu.

73737 38123
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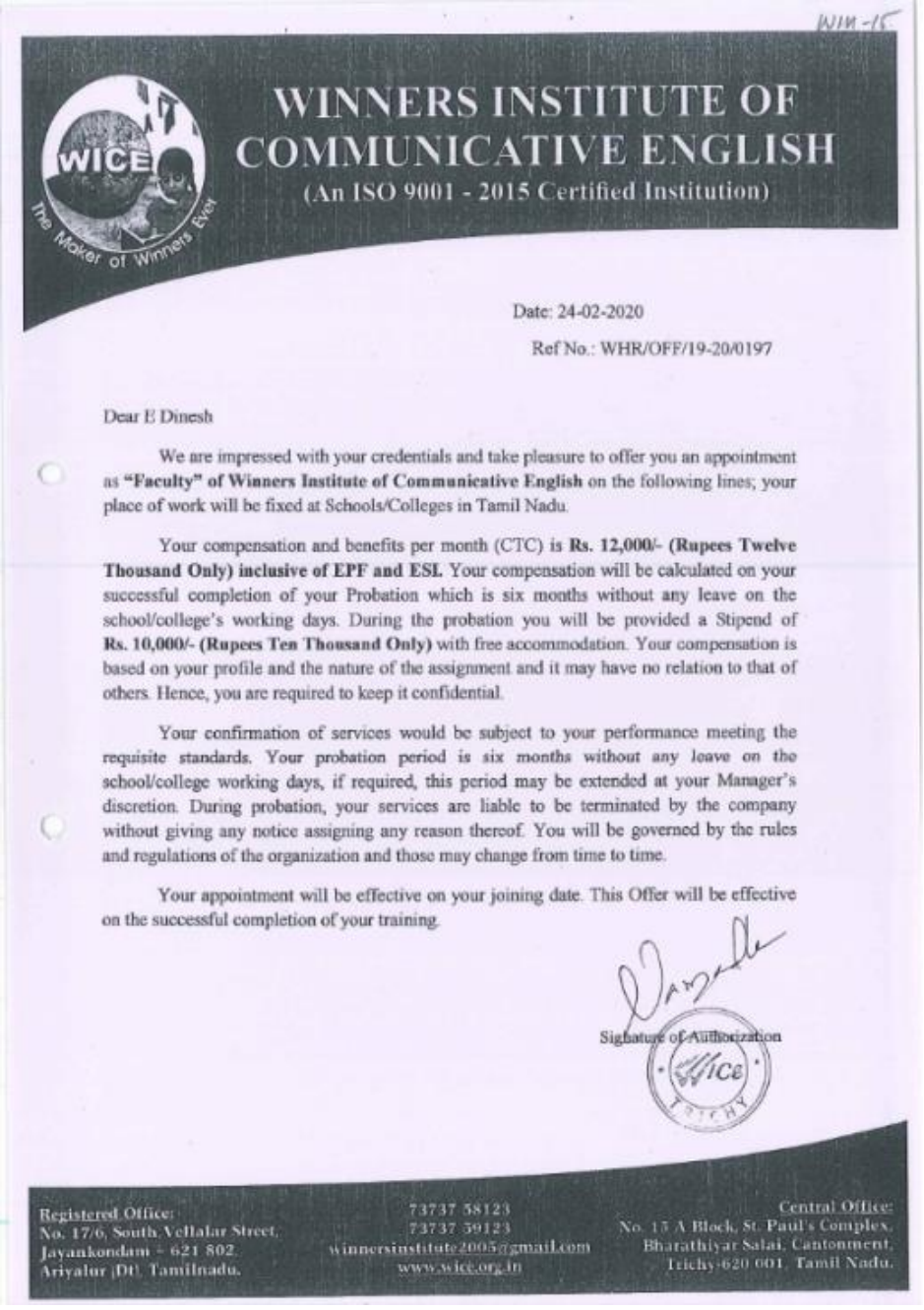
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy 620 001, Tamil Nadu.

DINESH E - WINNERS



WIN-15

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0197

Dear E Dinesh

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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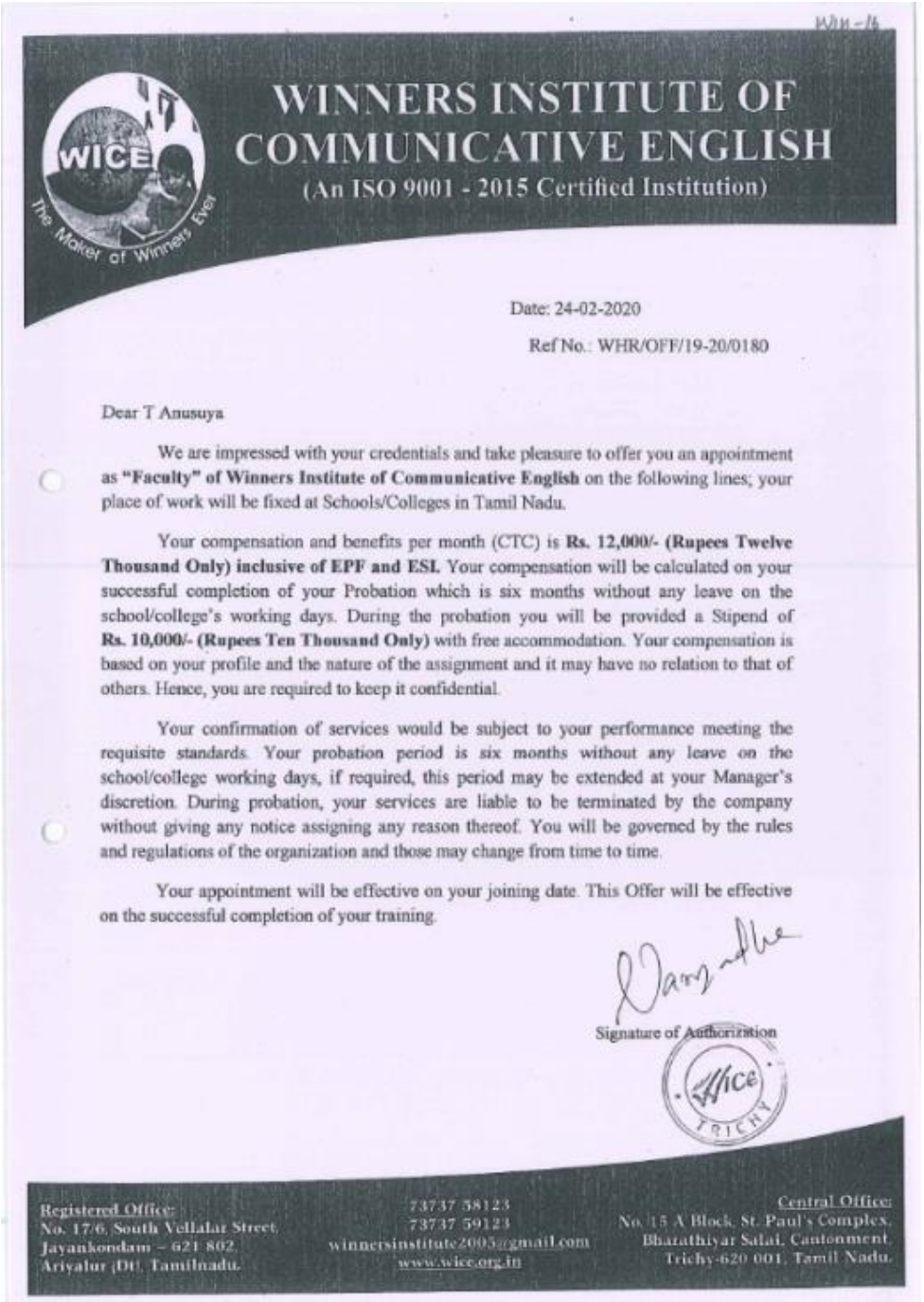
Signature of Authorization

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam - 621 802.
Ariyalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2005@gmail.com
www.wicc.org.in

Central Office:
No. 13 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

ANUSUYA T - WINNERS



WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0180

Dear T Anusuya

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Signature of Authorization

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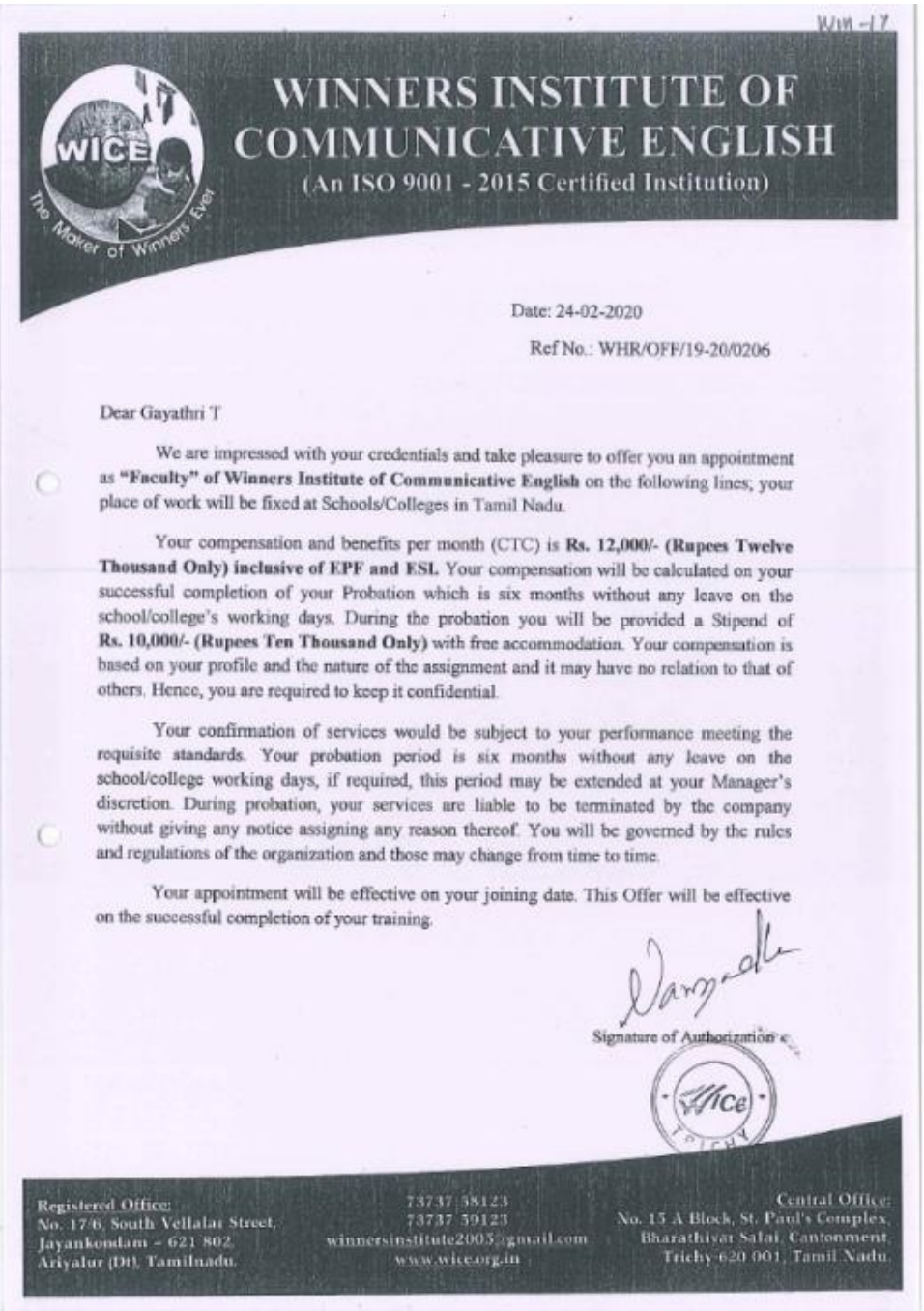
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

GAYATHRI T - WINNERS



Win -17

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0206

Dear Gayathri T

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Signature of Authorization

Wice
TRICHY

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Ariyalur (Dt), Tamilnadu.

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winnersinstitute2003@gmail.com
www.wice.org.in

Central Office:
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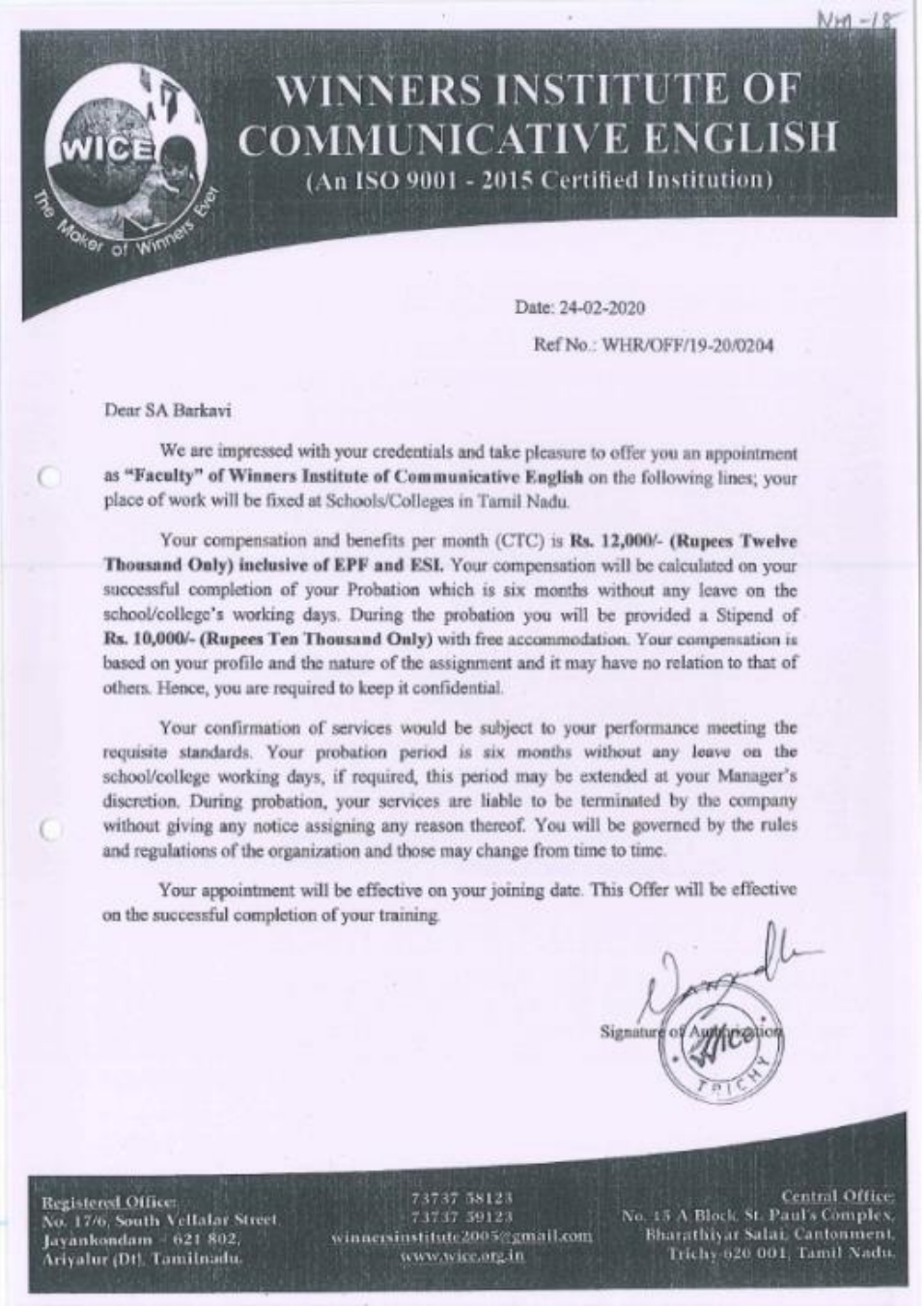
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

BARKAVI SA -WINNERS



WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)
WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0204

Dear SA Barkavi

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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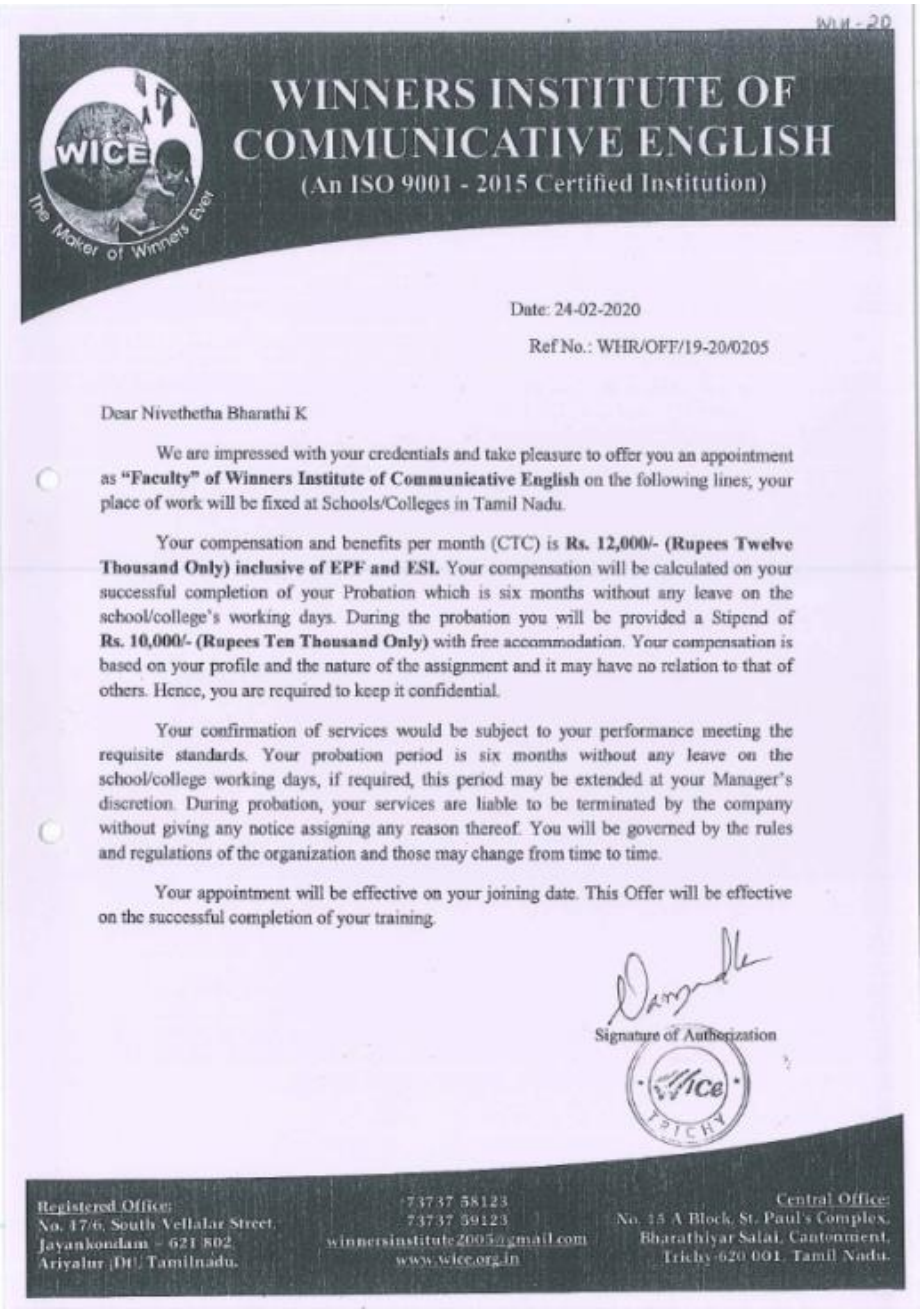
73737 39123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

NIVETHETHA BHARATHI K - WINEERS



WIN - 20

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0205

Dear Nivethetha Bharathi K

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Signature of Authorization

wice TRICHY

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winnersinstitute2005@gmail.com
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Central Office:
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Trichy-620 001, Tamil Nadu.

POOJA V – WINNERS

WIH-22

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH

(An ISO 9001 - 2015 Certified Institution)

WICE – The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0196

Dear V Pooja

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Central Office:
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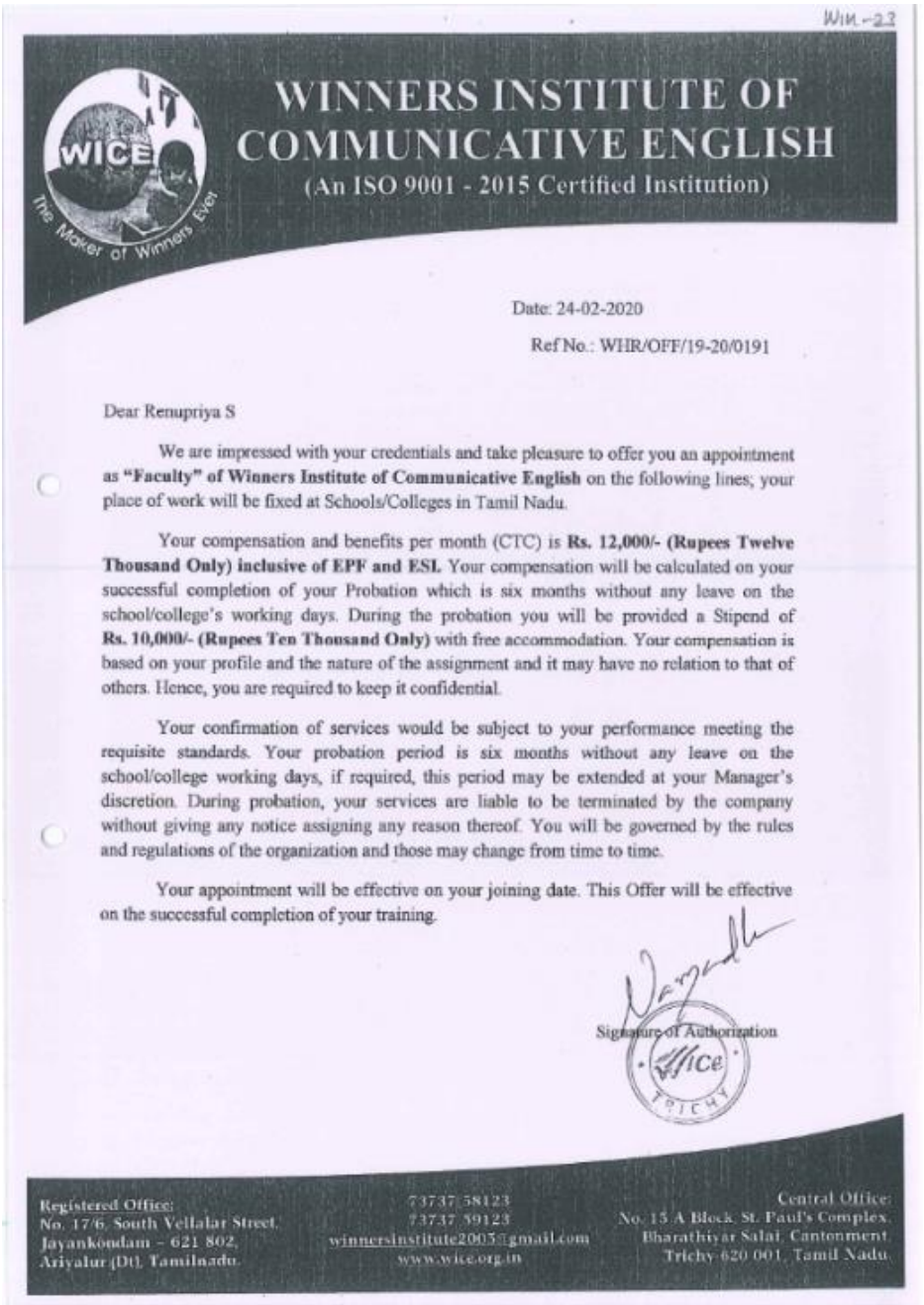
Trichy-620 001, Tamil Nadu.

RENUPRIYA S - WINNERS



WIN-23

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

Date: 24-02-2020

Ref No.: WIR/OFF/19-20/0191

Dear Renupriya S

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESL** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

Your confirmation of services would be subject to your performance meeting the requisite standards. Your probation period is six months without any leave on the school/college working days, if required, this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice assigning any reason thereof. You will be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. This Offer will be effective on the successful completion of your training.

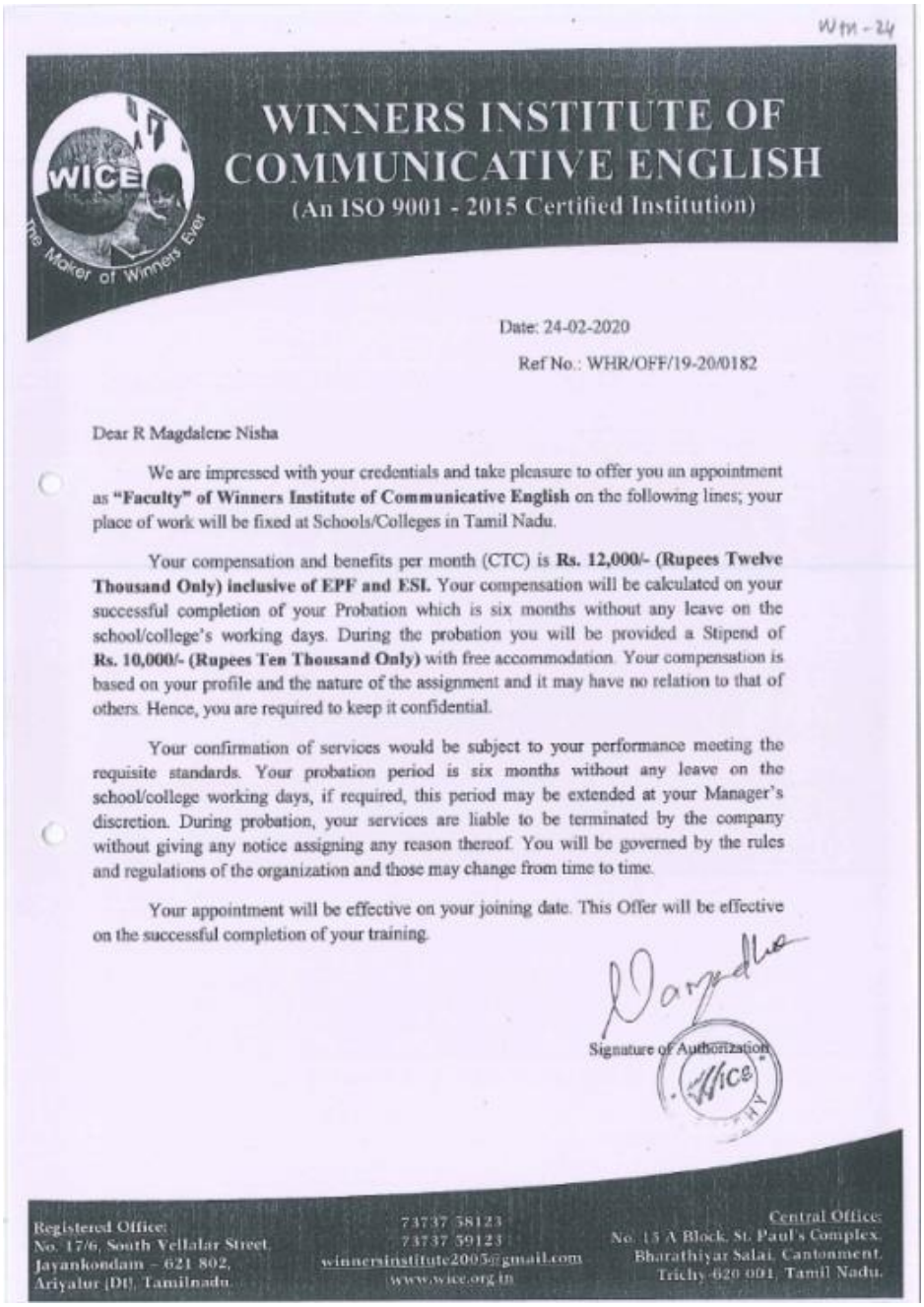
Signature of Authorization

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam – 621 802,
Ariyalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2003@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

MAGDALENE NISHA- WINNERS



Wm - 24

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0182

Dear R Magdalene Nisha

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Your appointment will be effective on your joining date. This Offer will be effective on the successful completion of your training.

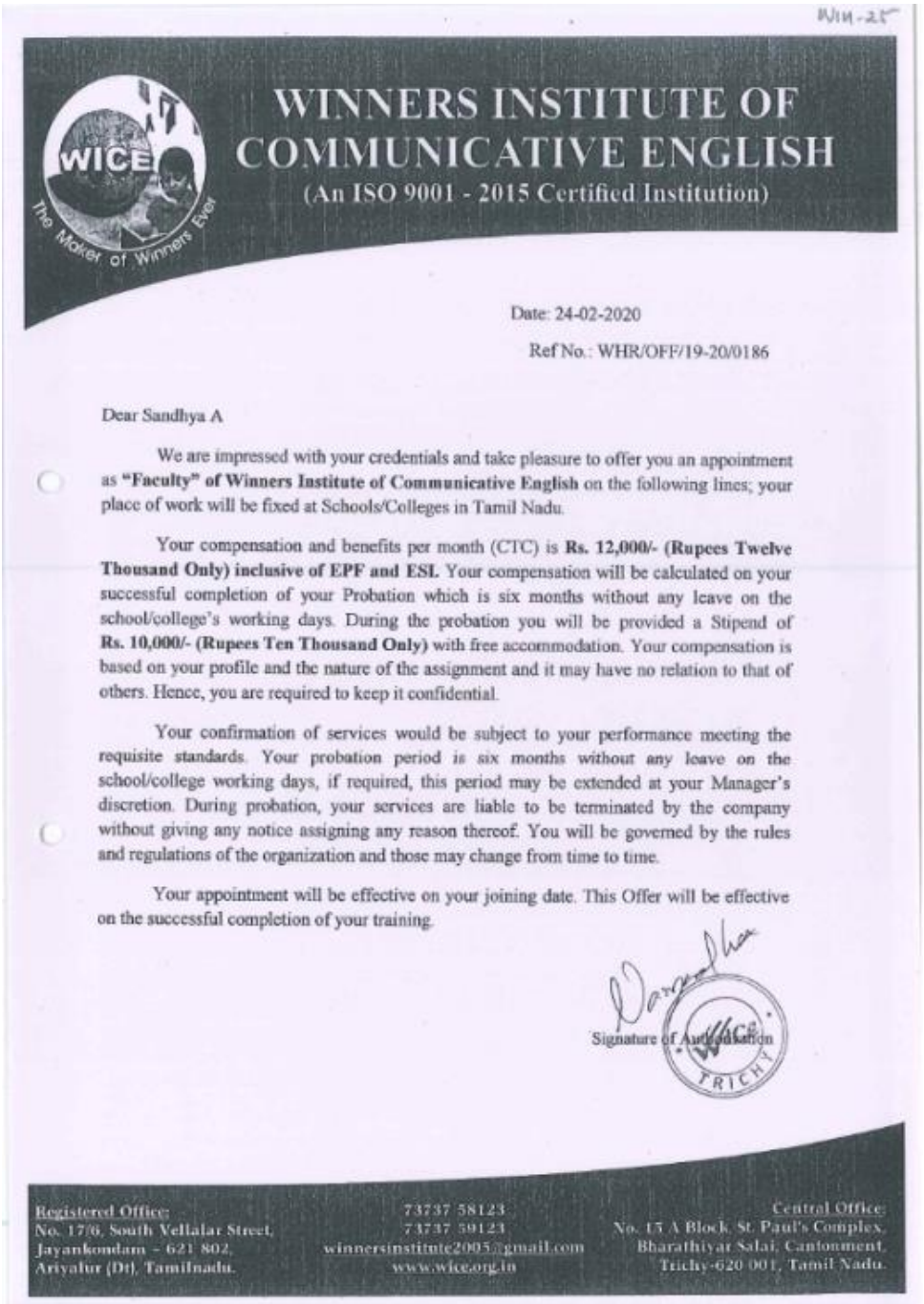
Signature of Authorization

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam – 621 802,
Ariyalur (Dt), Tamilnadu.

73737 38123
73737 39123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 13 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

SANDHYA A - WINNERS



WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0186

Dear Sandhya A

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

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Your appointment will be effective on your joining date. This Offer will be effective on the successful completion of your training.

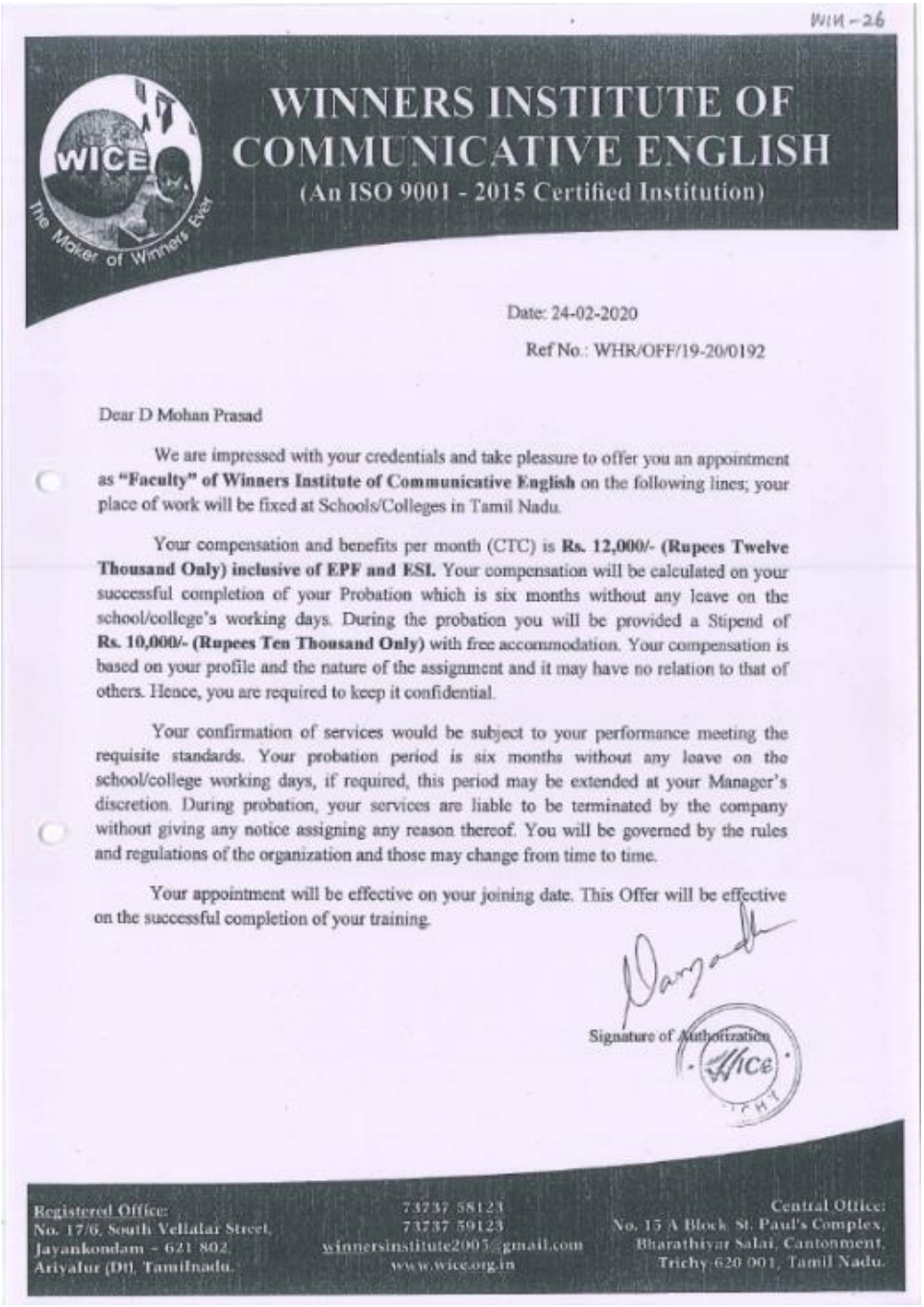
Signature of Authorization

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam - 621 802,
Ariyalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

MOHAN PRASAD- WINNERS



WIN-26

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0192

Dear D Mohan Prasad

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

Your confirmation of services would be subject to your performance meeting the requisite standards. Your probation period is six months without any leave on the school/college working days, if required, this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice assigning any reason thereof. You will be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. This Offer will be effective on the successful completion of your training.

Signature of Authorization

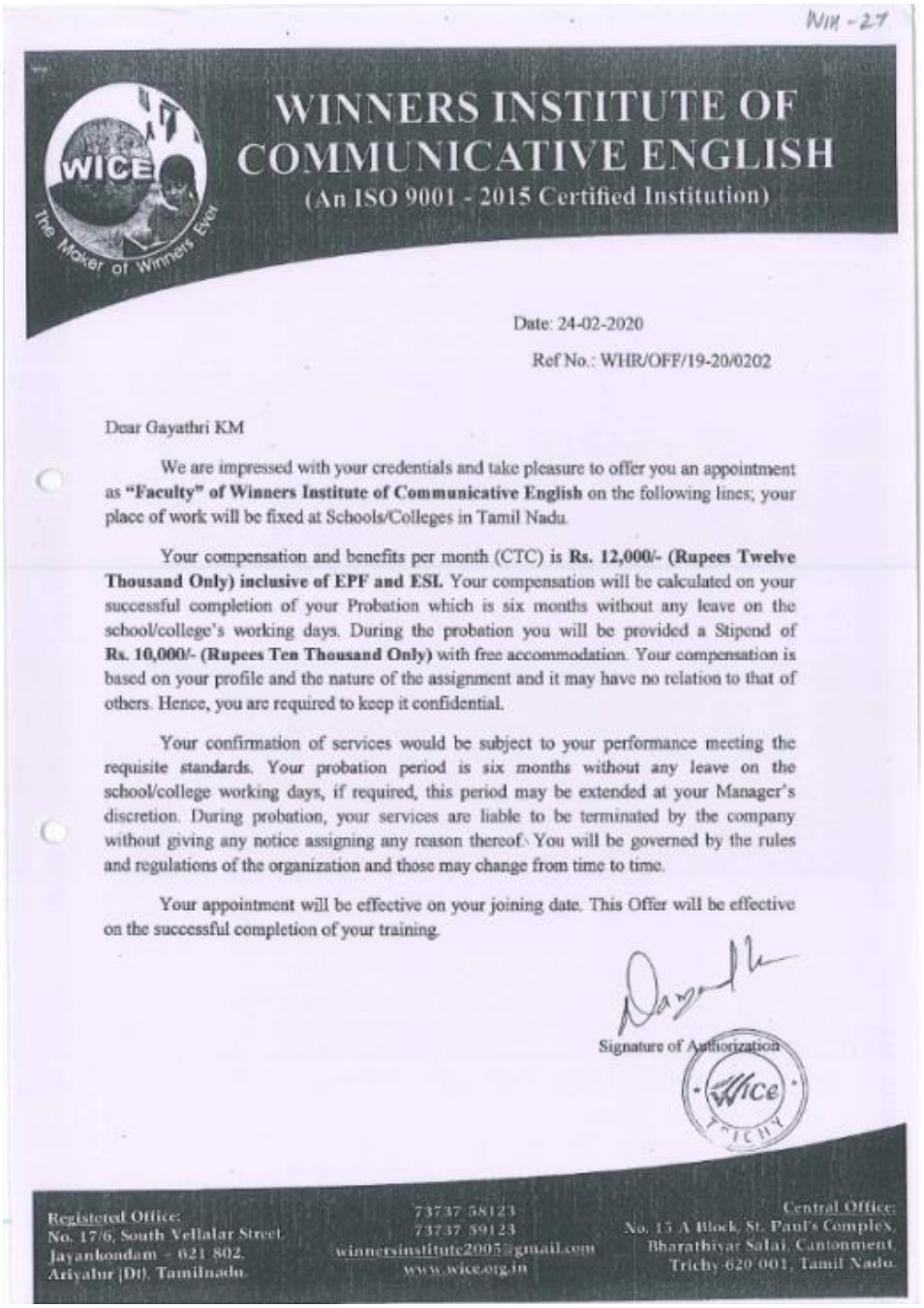
WICE

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam - 621 802,
Ariyalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

GAYATHRI KM-WINNERS



WIR - 27

WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH
(An ISO 9001 - 2015 Certified Institution)

WICE
The Maker of Winners Ever

Date: 24-02-2020

Ref No.: WHR/OFF/19-20/0202

Dear Gayathri KM

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty" of Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only) inclusive of EPF and ESI.** Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

Your confirmation of services would be subject to your performance meeting the requisite standards. Your probation period is six months without any leave on the school/college working days, if required, this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice assigning any reason thereof. You will be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. This Offer will be effective on the successful completion of your training.

Signature of Authorization

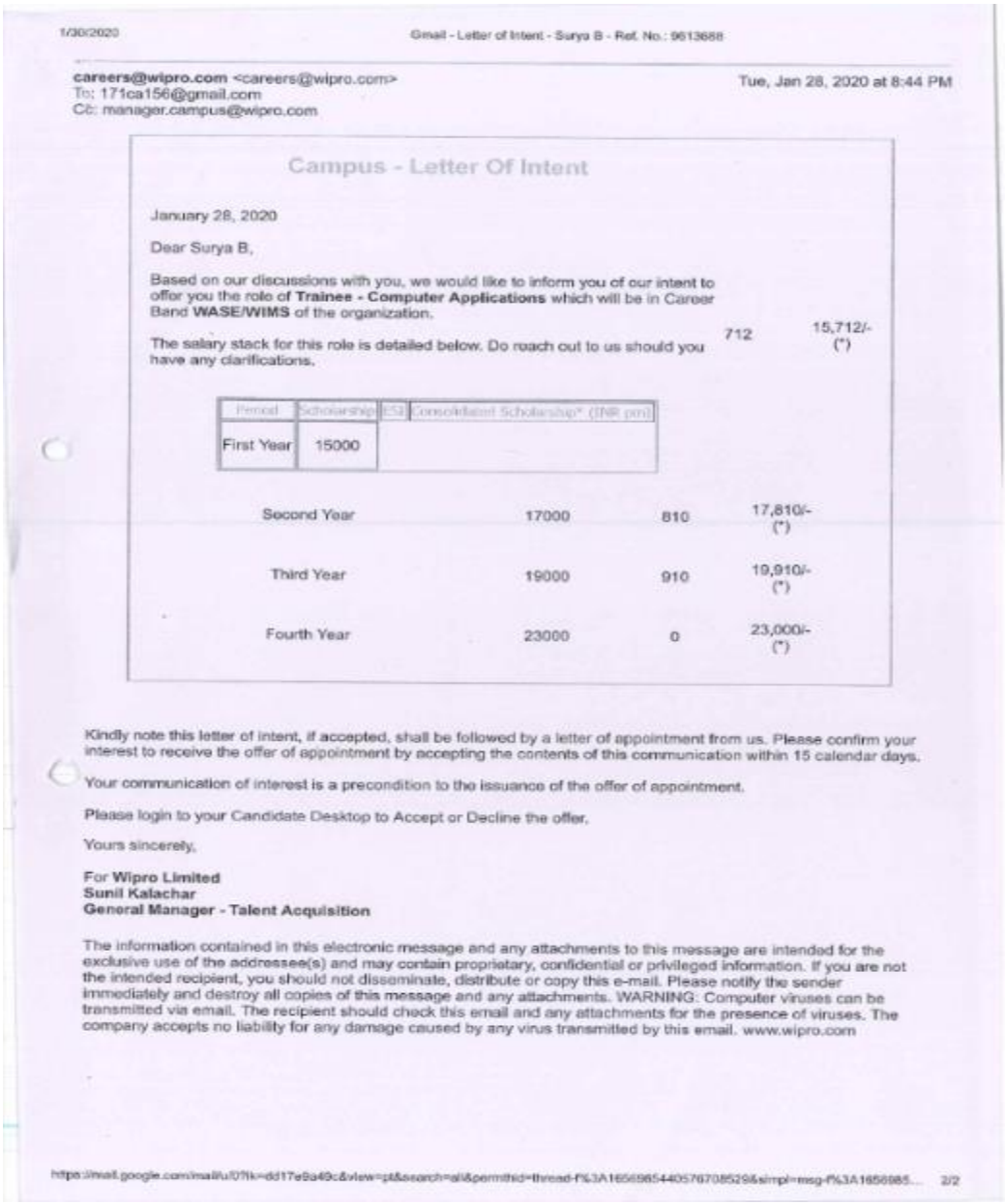
Wice TRICHY

Registered Office:
No. 17/6, South Vellalar Street,
Jayankondam – 621 802,
Ariyalur (Dt), Tamilnadu.

73737 58123
73737 59123
winnersinstitute2005@gmail.com
www.wice.org.in

Central Office:
No. 15 A Block, St. Paul's Complex,
Bharathiyar Salai, Cantonment,
Trichy-620 001, Tamil Nadu.

SURYA B -WIPRO



1/30/2020 Gmail - Letter of Intent - Surya B - Ref. No.: 9613688

careers@wipro.com <careers@wipro.com>
To: 171ca156@gmail.com
Cc: manager.campus@wipro.com

Tue, Jan 28, 2020 at 8:44 PM

Campus - Letter Of Intent

January 28, 2020

Dear Surya B,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)		
First Year	15000			712	15,712/- (*)
Second Year	17000	810			17,810/- (*)
Third Year	19000	910			19,910/- (*)
Fourth Year	23000	0			23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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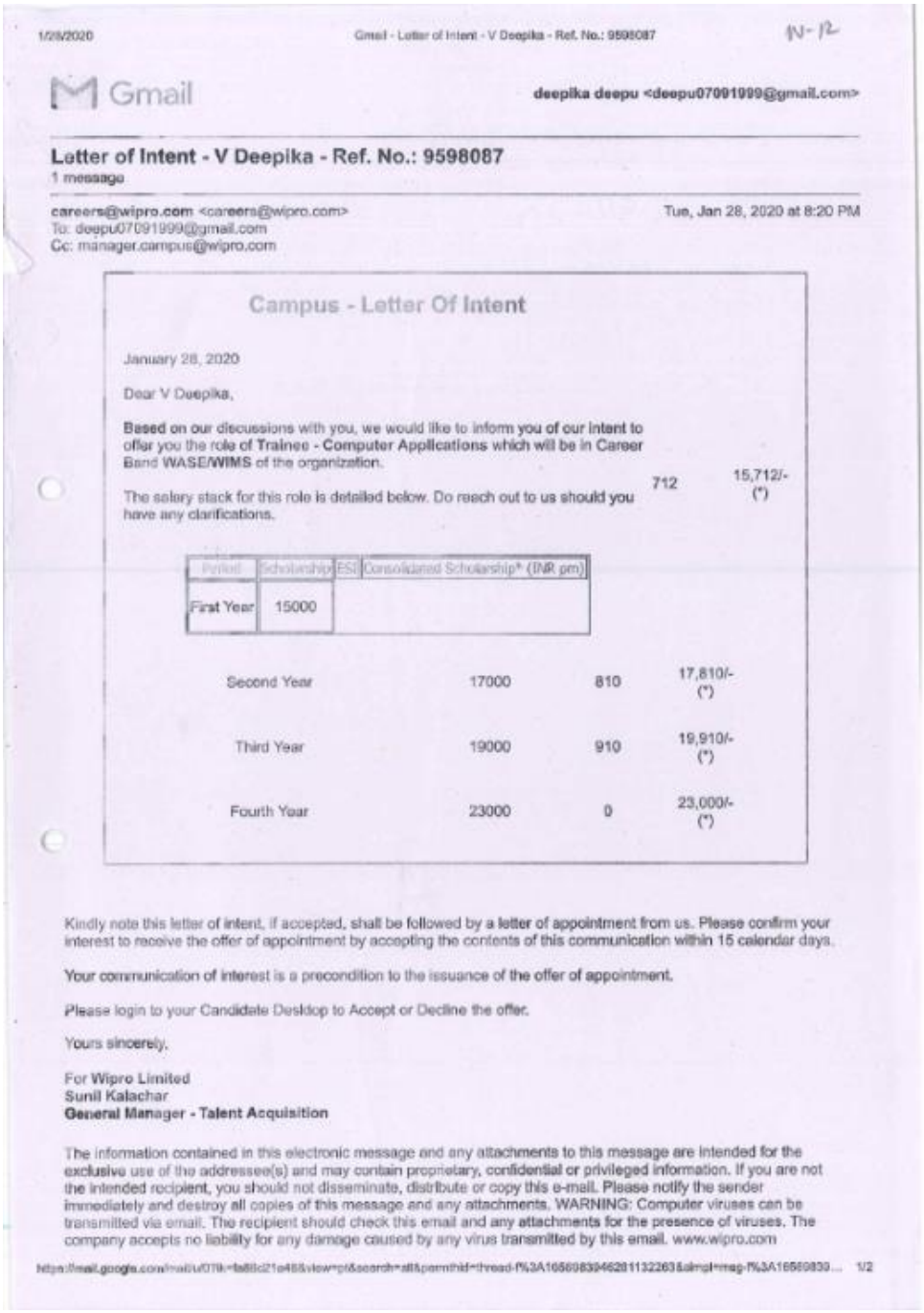
DEEPIKA .V -WIPRO



1/28/2020 Gmail - Letter of Intent - V Deepika - Ref. No.: 9598087 IN-12

Gmail deepika deepu <deepu07091999@gmail.com>

Letter of Intent - V Deepika - Ref. No.: 9598087
1 message

careers@wipro.com <careers@wipro.com> Tue, Jan 28, 2020 at 8:20 PM
To: deepu07091999@gmail.com
Cc: manager.campus@wipro.com

Campus - Letter Of Intent

January 28, 2020

Dear V Deepika,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications which will be in Career Band WASE/WIMS of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)		
First Year	15000	712	15,712/- (*)		
Second Year	17000	810	17,810/- (*)		
Third Year	19000	910	19,910/- (*)		
Fourth Year	23000	0	23,000/- (*)		

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

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Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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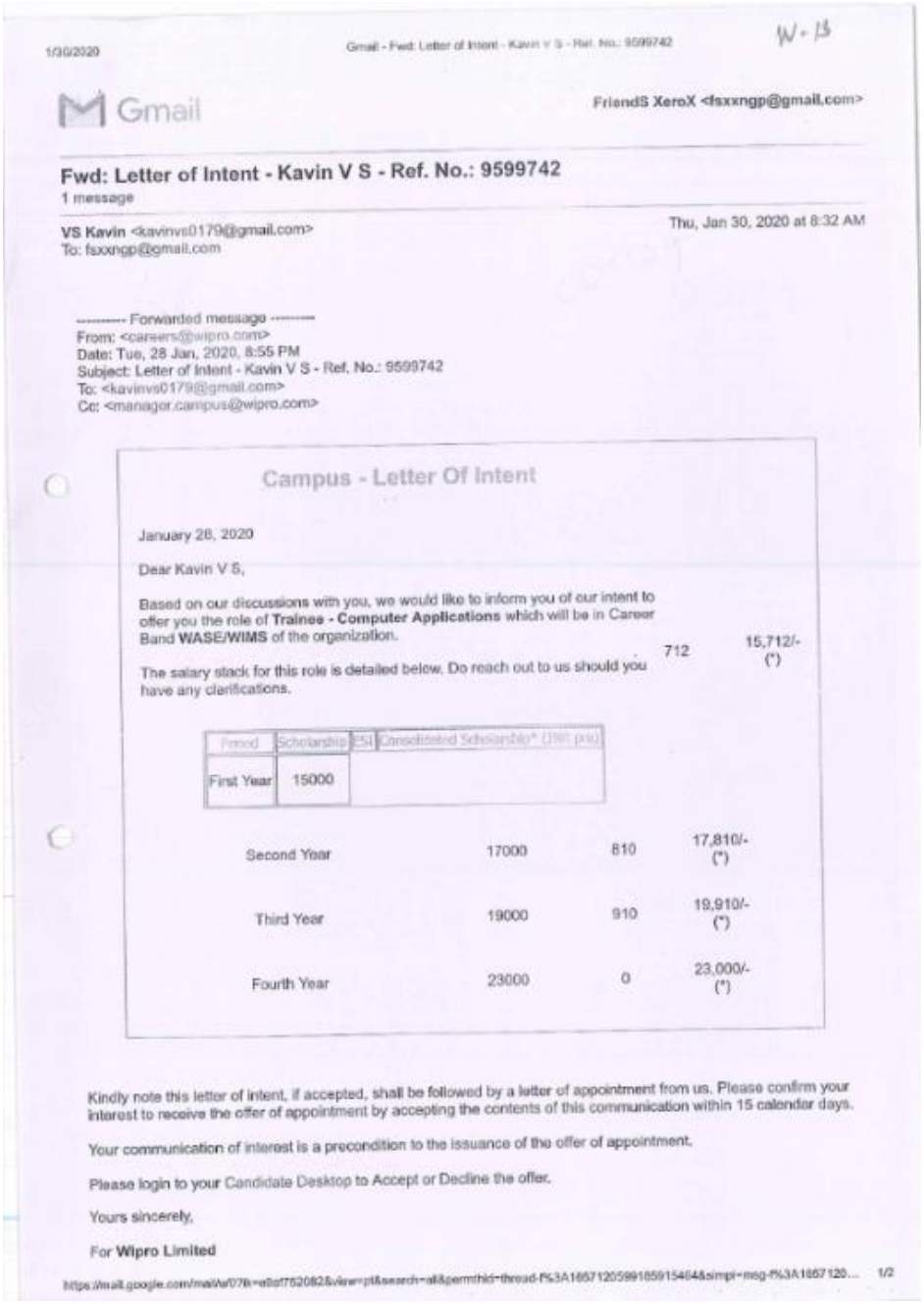
KAVIN V – WIPRO



1/30/2020 Gmail - Fwd: Letter of Intent - Kavin V S - Ref. No.: 9599742 W-13

Gmail FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Kavin V S - Ref. No.: 9599742
1 message

VS Kavin <kavinvs0179@gmail.com> Thu, Jan 30, 2020 at 8:32 AM
To: fsxxngp@gmail.com

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue, 28 Jan, 2020, 8:55 PM
Subject: Letter of Intent - Kavin V S - Ref. No.: 9599742
To: <kavinvs0179@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Kavin V S,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

	Fixed	Scholarship	ESI	Consolidated Scholarship* (28th pm)		
First Year	15000				712	15,712/- (*)
Second Year	17000				810	17,810/- (*)
Third Year	19000				910	19,910/- (*)
Fourth Year	23000				0	23,000/- (*)

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

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Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**

https://mail.google.com/mail/u/0?ik=e8af782082&view=pt&search=all&permthid=thread-f%3A1657120599185915464&simpl=msg-f%3A1657120... 1/2

1/30/2020 Gmail - Fwd: Letter of Intent - Kavin V S - Ref. No.: 9599742

Sunil Kalachar
General Manager - Talent Acquisition

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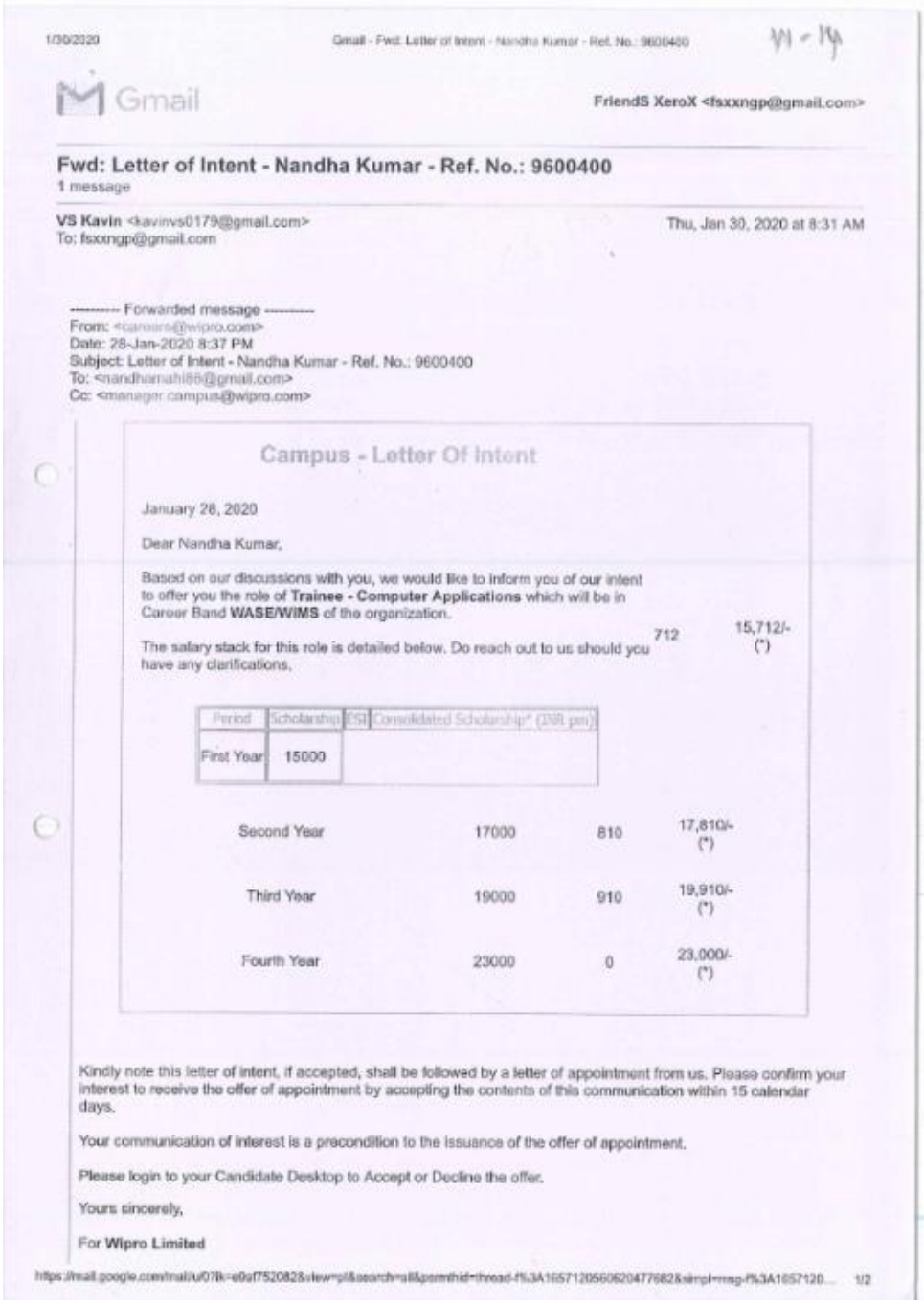
https://mail.google.com/mail/u/0?ik=c9a7752082&view=pt&search=all&permthid=thread-f%3A1657120589185915464&simpl=msg-f%3A1657120... 2/2

NANDHA KUMAR- WIPRO



1/30/2020 Gmail - Fwd: Letter of Intent - Nandha Kumar - Ref. No.: 9600400

Gmail FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Nandha Kumar - Ref. No.: 9600400
1 message

VS Kavin <kavinvs0179@gmail.com> Thu, Jan 30, 2020 at 8:31 AM
To: fsxxngp@gmail.com

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: 28-Jan-2020 8:37 PM
Subject: Letter of Intent - Nandha Kumar - Ref. No.: 9600400
To: <nandhamahi86@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Nandha Kumar,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR per)
First Year	15000		

712 15,712/- (*)

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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

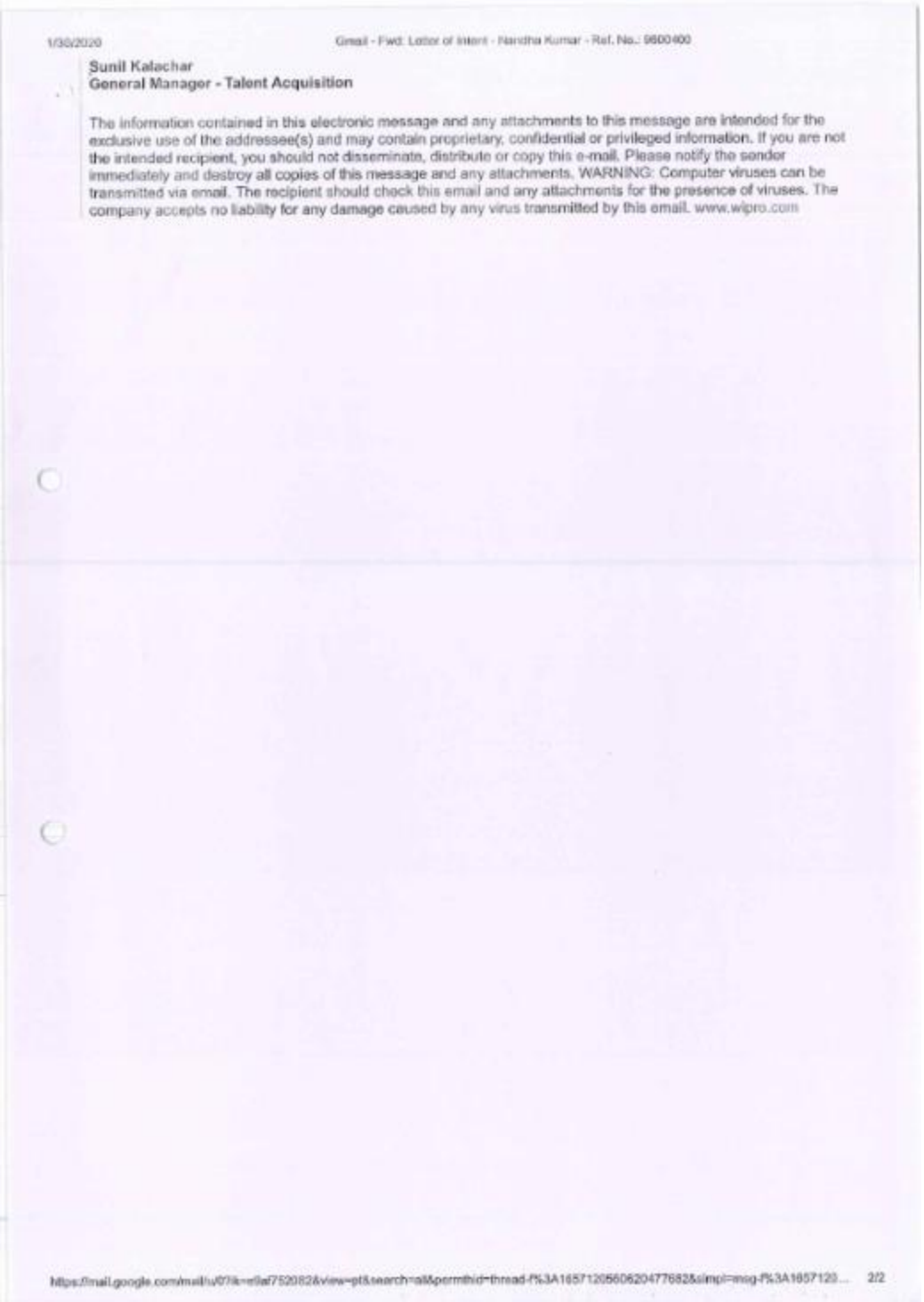
Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**

https://mail.google.com/mail/u/0?ik=e0af752082&view=pt&search=all&permthid=thread-f%3A1657120560620477682&simpl=msg-f%3A1657120... 1/2



1/30/2020 Gmail - Fwd: Letter of Intent - Nandha Kumar - Ref. No.: 9500400

Sunil Kalachar
General Manager - Talent Acquisition

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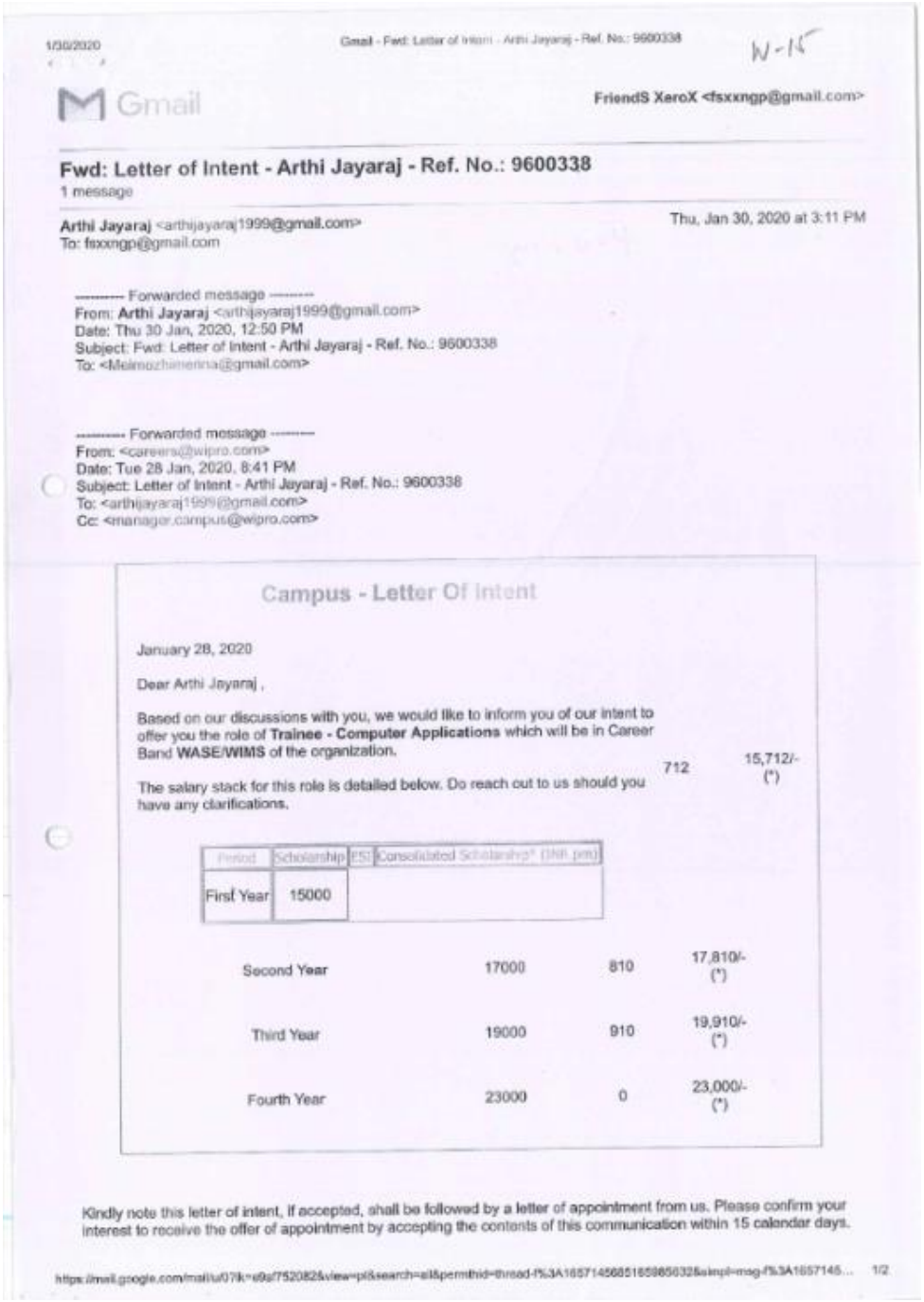
ARTHI JAYARAJ-WIPRO



1/30/2020 Gmail - Fwd: Letter of Intent - Arthi Jayaraj - Ref. No.: 9600338

W-15

Gmail FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Arthi Jayaraj - Ref. No.: 9600338
1 message

Arthi Jayaraj <arthijayaraj1999@gmail.com> Thu, Jan 30, 2020 at 3:11 PM
To: fsxxngp@gmail.com

---------- Forwarded message ---------
From: **Arthi Jayaraj** <arthijayaraj1999@gmail.com>
Date: Thu 30 Jan, 2020, 12:50 PM
Subject: Fwd: Letter of Intent - Arthi Jayaraj - Ref. No.: 9600338
To: <Mainozhimenna@gmail.com>

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue 28 Jan, 2020, 8:41 PM
Subject: Letter of Intent - Arthi Jayaraj - Ref. No.: 9600338
To: <arthijayaraj1999@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Arthi Jayaraj ,

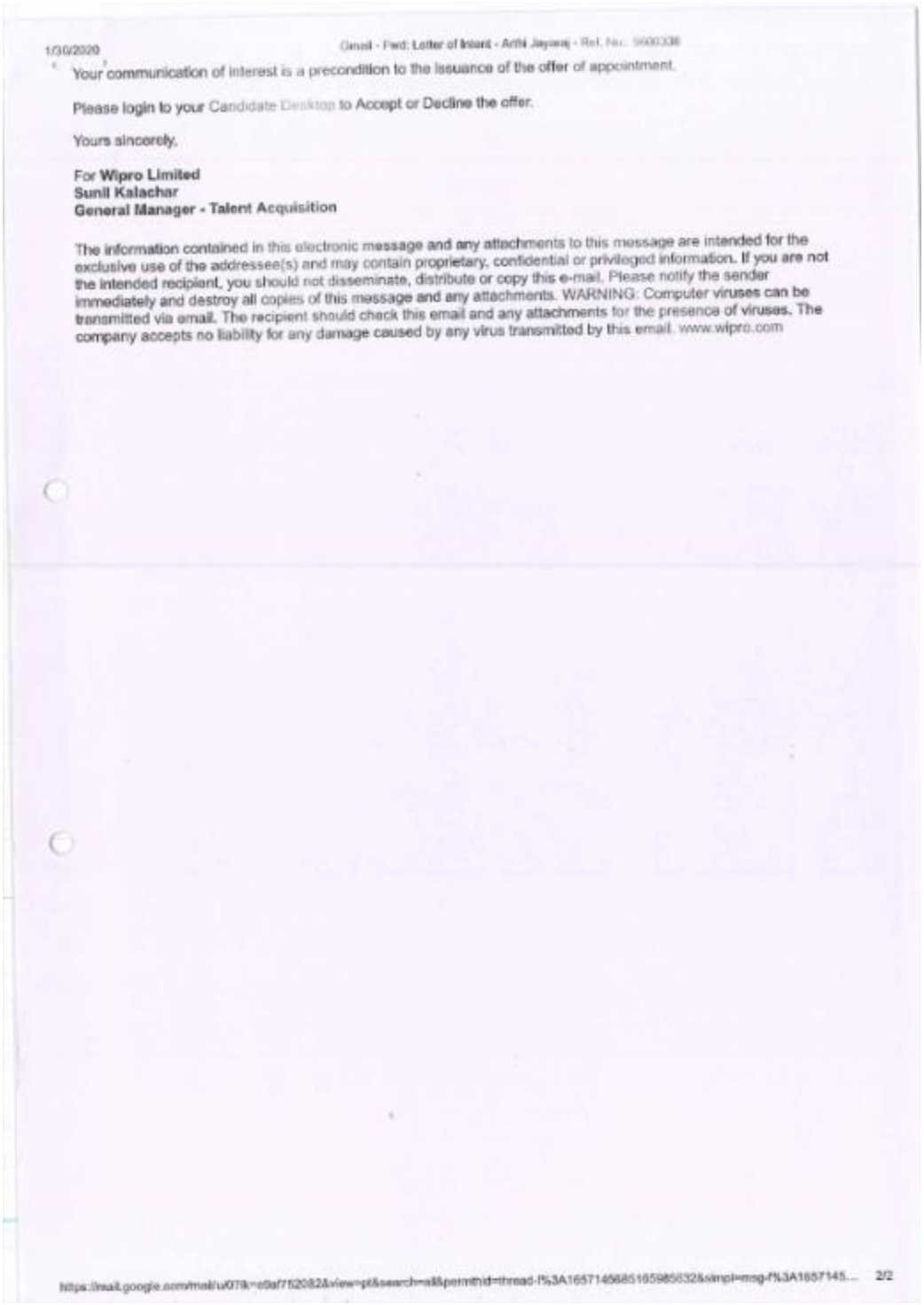
Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	PSI	Consolidated Scholarship* (INR p.m)		
First Year	15000			712	15,712/- (*)
Second Year		17000	810		17,810/- (*)
Third Year		19000	910		19,910/- (*)
Fourth Year		23000	0		23,000/- (*)

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

https://mail.google.com/mail/u/0?ik=e9a7520828view=pt&search=all&permthid=thread-f%3A1657145685165985032&simpl=msg-f%3A1657145... 1/2



1/30/2020 Gmail - Fwd: Letter of Intent - Arthi Jayaraj - Ref. No.: 9600338

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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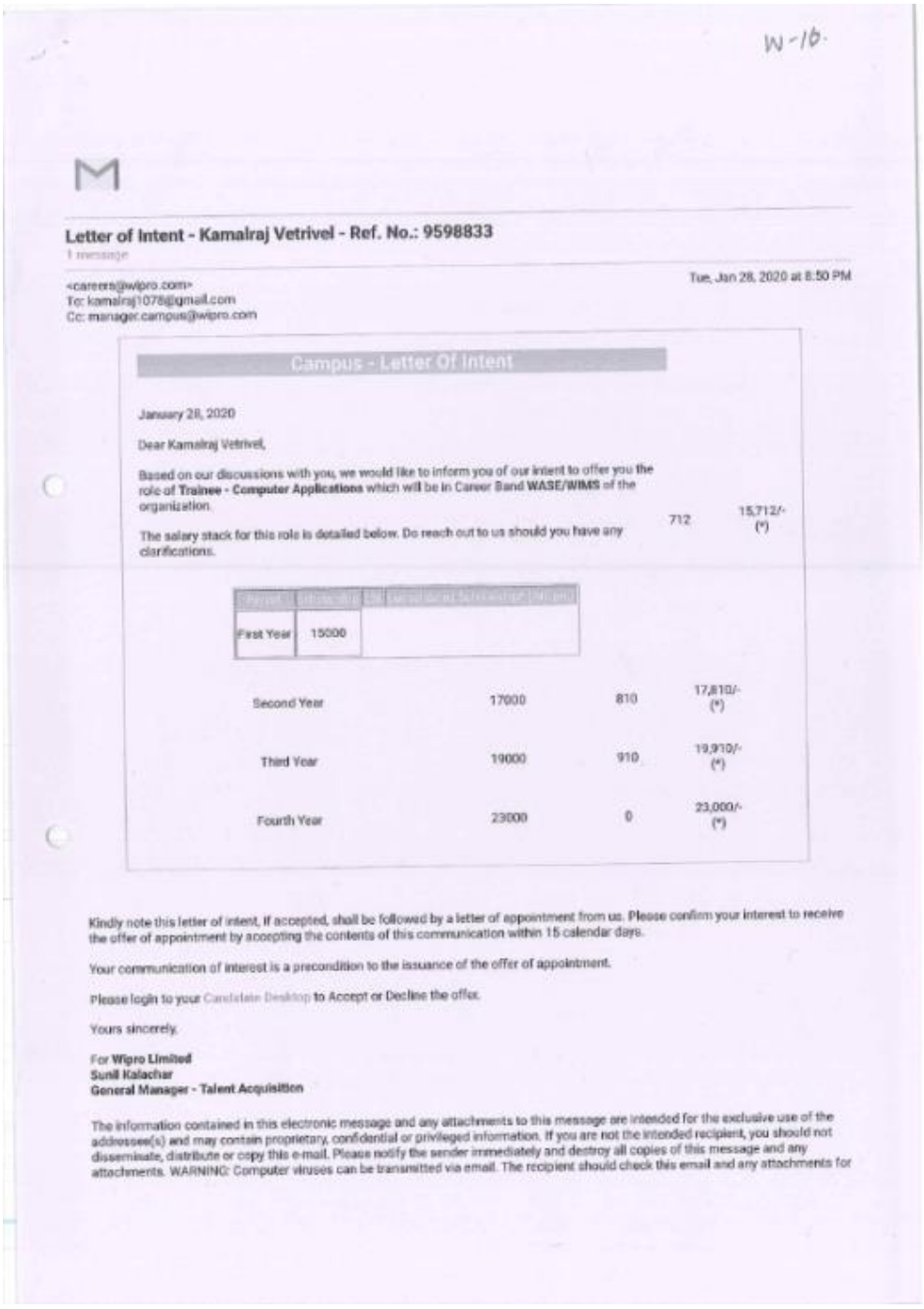
KAMALRAJ VETRIVEL-WIPRO



W-10

M

Letter of Intent - Kamalraj Vetrivel - Ref. No.: 9598833
1 message

<careers@wipro.com>
To: kamalraj1078@gmail.com
Cc: manager.campus@wipro.com

Tue, Jan 28, 2020 at 8:50 PM

Campus - Letter Of Intent

January 28, 2020

Dear Kamalraj Vetrivel,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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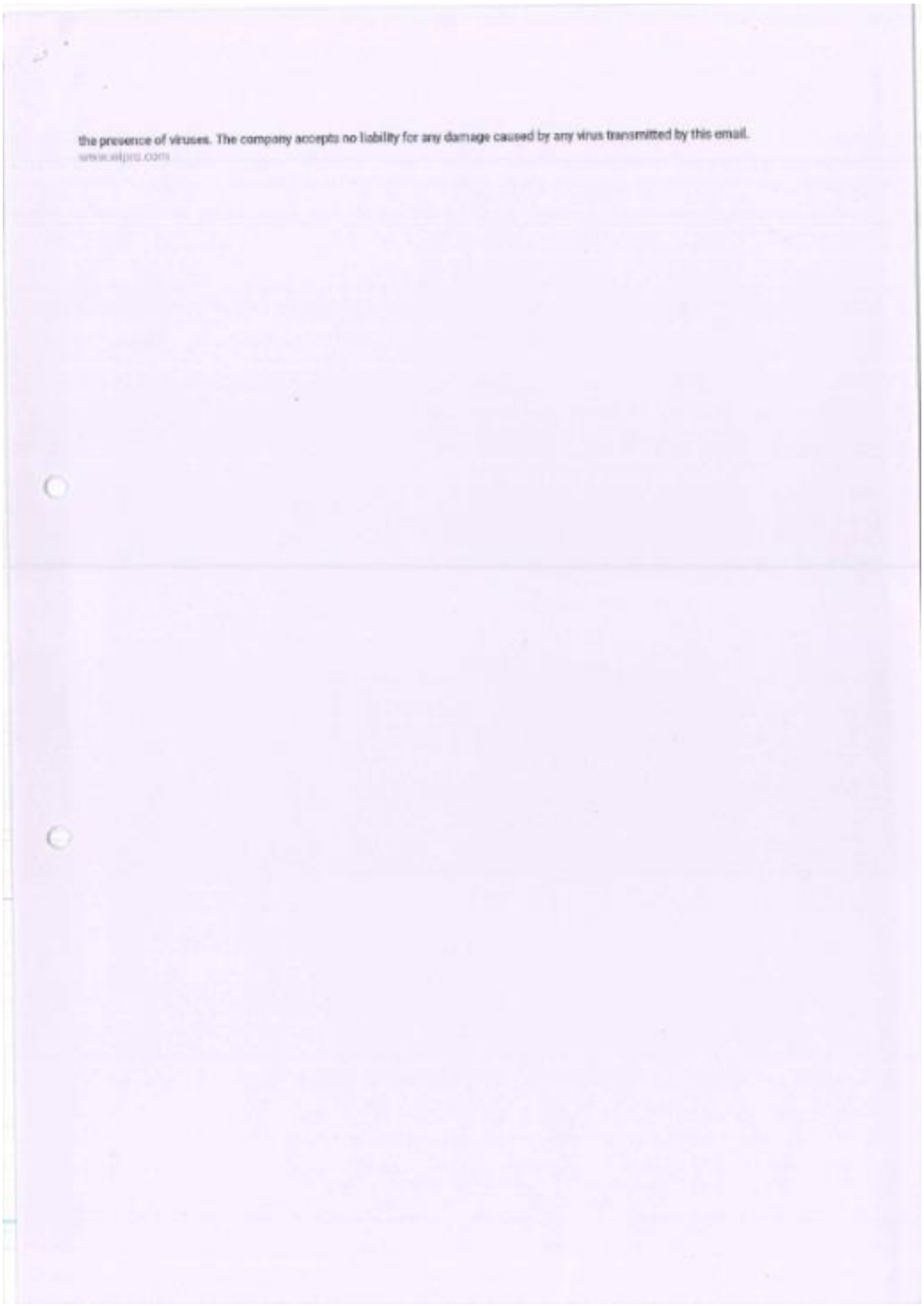
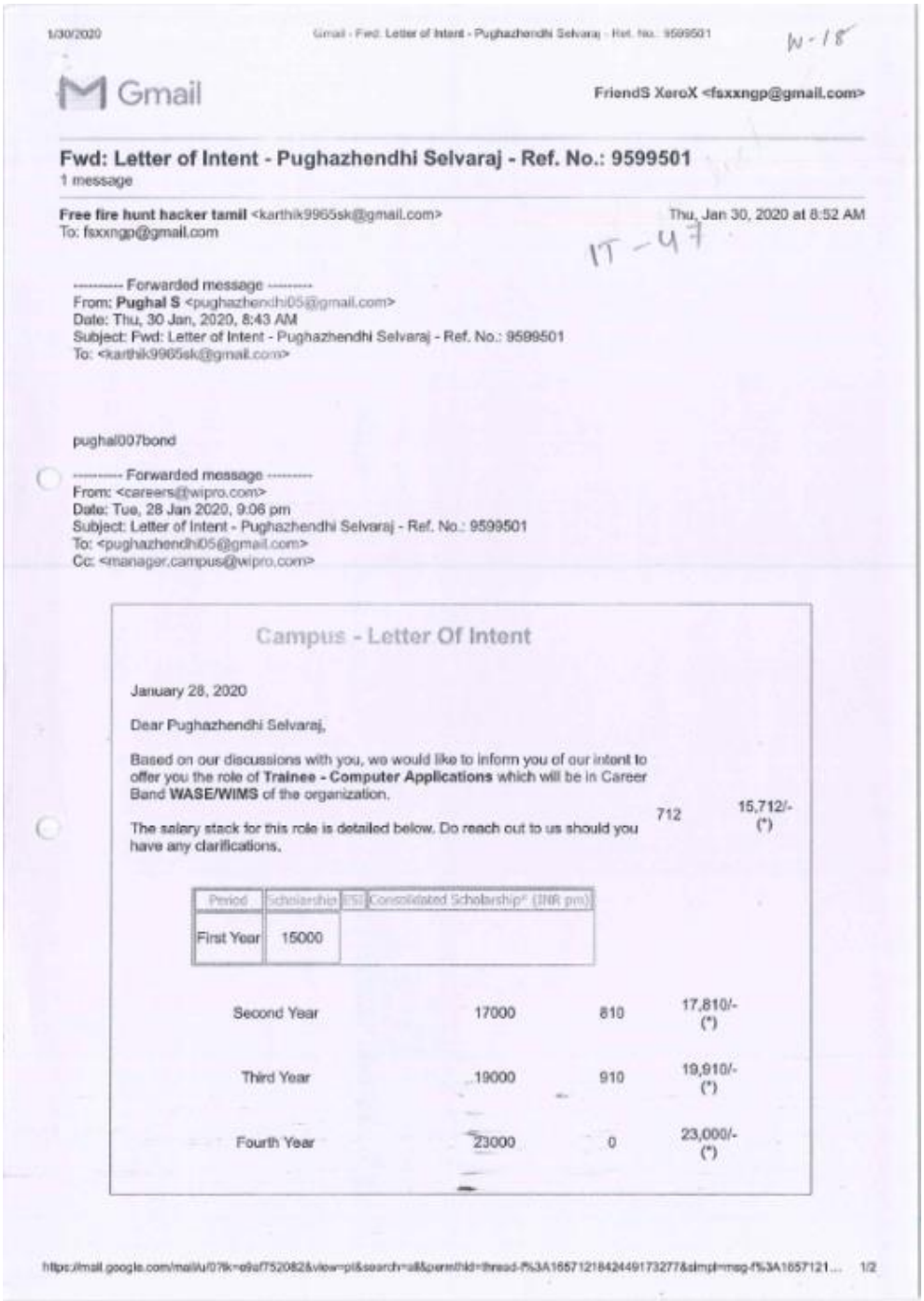

the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

PUGHAZHENDHI SELVARAJ-WIPRO



1/30/2020 Gmail - Fwd: Letter of Intent - Pughazhendhi Selvaraj - Ref. No.: 9599501

IV - 18

Gmail FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Pughazhendhi Selvaraj - Ref. No.: 9599501
1 message

Free fire hunt hacker tamil <karthik9965sk@gmail.com> Thu, Jan 30, 2020 at 8:52 AM
To: fsxxngp@gmail.com

IT - 47

---------- Forwarded message ---------
From: **Pughal S** <pughazhendhi05@gmail.com>
Date: Thu, 30 Jan, 2020, 8:43 AM
Subject: Fwd: Letter of Intent - Pughazhendhi Selvaraj - Ref. No.: 9599501
To: <karthik9965sk@gmail.com>

pughal007bond

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue, 28 Jan 2020, 9:06 pm
Subject: Letter of Intent - Pughazhendhi Selvaraj - Ref. No.: 9599501
To: <pughazhendhi05@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Pughazhendhi Selvaraj,

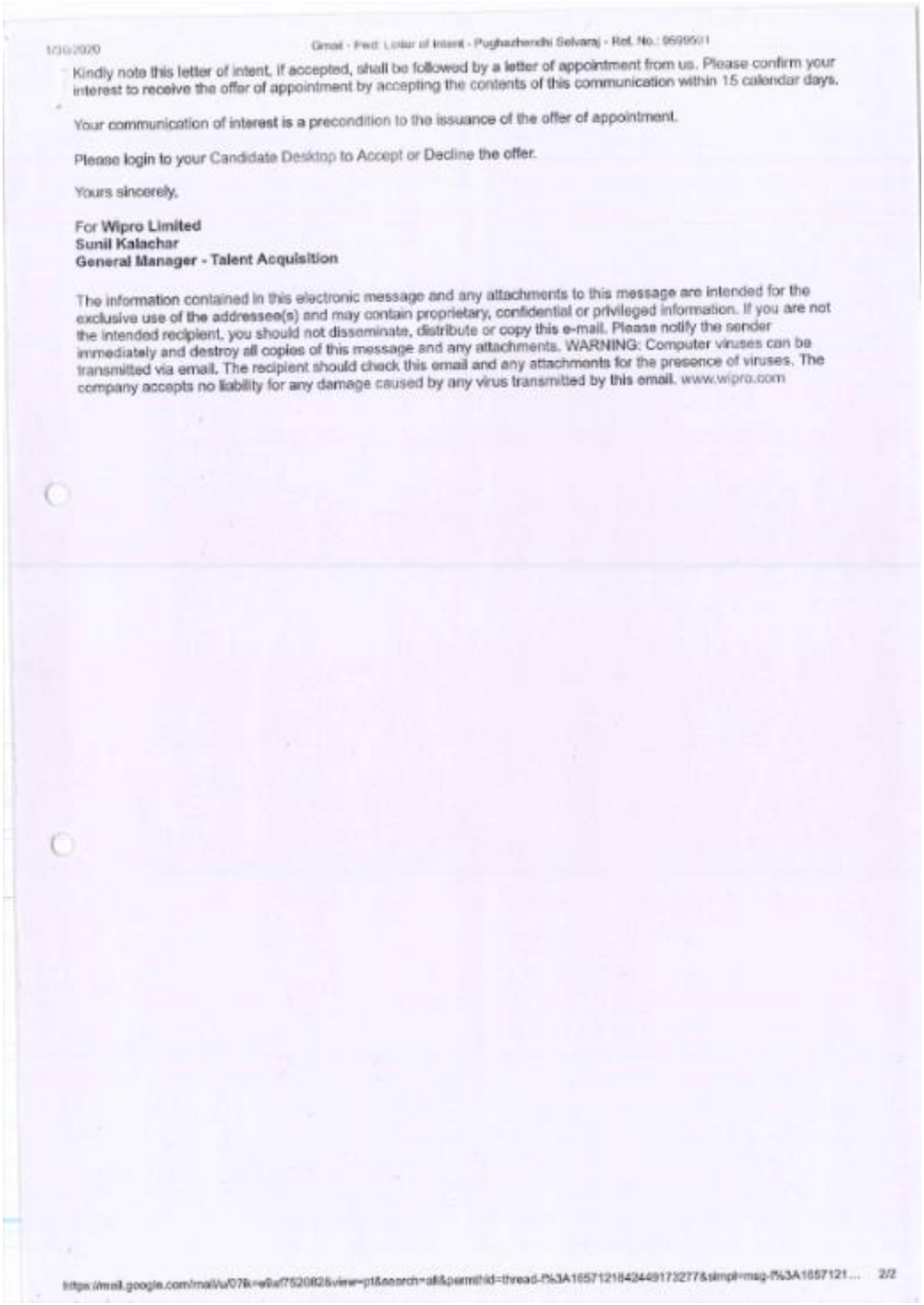
Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	PSI	Consolidated Scholarship* (INR pm)
First Year	15000		
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

712 15,712/- (*)

https://mail.google.com/mail/u/0?ik=e9af752082&view=pt&search=all&permthid=thread-f%3A1657121842449173277&simpl=msg-f%3A1657121... 1/2



1/30/2020 Gmail - Fwd: Letter of Intent - Pughazhendhi Selvaraj - Ref. No.: 9599501

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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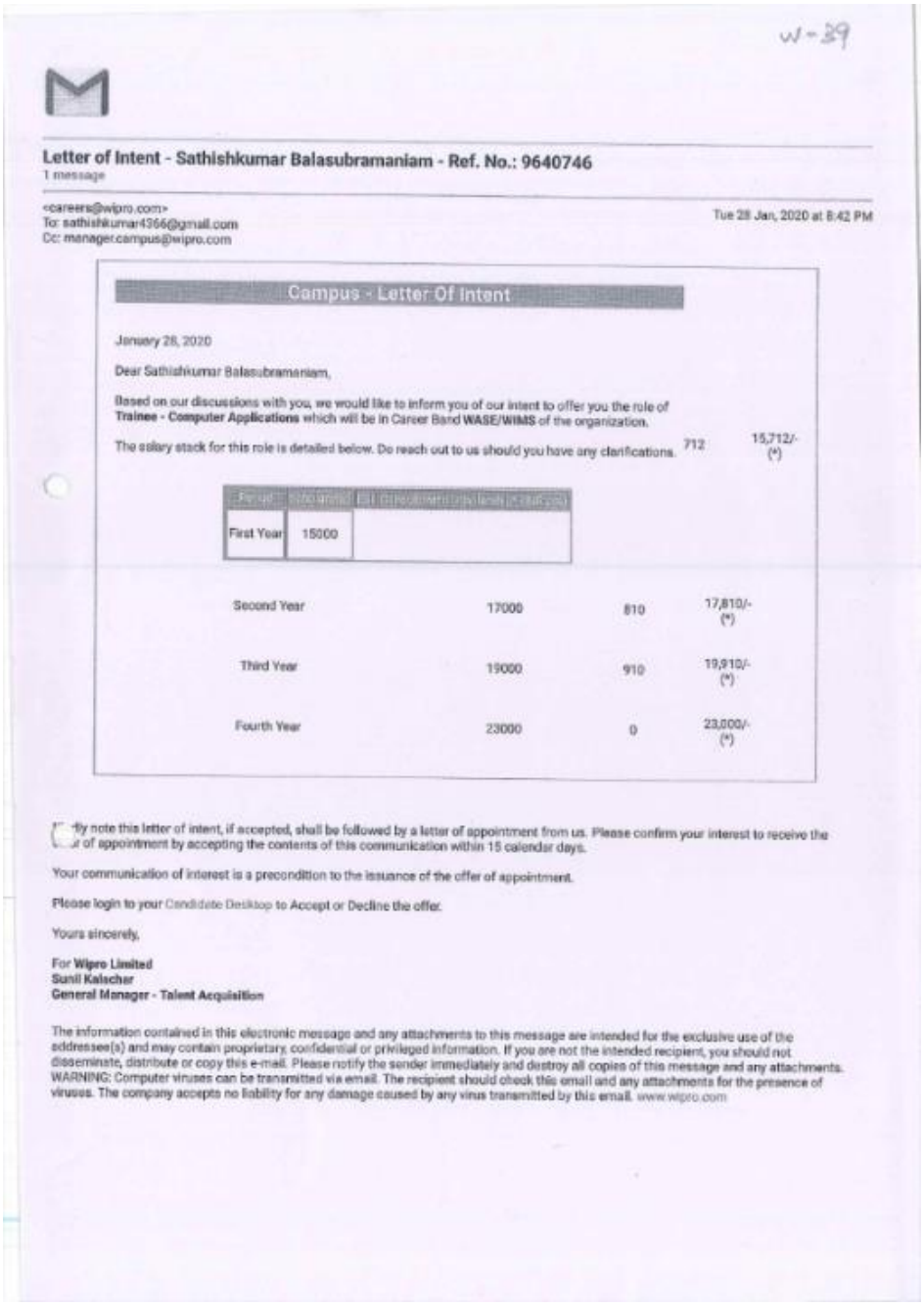
https://mail.google.com/mail/u/0?ik=e9af752082&view=pt&search=all&permthid=thread-f%3A1657121842449173277&simpl=msg-f%3A1657121... 2/2

SATHISH KUMAR BALASUBRAMANIAN-WIPRO



W-39

Letter of Intent - Sathishkumar Balasubramaniam - Ref. No.: 9640746
1 message

<careers@wipro.com>
To: sathishkumar4366@gmail.com
Cc: manager.campus@wipro.com

Tue 28 Jan, 2020 at 8:42 PM

Campus - Letter Of Intent

January 28, 2020

Dear Sathishkumar Balasubramaniam,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Salary (INR)	EBU Reimbursement (applicable as per policy)	
First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalsher
General Manager - Talent Acquisition

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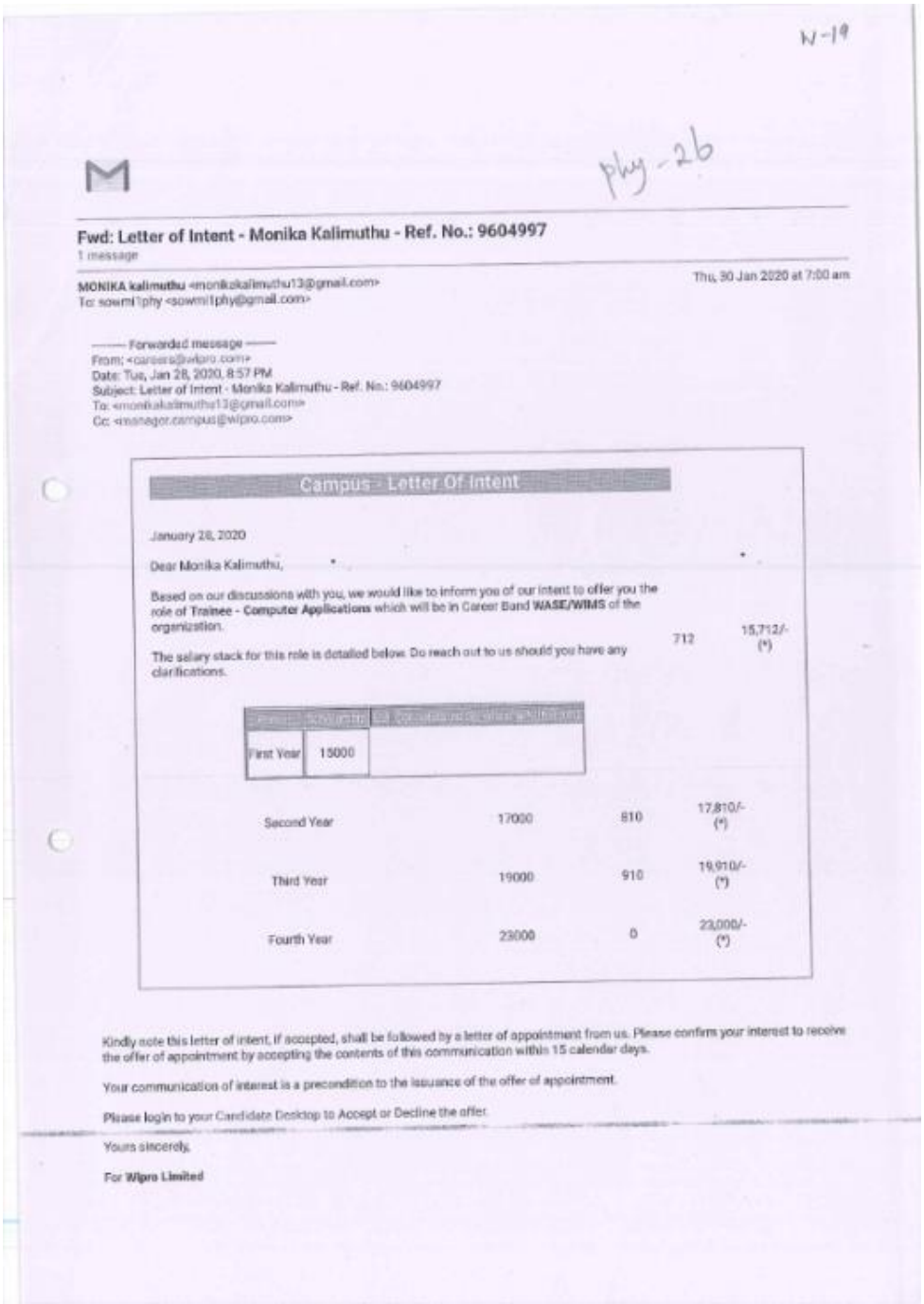
MONIKA KALIMUTHU-WIPRO



W-19

phy-26

Fwd: Letter of Intent - Monika Kalimuthu - Ref. No.: 9604997
1 message

MONIKA kalimuthu <monikakalimuthu13@gmail.com> Thu, 30 Jan 2020 at 7:00 am
To: sowmi1phy <sowmi1phy@gmail.com>

---------- Forwarded message ----------
From: <careers@wipro.com>
Date: Tue, Jan 28, 2020, 8:57 PM
Subject: Letter of Intent - Monika Kalimuthu - Ref. No.: 9604997
To: <monikakalimuthu13@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Monika Kalimuthu,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**

W-40

Gmail

Dhana Bharathi <dhanabharathi77@gmail.com>

Fwd: Letter of Intent - Sandra Rajeev - Ref. No.: 9605049

MONIKA kalimuthu <monikakalimuthu13@gmail.com> Thu, Jan 30, 2020 at 8:43 AM
To: dhanabharathi77@gmail.com

---------- Forwarded message ---------
From: **MONIKA kalimuthu** <monikakalimuthu13@gmail.com>
Date: Thu, Jan 30, 2020, 8:24 AM
Subject: Fwd: Letter of Intent - Sandra Rajeev - Ref. No.: 9605049
To: <monikakalimuthu13@gmail.com>

---------- Forwarded message ---------
From: **Sandra Rajeev** <sandrarajeev06@gmail.com>
Date: Thu, Jan 30, 2020, 8:19 AM
Subject: Fwd: Letter of Intent - Sandra Rajeev - Ref. No.: 9605049
To: <monikakalimuthu13@gmail.com>

---------- Forwarded message ---------
From:<careers@wipro.com>
Date: Tue, 28 Jan, 2020, 8:53 PM
Subject: Letter of Intent - Sandra Rajeev - Ref. No.: 9605049
To: <sandrarajeev06@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

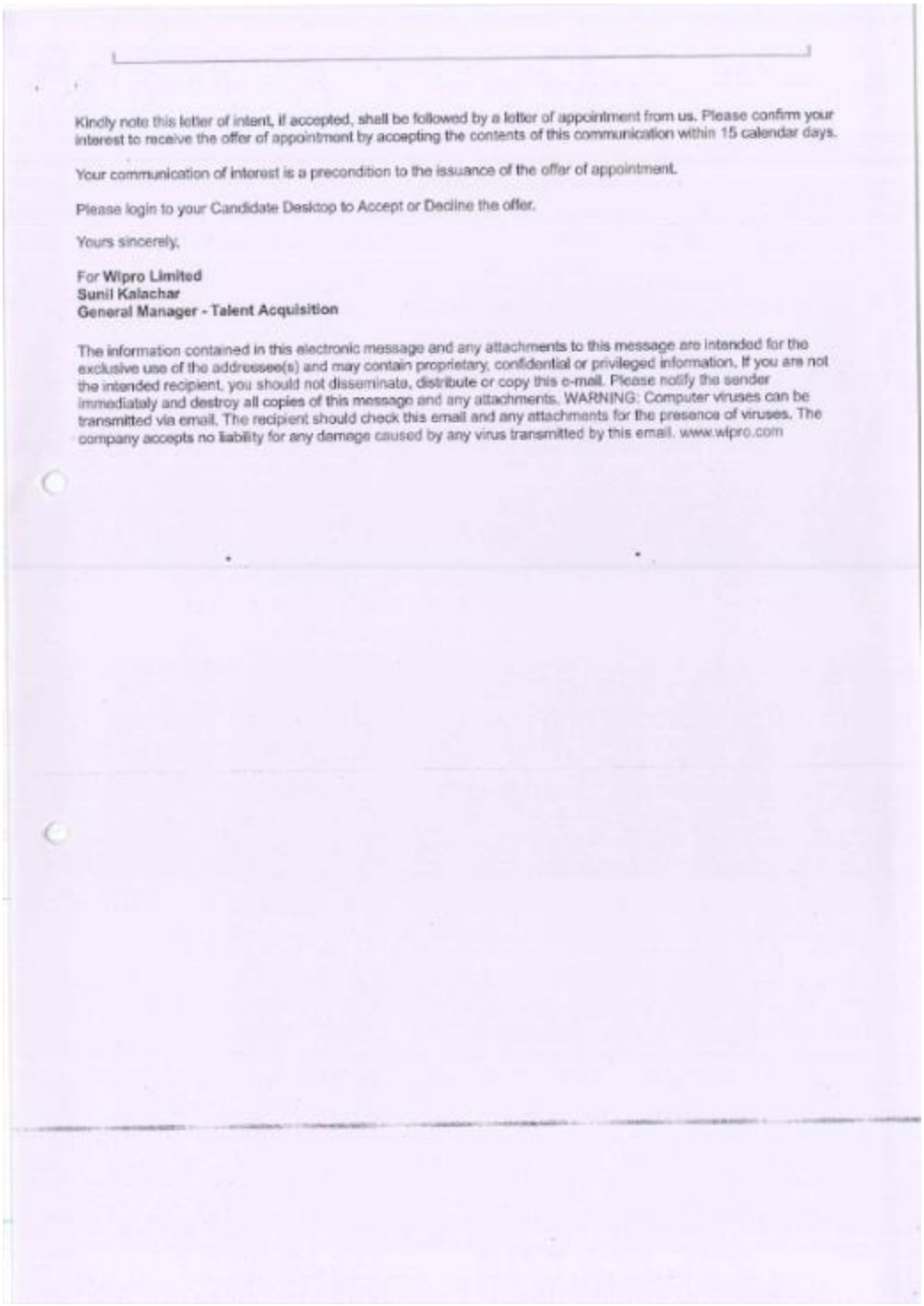
January 28, 2020

Dear Sandra Rajeev,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)



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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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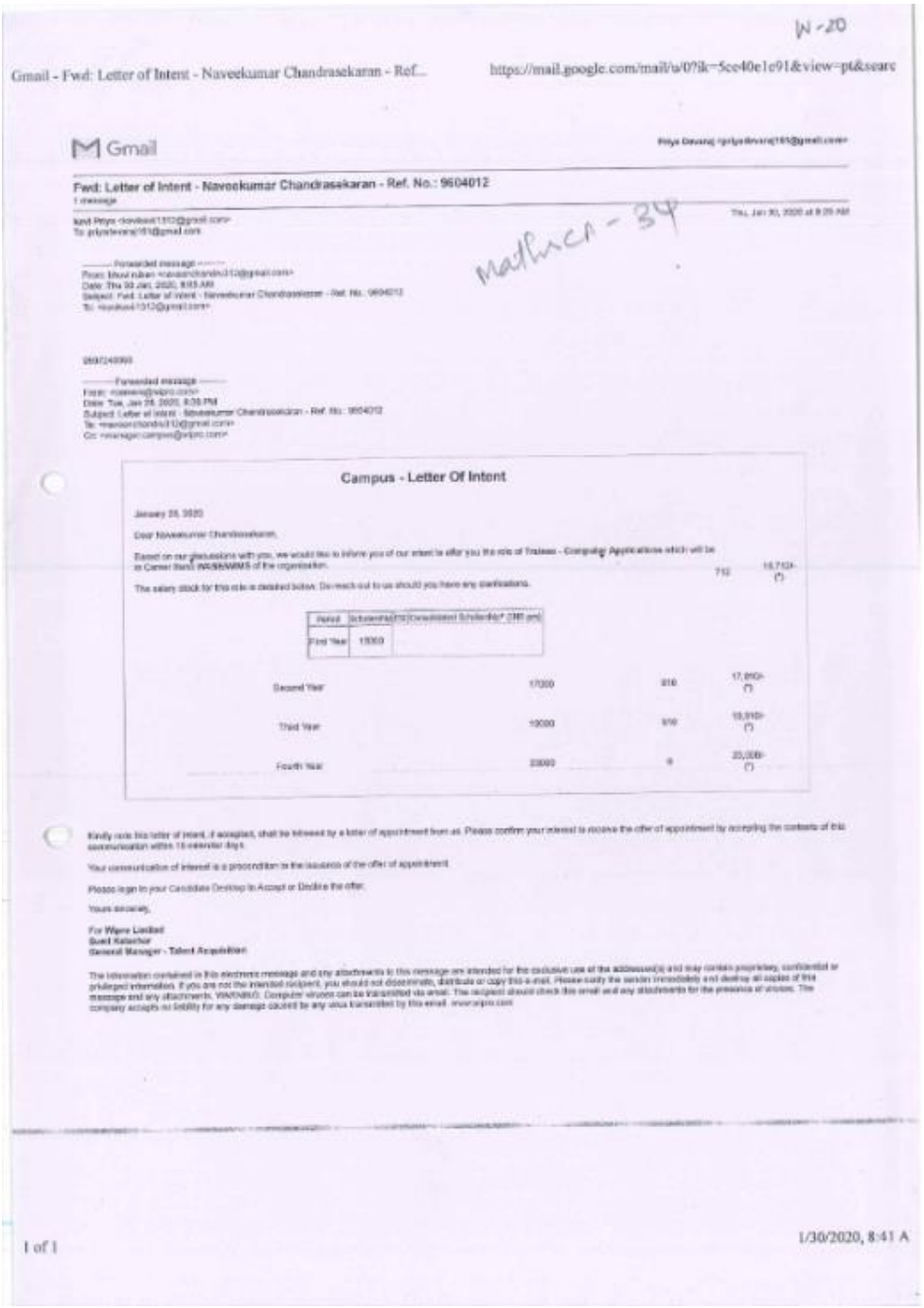
NAVEEN KUMAR C- WIPRO



W-20

Gmail - Fwd: Letter of Intent - Naveekumar Chandrasekaran - Ref... https://mail.google.com/mail/u/0?ik=5ce40e1c91&view=pt&searc

Gmail

Fwd: Letter of Intent - Naveekumar Chandrasekaran - Ref. No.: 9604012

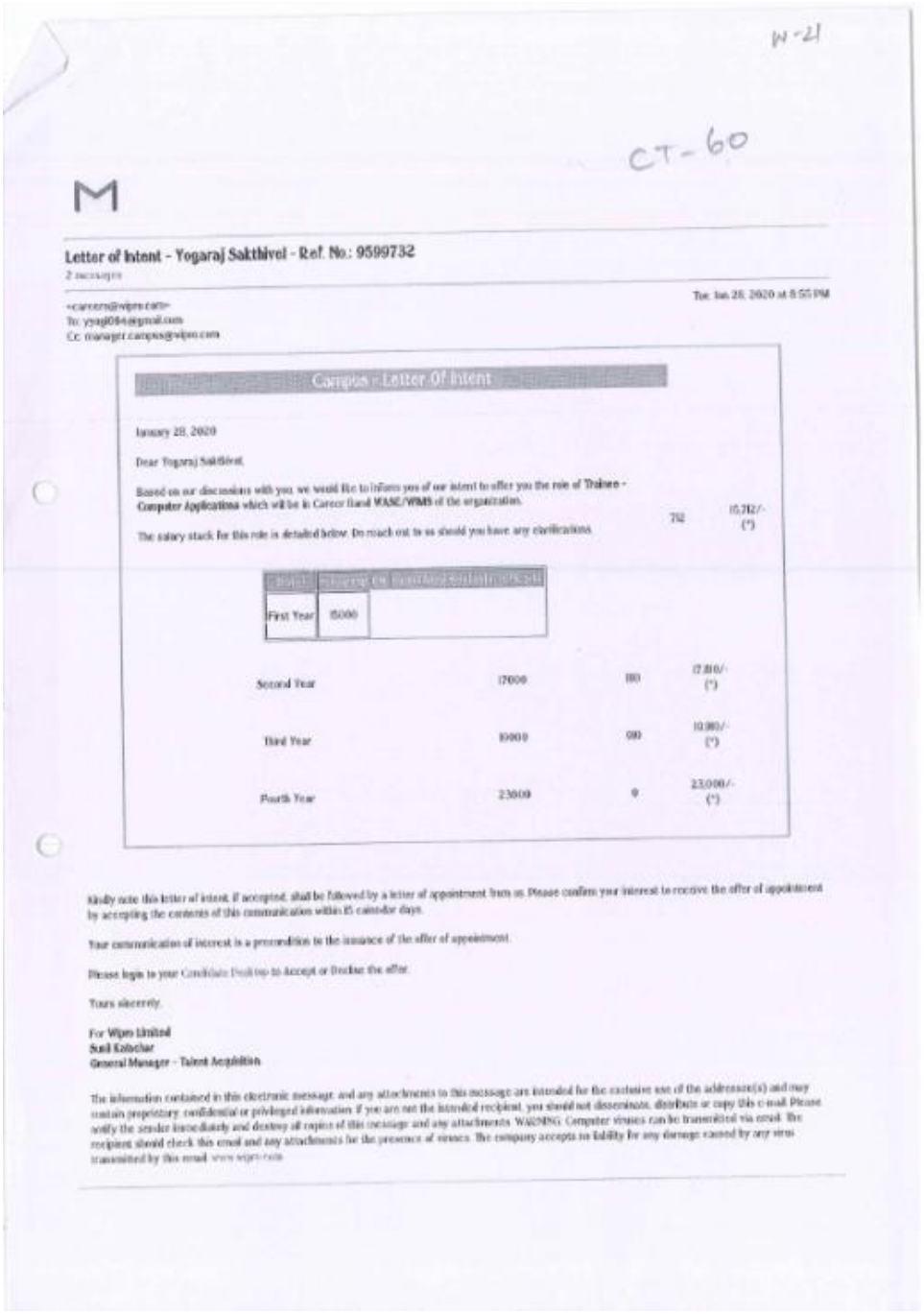
Mathura - 34

Campus - Letter Of Intent

Period	Scholarship/CTC	Consolidated Salary/CTC (INR pm)
First Year	13000	
Second Year	17000	710
Third Year	19000	910
Fourth Year	23000	0

1 of 1 1/30/2020, 8:41 A

YOGARAJ SAKTHIVEL-WIPRO



W-21

CT-60

M

Letter of Intent - Yogaraj Sakthivel - Ref. No.: 9599732

2 messages

<careers@wipro.com>
To: yogi084@gmail.com
Cc: manager.campus@wipro.com

Tue, Jan 28, 2020 at 8:55 PM

Campus - Letter Of Intent

January 28, 2020

Dear Yogaraj Sakthivel,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WMS** of the organization.

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

First Year	15000	702	15,702/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	980	19,980/- (*)
Fourth Year	23000	0	23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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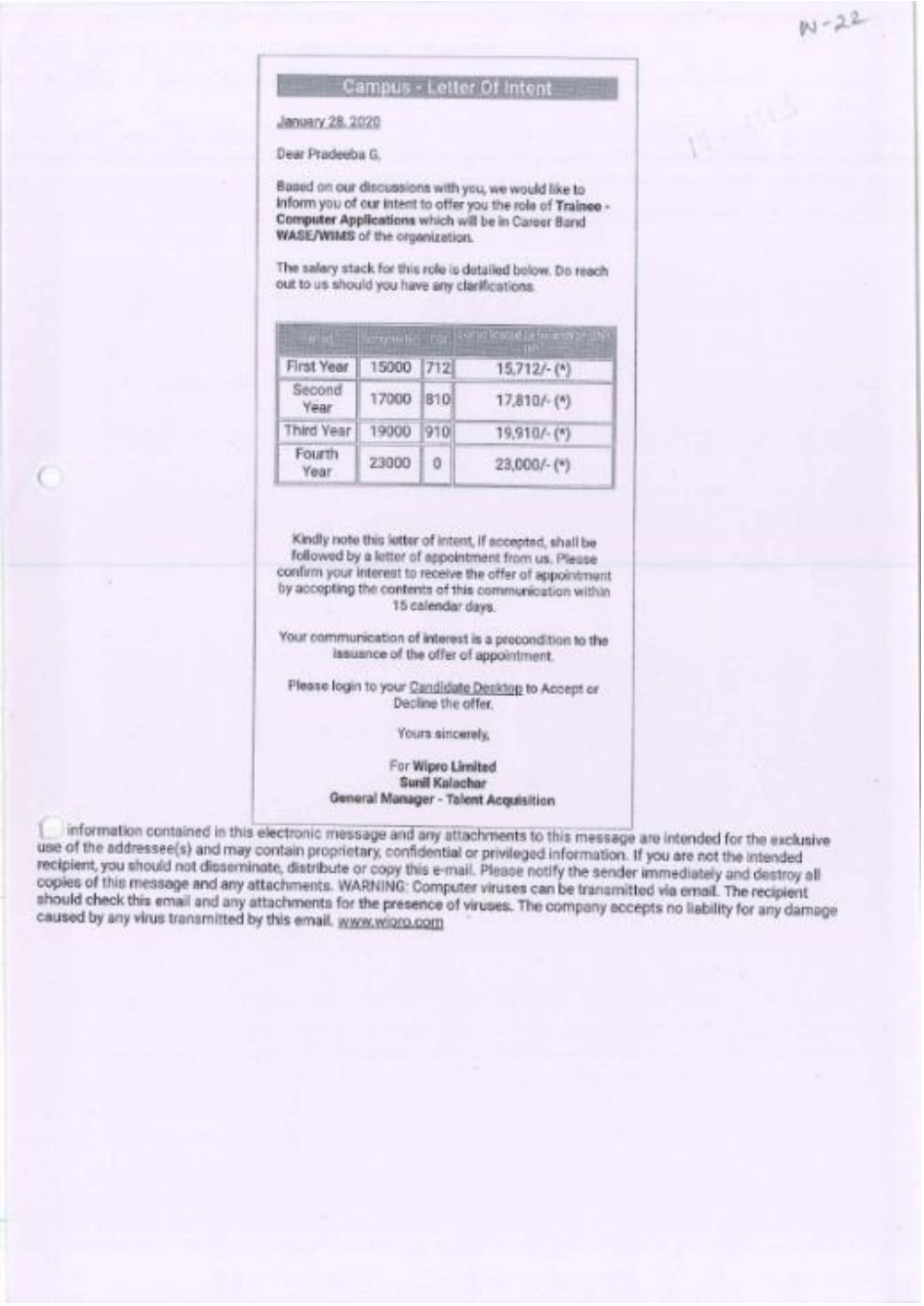
PRADEEPA G –WIPRO



N-22

Campus - Letter Of Intent

January 28, 2020

Dear Pradeeba G,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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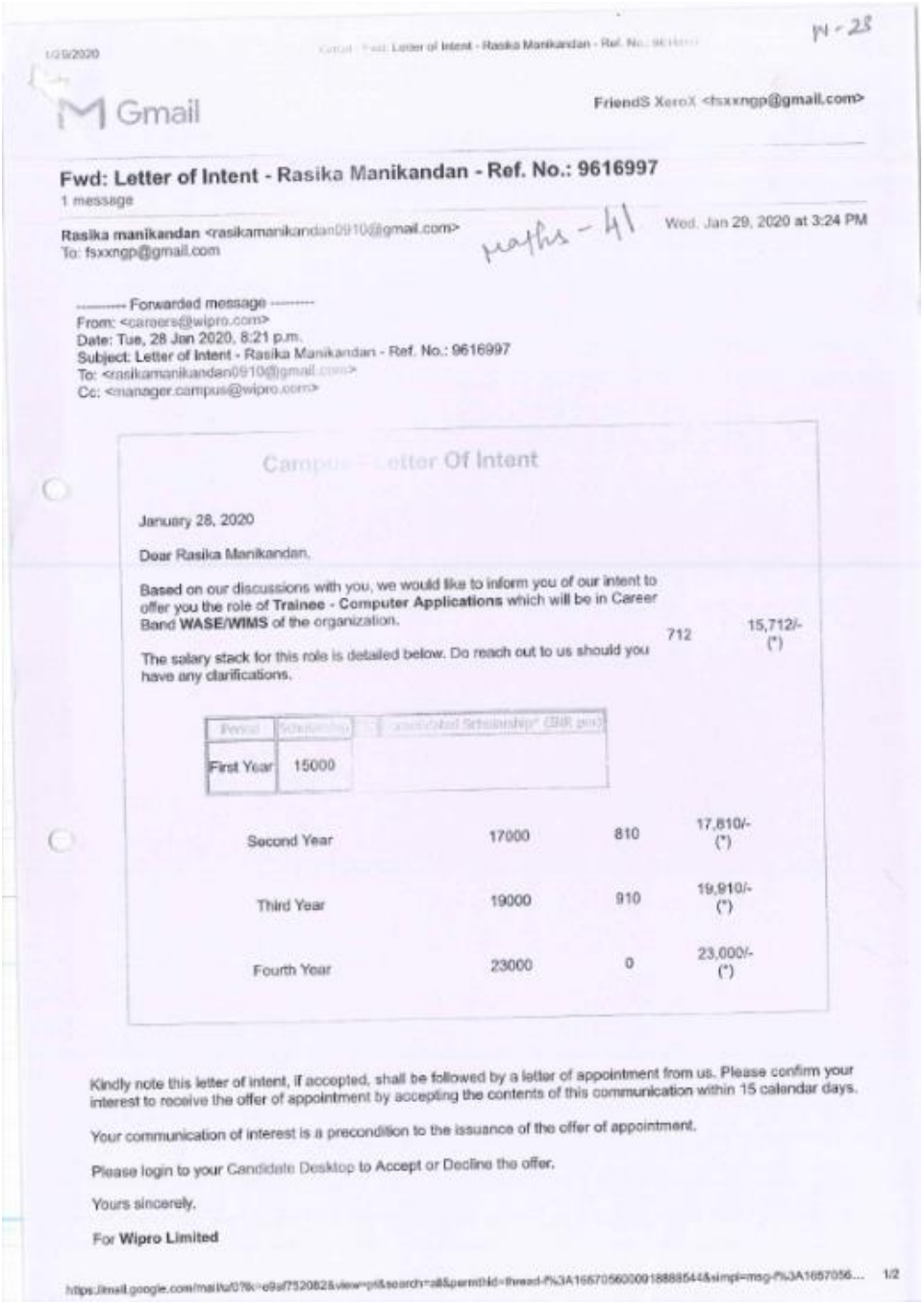
RASIKA MANIKANDAN-WIPRO



1/29/2020 Fwd: Letter of Intent - Rasika Manikandan - Ref. No.: 9616997

Gmail

FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Rasika Manikandan - Ref. No.: 9616997

1 message

Rasika manikandan <rasikamanikandan0910@gmail.com> Wed, Jan 29, 2020 at 3:24 PM
To: fsxxngp@gmail.com

maths - 41

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue, 28 Jan 2020, 8:21 p.m.
Subject: Letter of Intent - Rasika Manikandan - Ref. No.: 9616997
To: <rasikamanikandan0910@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Rasika Manikandan,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	Consolidated Scholarship* (Still to go)		
First Year	15000		712	15,712/- (*)
Second Year	17000		810	17,810/- (*)
Third Year	19000		910	19,910/- (*)
Fourth Year	23000		0	23,000/- (*)

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

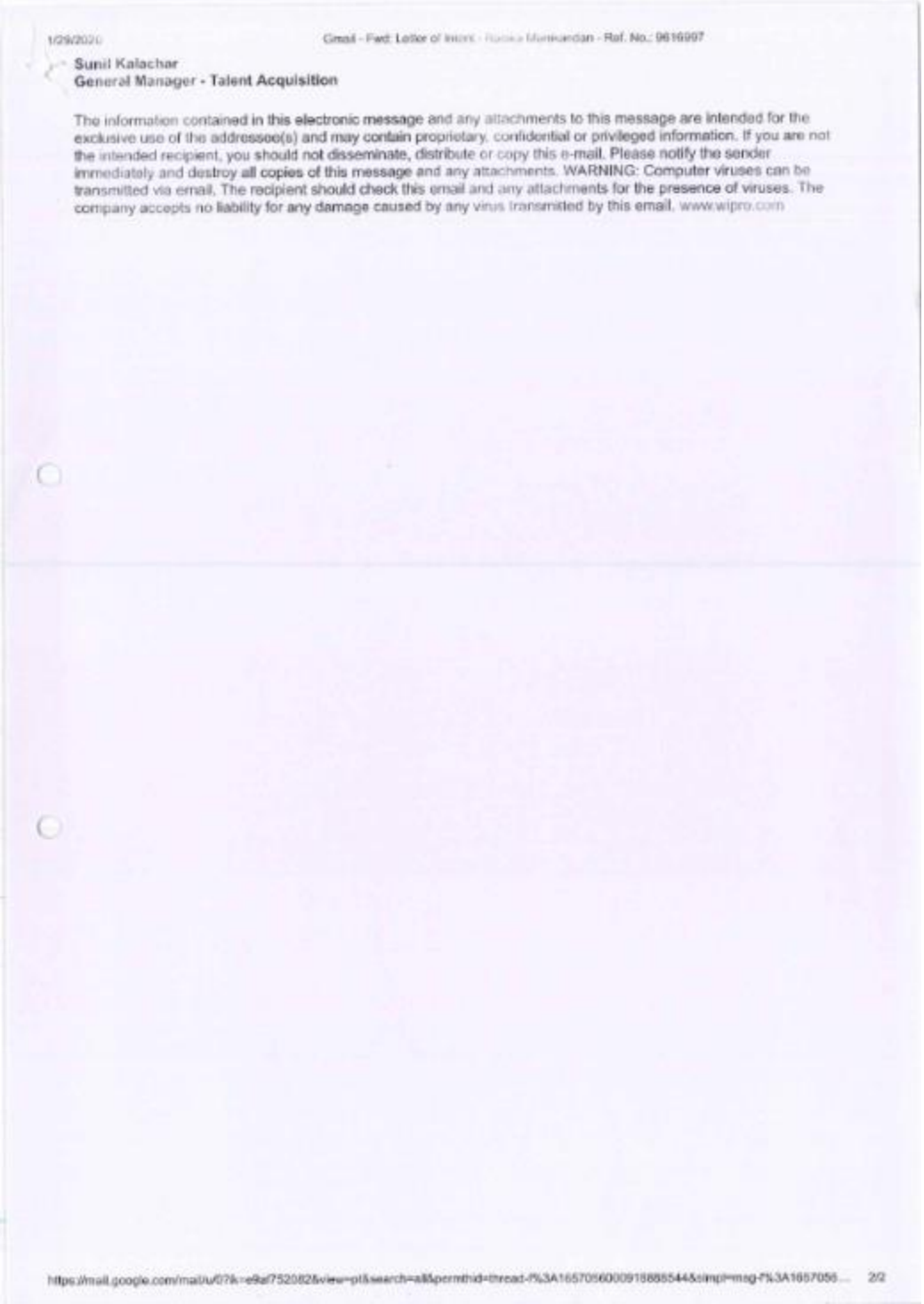
Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**

https://mail.google.com/mail/u/0?ik=e9af752082&view=pt&search=all&permthid=thread-f%3A1657056000918888544&simpl=msg-f%3A1657056... 1/2



1/29/2020 Gmail - Fwd: Letter of Intent - Ramya Manikandan - Ref. No.: 9616997

Sunil Kalachar
General Manager - Talent Acquisition

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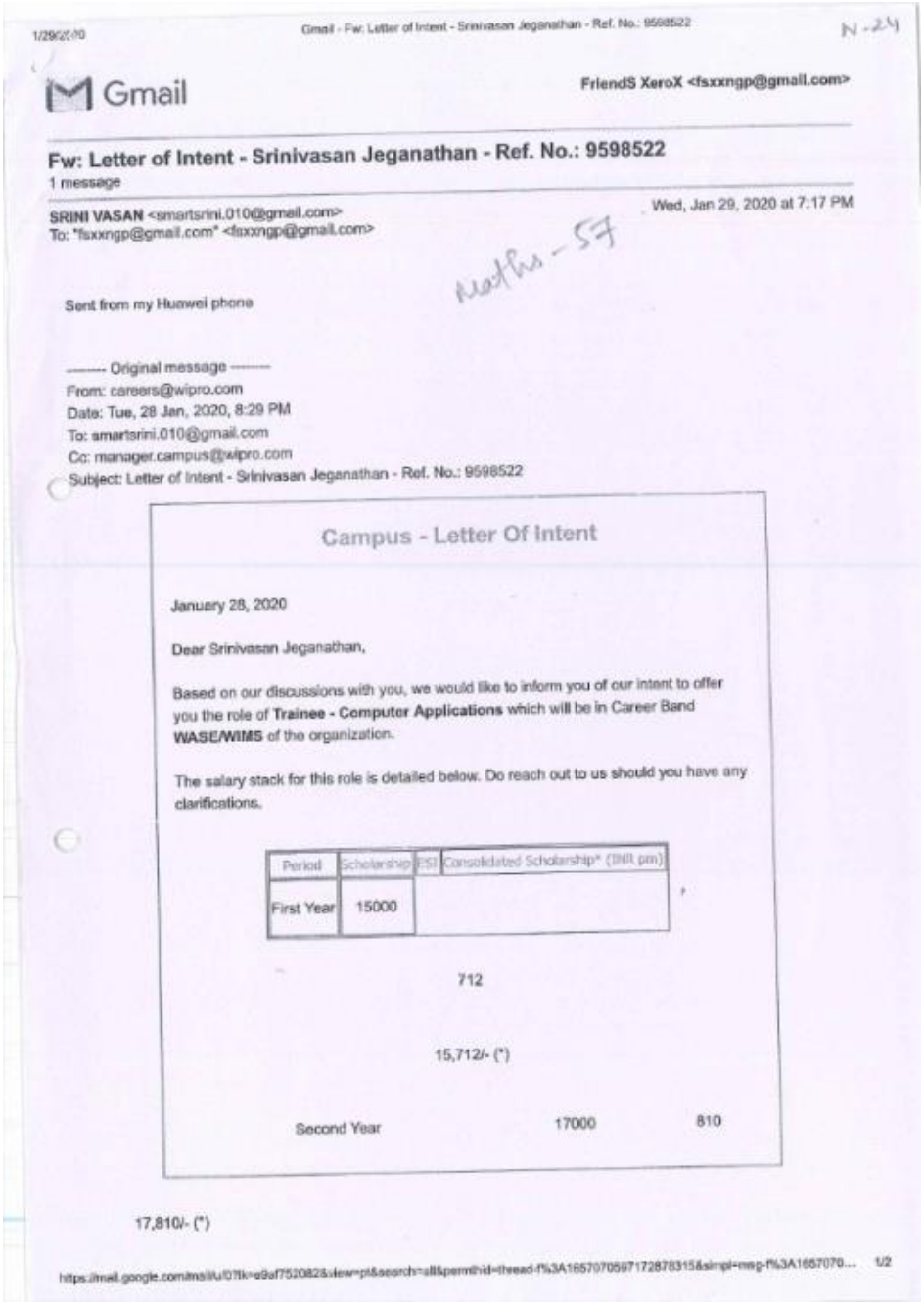
SRINIVASAN JEGANATHAN-WIPRO



1/29/2020 Gmail - Fw: Letter of Intent - Srinivasan Jeganathan - Ref. No.: 9598522

N-24

Gmail

FriendS XeroX <fsxxngp@gmail.com>

Fw: Letter of Intent - Srinivasan Jeganathan - Ref. No.: 9598522

1 message

SRINI VASAN <smartsrini.010@gmail.com> Wed, Jan 29, 2020 at 7:17 PM
To: "fsxxngp@gmail.com" <fsxxngp@gmail.com>

Maths - 57

Sent from my Huawei phone

------ Original message ------
From: careers@wipro.com
Date: Tue, 28 Jan, 2020, 8:29 PM
To: smartsrini.010@gmail.com
Cc: manager.campus@wipro.com
Subject: Letter of Intent - Srinivasan Jeganathan - Ref. No.: 9598522

Campus - Letter Of Intent

January 28, 2020

Dear Srinivasan Jeganathan,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

712

15,712/- (*)

Second Year 17000 810

17,810/- (*)

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1/20/2020 Gmail - Fw: Letter of Intent - Srinivasan Jeganathan - Ref. No.: 9598522

Third Year 19000 910

19,910/- (*)

Fourth Year 23000 0

23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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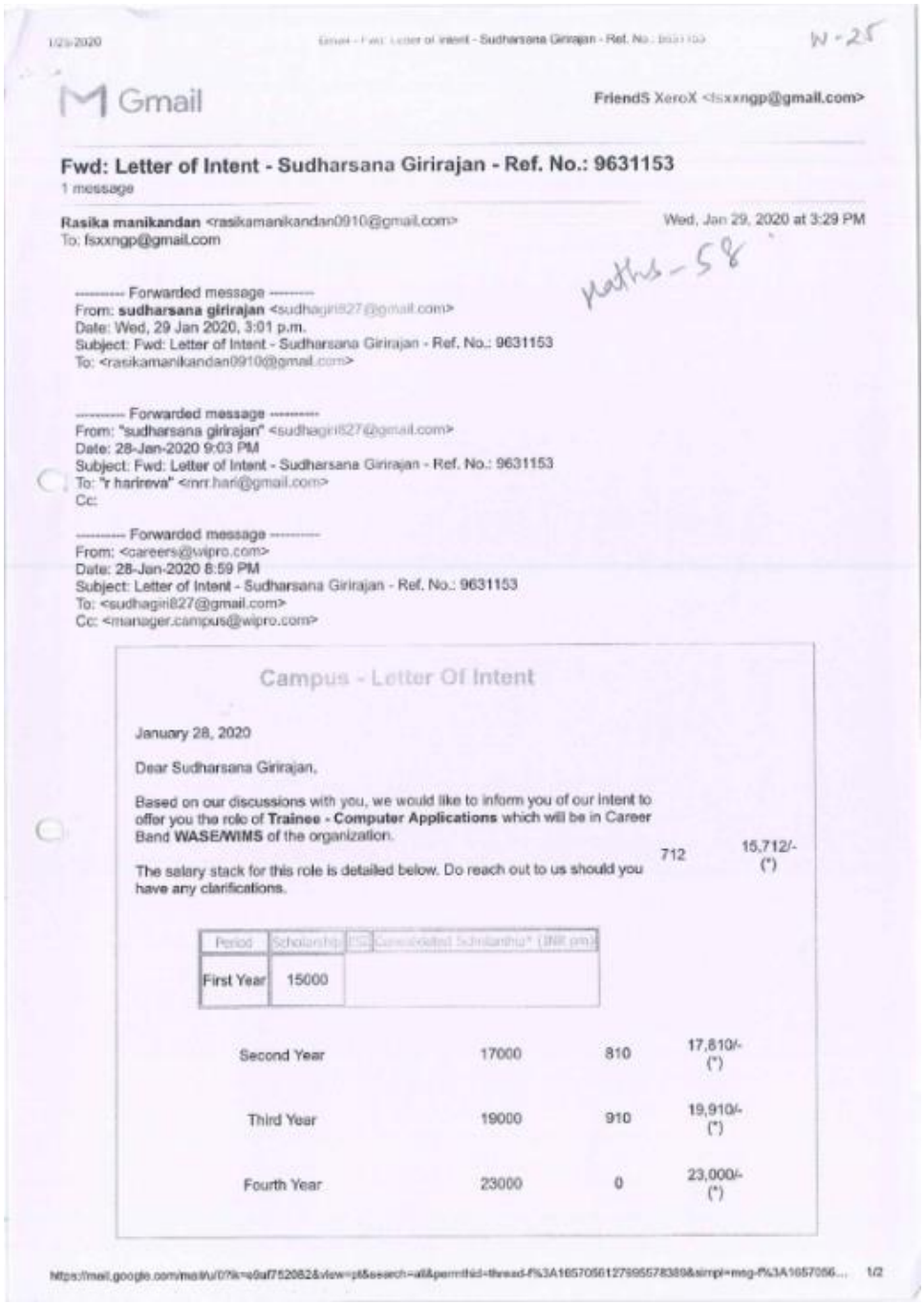
https://mail.google.com/mail/u/0?ik=e0af752082&view=pt&search=all&permthid=thread-f%3A1657070597172878315&simpl=msg-f%3A1657070... 2/2

SUDHARSANA GIRIRAJAN-WIPRO



1/29/2020 Gmail - Fwd: Letter of Intent - Sudharsana Girirajan - Ref. No.: 9631153 W-25

Gmail FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Sudharsana Girirajan - Ref. No.: 9631153
1 message

Rasika manikandan <rasikamanikandan0910@gmail.com> Wed, Jan 29, 2020 at 3:29 PM
To: fsxxngp@gmail.com

maths - 58

---------- Forwarded message ---------
From: **sudharsana girirajan** <sudhagiri827@gmail.com>
Date: Wed, 29 Jan 2020, 3:01 p.m.
Subject: Fwd: Letter of Intent - Sudharsana Girirajan - Ref. No.: 9631153
To: <rasikamanikandan0910@gmail.com>

---------- Forwarded message ---------
From: "sudharsana girirajan" <sudhagiri827@gmail.com>
Date: 28-Jan-2020 9:03 PM
Subject: Fwd: Letter of Intent - Sudharsana Girirajan - Ref. No.: 9631153
To: "r harireva" <rnr.hari@gmail.com>
Cc:

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: 28-Jan-2020 8:59 PM
Subject: Letter of Intent - Sudharsana Girirajan - Ref. No.: 9631153
To: <sudhagiri827@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

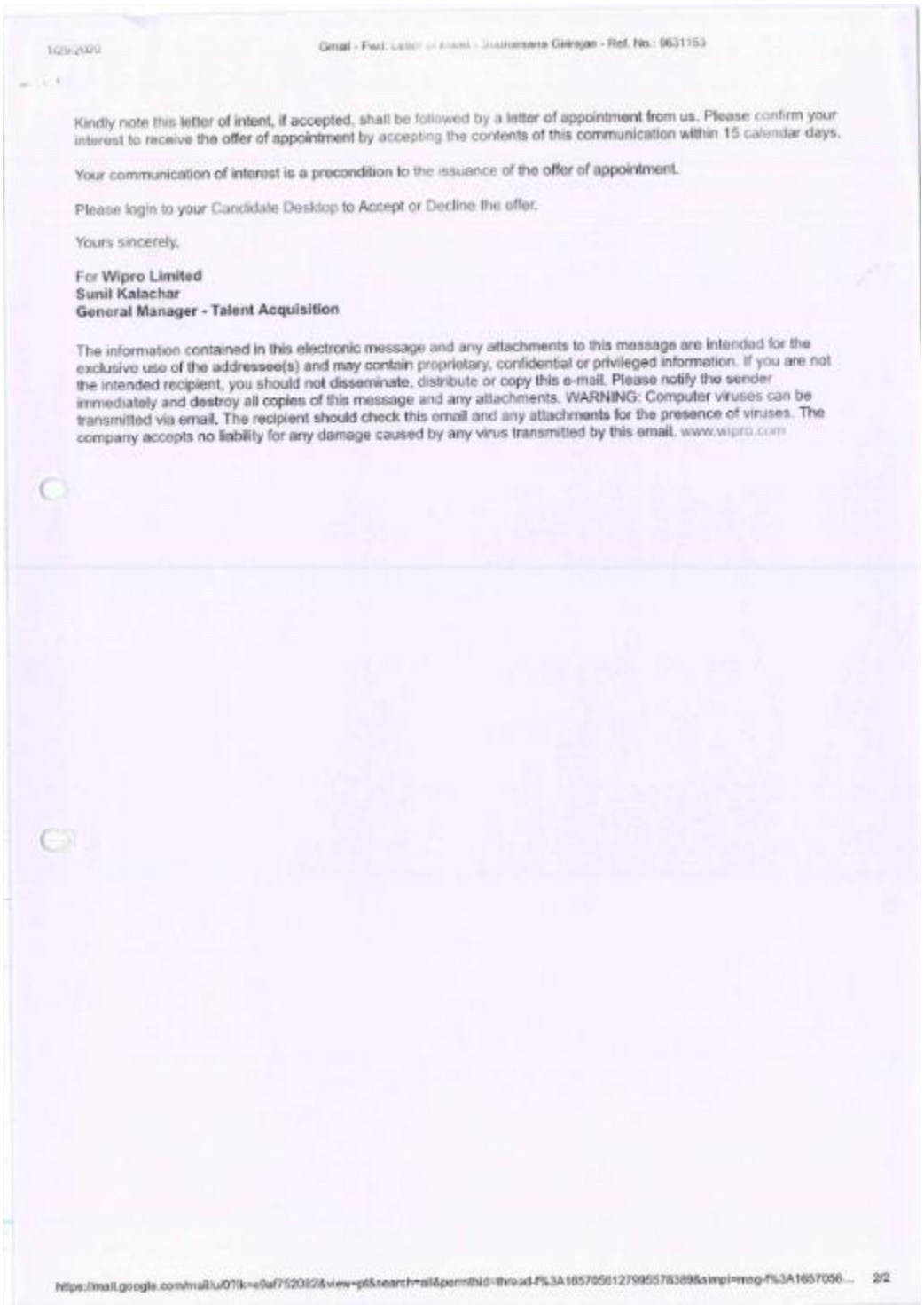
Dear Sudharsana Girirajan,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	PSS	Consolidated Scholarship* (INR pm)		
First Year	15000			712	15,712/- (*)
Second Year	17000	810			17,810/- (*)
Third Year	19000	910			19,910/- (*)
Fourth Year	23000	0			23,000/- (*)

https://mail.google.com/mail/u/0?ik=e9af752082&view=pt&search=all&permthid=thread-f%3A1657056127995578389&simpl=msg-f%3A1657056... 1/2



1/28/2020 Gmail - Fwd: Letter of Intent - Sudharsana Gairajan - Ref. No.: 9631153

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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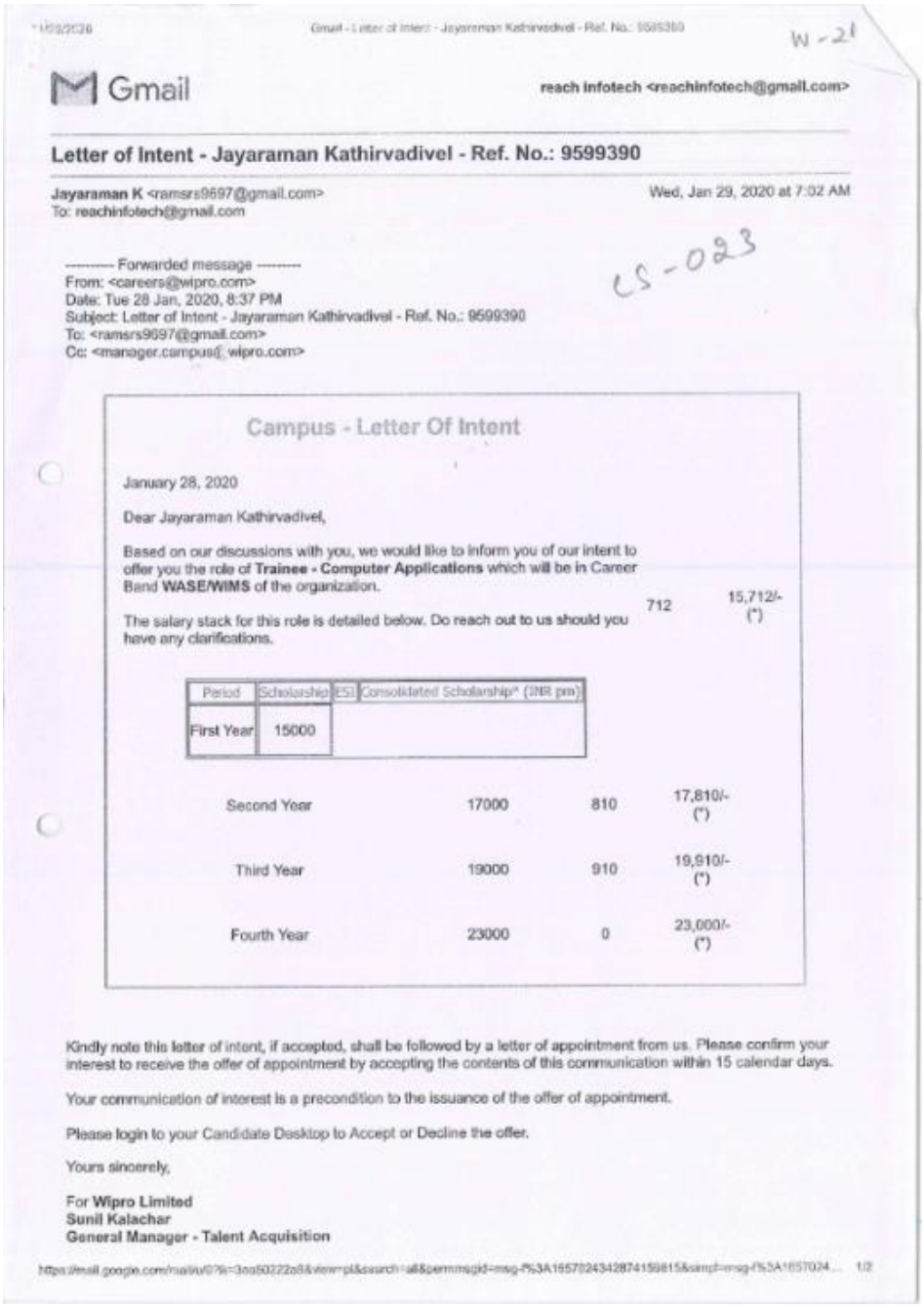
https://mail.google.com/mail/u/0?ik=e9af752082&view=pt&search=all&permthid=thread-f%3A1657058127995578389&simpl=msg-f%3A1657056... 2/2

JAYARAMAN KATHIRVADIVEL-WIPRO



W-21

Gmail

reach infotech <reachinfotech@gmail.com>

Letter of Intent - Jayaraman Kathirvadivel - Ref. No.: 9599390

Jayaraman K <ramsrs9697@gmail.com> Wed, Jan 29, 2020 at 7:02 AM
To: reachinfotech@gmail.com

CS-023

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue 28 Jan, 2020, 8:37 PM
Subject: Letter of Intent - Jayaraman Kathirvadivel - Ref. No.: 9599390
To: <ramsrs9697@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Jayaraman Kathirvadivel,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

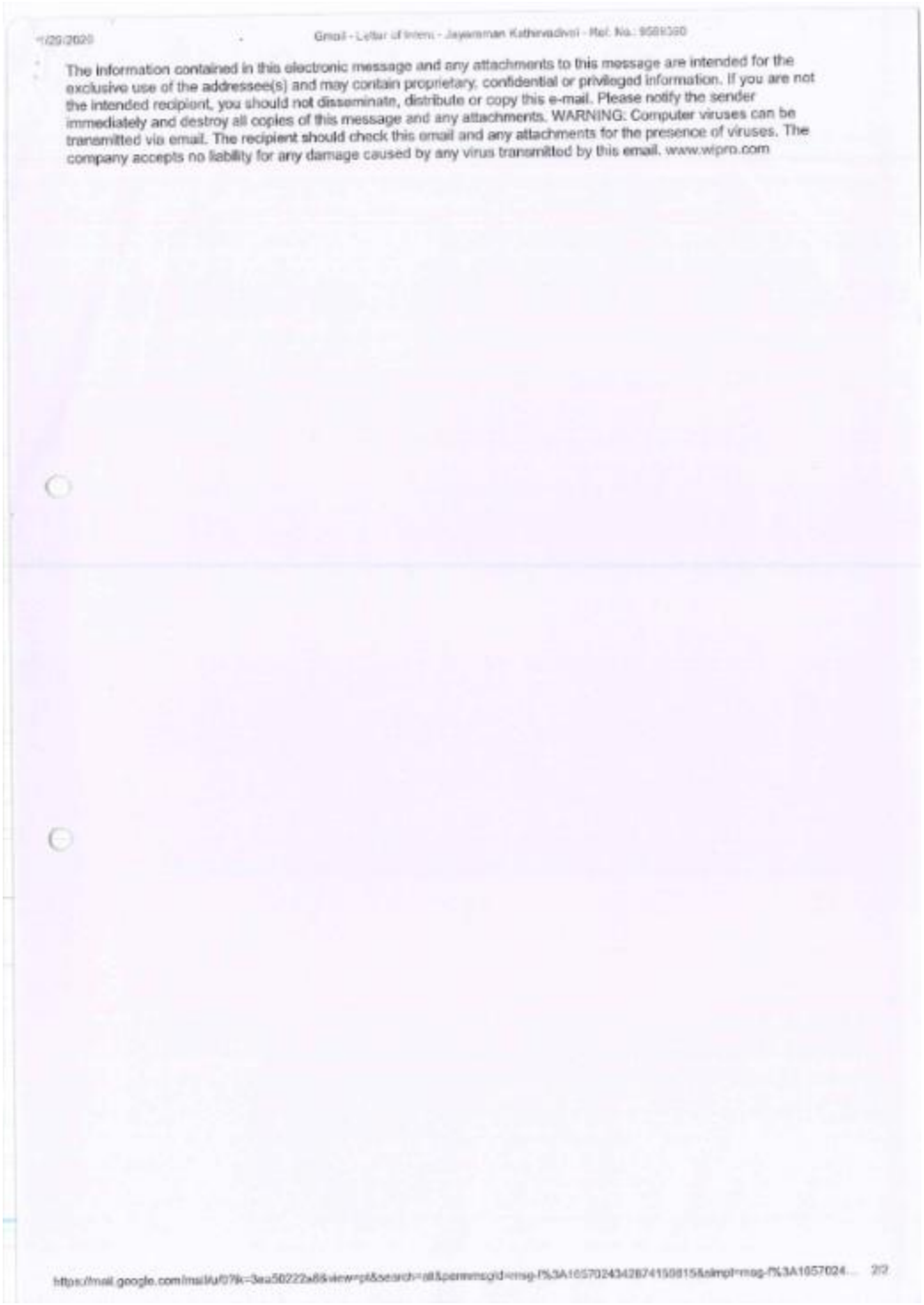
Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition



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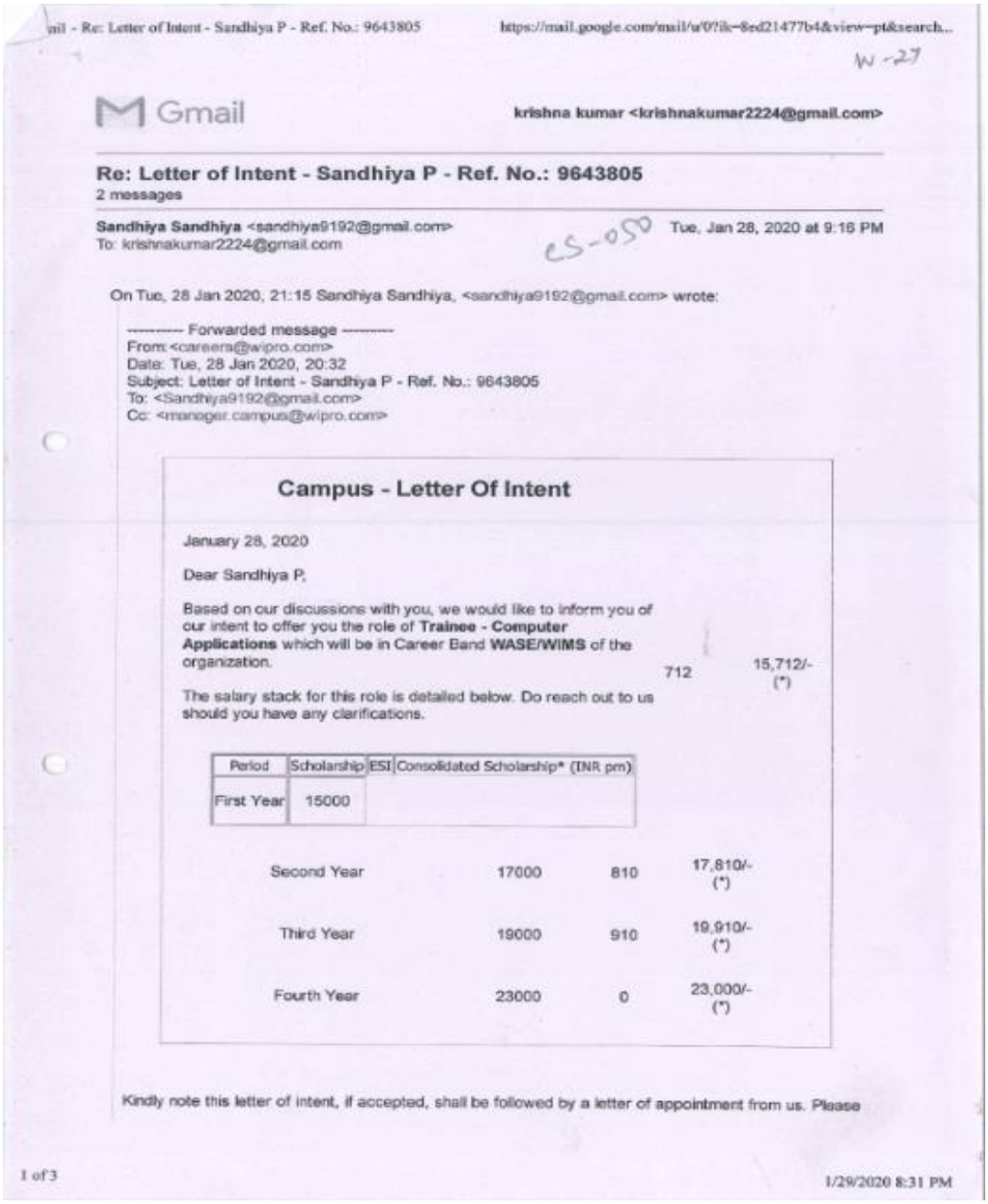
SANDHIYA P – WIPRO



nil - Re: Letter of Intent - Sandhiya P - Ref. No.: 9643805 https://mail.google.com/mail/u/0?ik=8ed21477b4&view=pt&search...

W-27

Gmail krishna kumar <krishnakumar2224@gmail.com>

Re: Letter of Intent - Sandhiya P - Ref. No.: 9643805
2 messages

Sandhiya Sandhiya <sandhiya9192@gmail.com> Tue, Jan 28, 2020 at 9:16 PM
To: krishnakumar2224@gmail.com

CS-050

On Tue, 28 Jan 2020, 21:15 Sandhiya Sandhiya, <sandhiya9192@gmail.com> wrote:

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue, 28 Jan 2020, 20:32
Subject: Letter of Intent - Sandhiya P - Ref. No.: 9643805
To: <Sandhiya9192@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Sandhiya P,

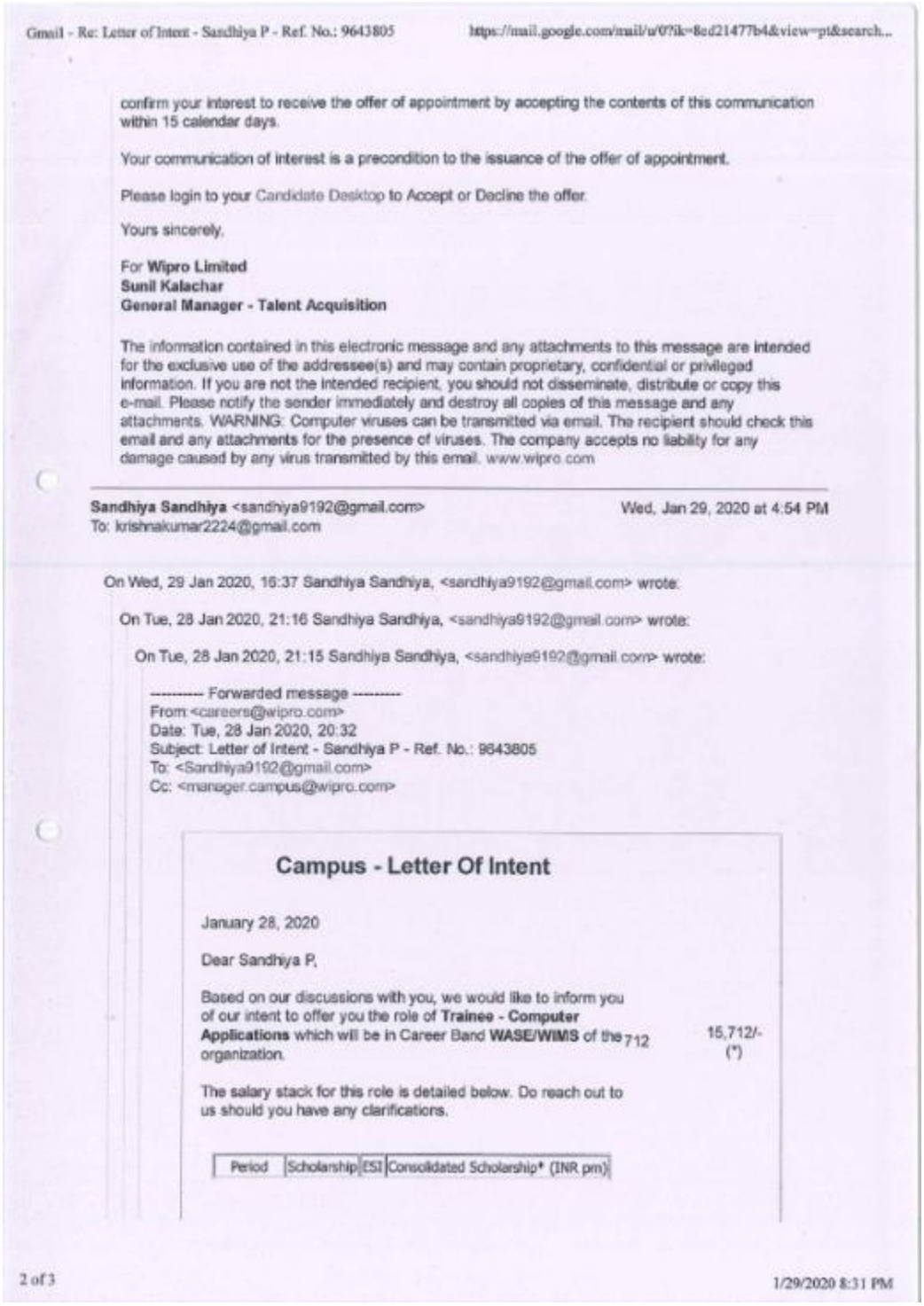
Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please

1 of 3 1/29/2020 8:31 PM



Gmail - Re: Letter of Intent - Sandhiya P - Ref. No.: 9643805 https://mail.google.com/mail/u/0?ik=8ed21477b4&view=pt&search...

confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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Sandhiya Sandhiya <sandhiya9192@gmail.com> Wed, Jan 29, 2020 at 4:54 PM
To: krishnakumar2224@gmail.com

On Wed, 29 Jan 2020, 16:37 Sandhiya Sandhiya, <sandhiya9192@gmail.com> wrote:

On Tue, 28 Jan 2020, 21:16 Sandhiya Sandhiya, <sandhiya9192@gmail.com> wrote:

On Tue, 28 Jan 2020, 21:15 Sandhiya Sandhiya, <sandhiya9192@gmail.com> wrote:

--------- Forwarded message ---------
From:<careers@wipro.com>
Date: Tue, 28 Jan 2020, 20:32
Subject: Letter of Intent - Sandhiya P - Ref. No.: 9643805
To: <Sandhiya9192@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

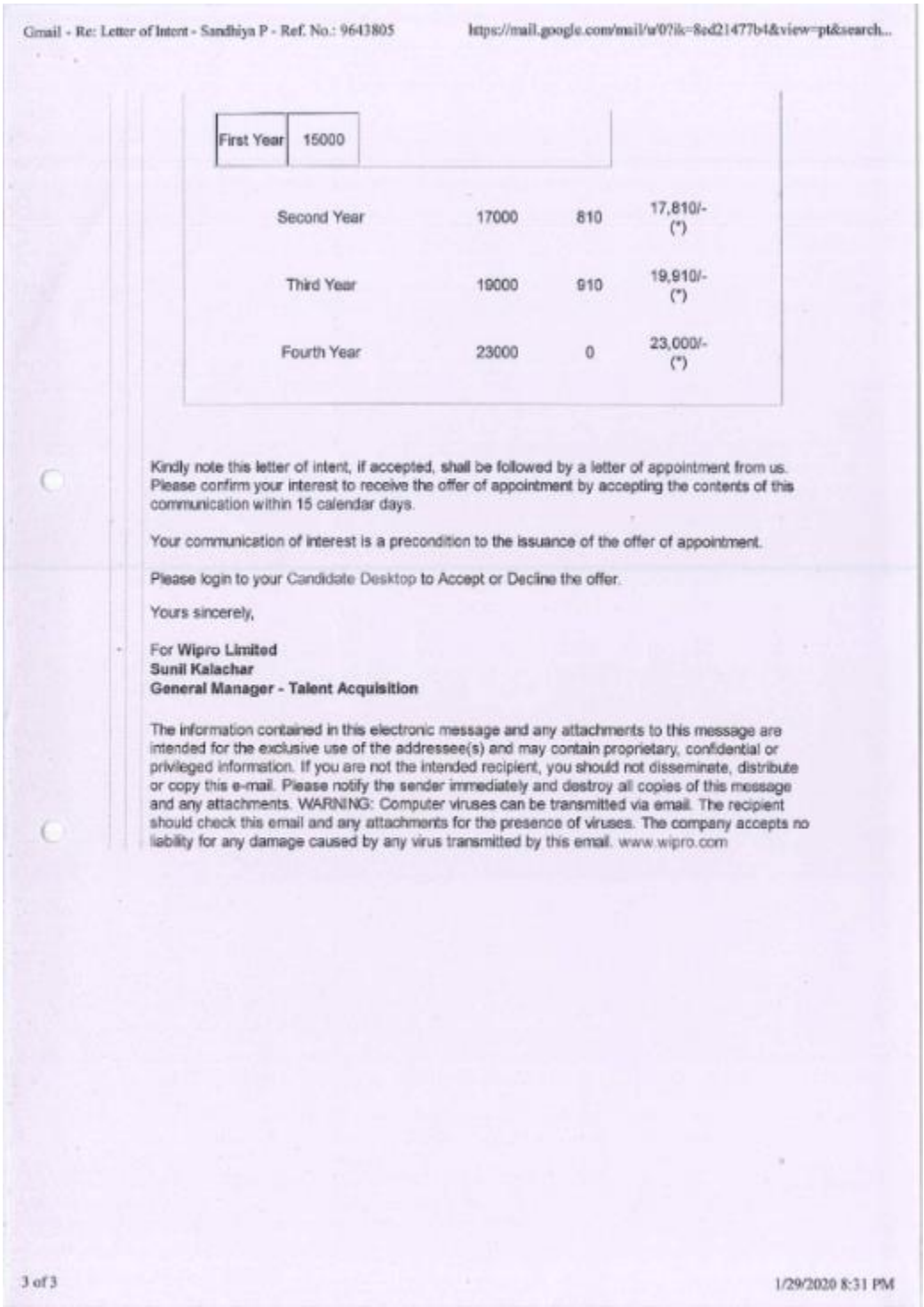
Dear Sandhiya P,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization. 712 15,712/- (*)

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)

2 of 3 1/29/2020 8:31 PM



Gmail - Re: Letter of Intent - Sandhiya P - Ref. No.: 9643805 https://mail.google.com/mail/u/0?ik=8ed21477b4&view=pt&search...

First Year	15000		
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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Yours sincerely,

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General Manager - Talent Acquisition

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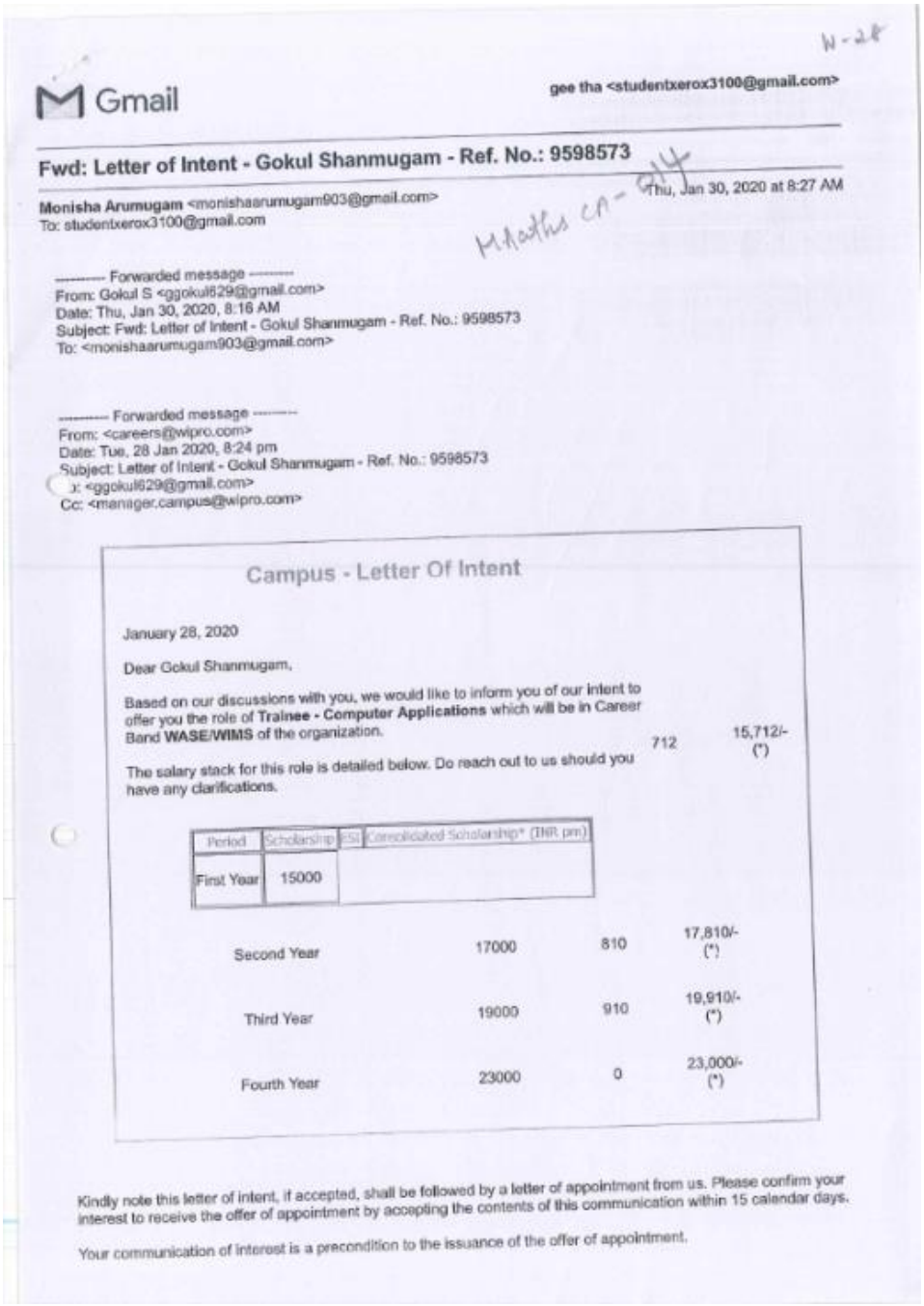
3 of 3 1/29/2020 8:31 PM

GOKUL SHANMUGAM-WIPRO



W-28

Gmail

gee tha <studentxerox3100@gmail.com>

Fwd: Letter of Intent - Gokul Shanmugam - Ref. No.: 9598573

Monisha Arumugam <monishaarumugam903@gmail.com> Thu, Jan 30, 2020 at 8:27 AM
To: studentxerox3100@gmail.com

Maths CA - 9th

---------- Forwarded message ---------
From: Gokul S <ggokul629@gmail.com>
Date: Thu, Jan 30, 2020, 8:16 AM
Subject: Fwd: Letter of Intent - Gokul Shanmugam - Ref. No.: 9598573
To: <monishaarumugam903@gmail.com>

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue, 28 Jan 2020, 8:24 pm
Subject: Letter of Intent - Gokul Shanmugam - Ref. No.: 9598573
To: <ggokul629@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Gokul Shanmugam,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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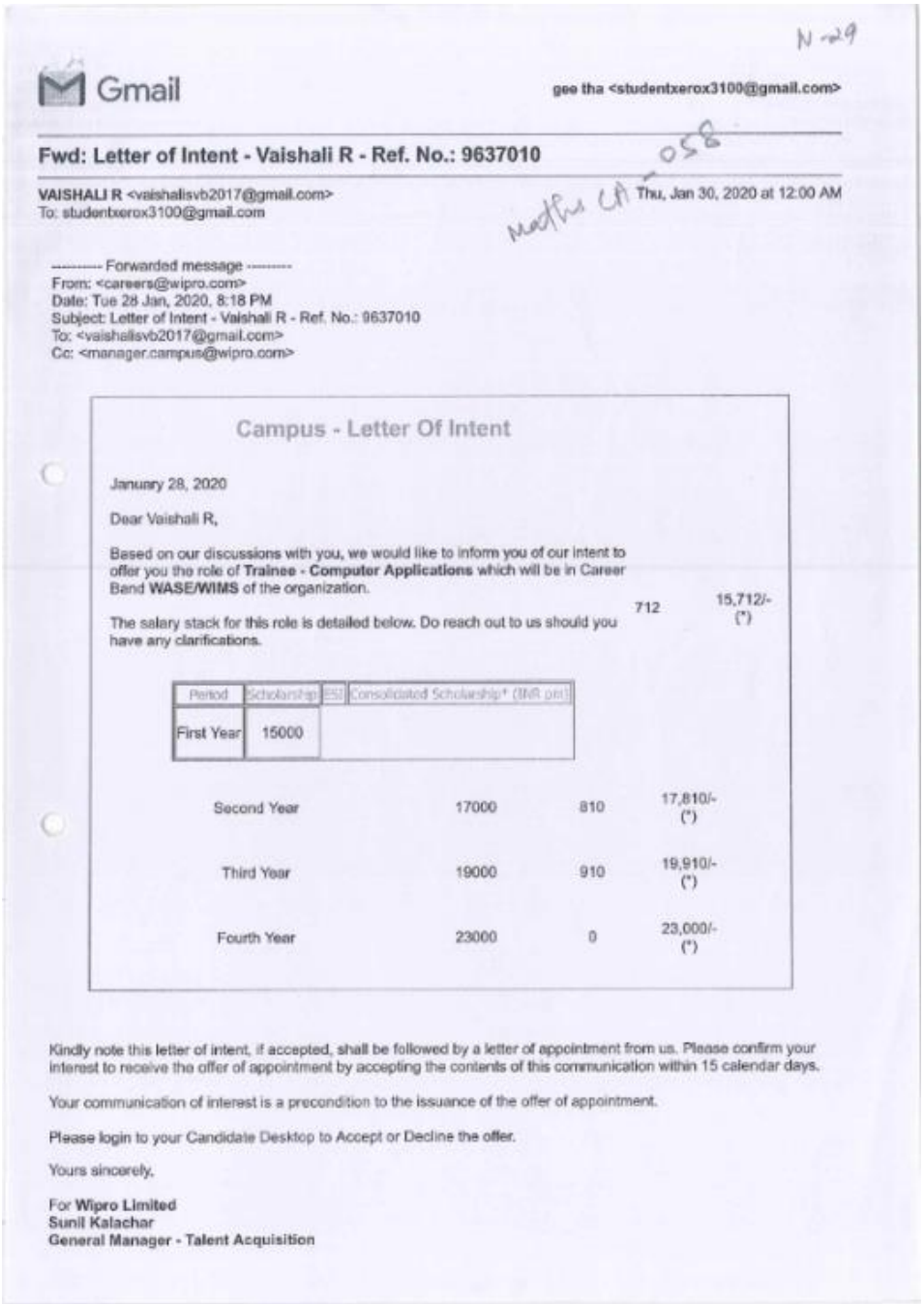
VAISHALI R – WIPRO



N-29

Gmail

gee tha <studentxerox3100@gmail.com>

Fwd: Letter of Intent - Vaishali R - Ref. No.: 9637010

058

VAISHALI R <vaishalisvb2017@gmail.com>
To: studentxerox3100@gmail.com

Thu, Jan 30, 2020 at 12:00 AM

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue 28 Jan, 2020, 8:18 PM
Subject: Letter of Intent - Vaishali R - Ref. No.: 9637010
To: <vaishalisvb2017@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Vaishali R,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)		
First Year	15000			712	15,712/- (*)
Second Year	17000	810			17,810/- (*)
Third Year	19000	910			19,910/- (*)
Fourth Year	23000	0			23,000/- (*)

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Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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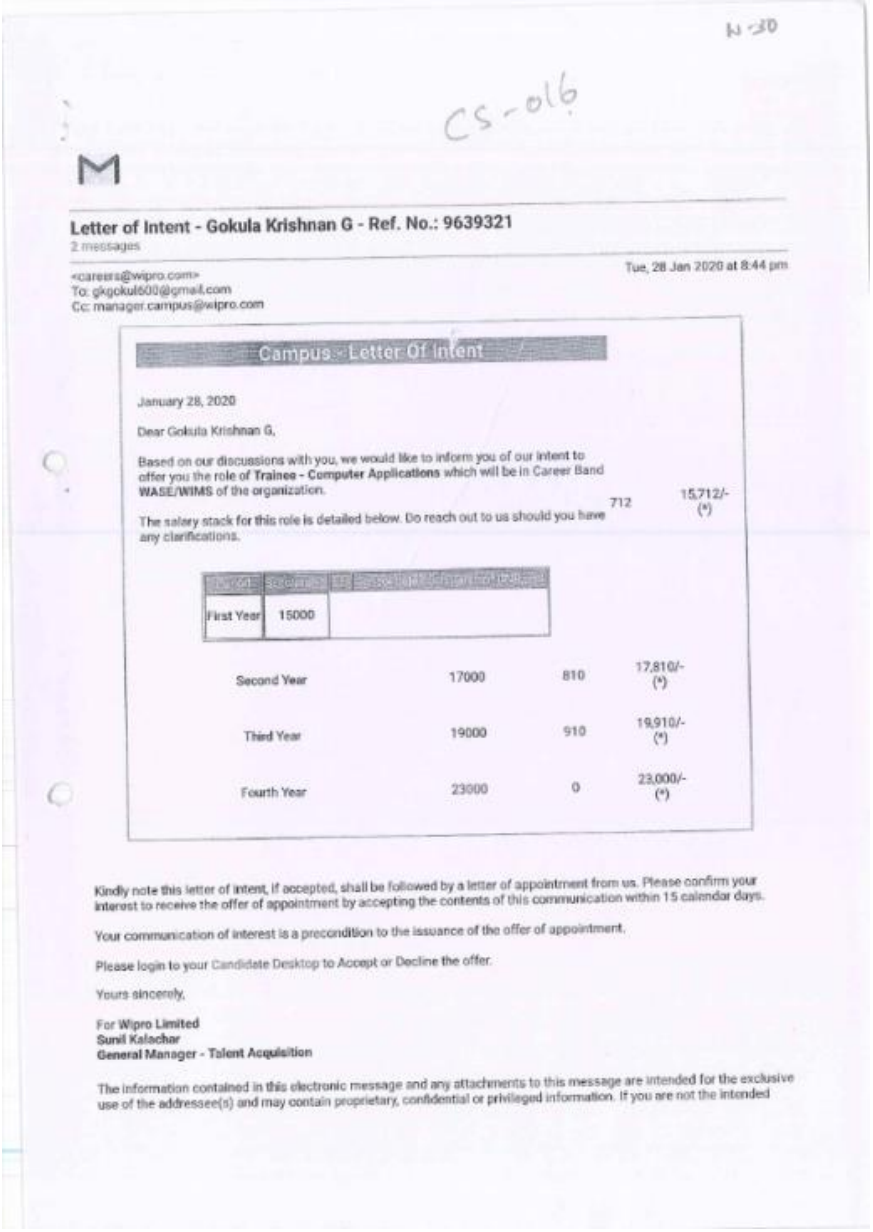
GOKULA KRISHNAN G – WIPRO



N-30

CS-016

Letter of Intent - Gokula Krishnan G - Ref. No.: 9639321
2 messages

«careers@wipro.com»
To: gkgokul600@gmail.com
Cc: manager.campus@wipro.com

Tue, 28 Jan 2020 at 8:44 pm

Campus - Letter Of Intent

January 28, 2020

Dear Gokula Krishnan G,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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

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Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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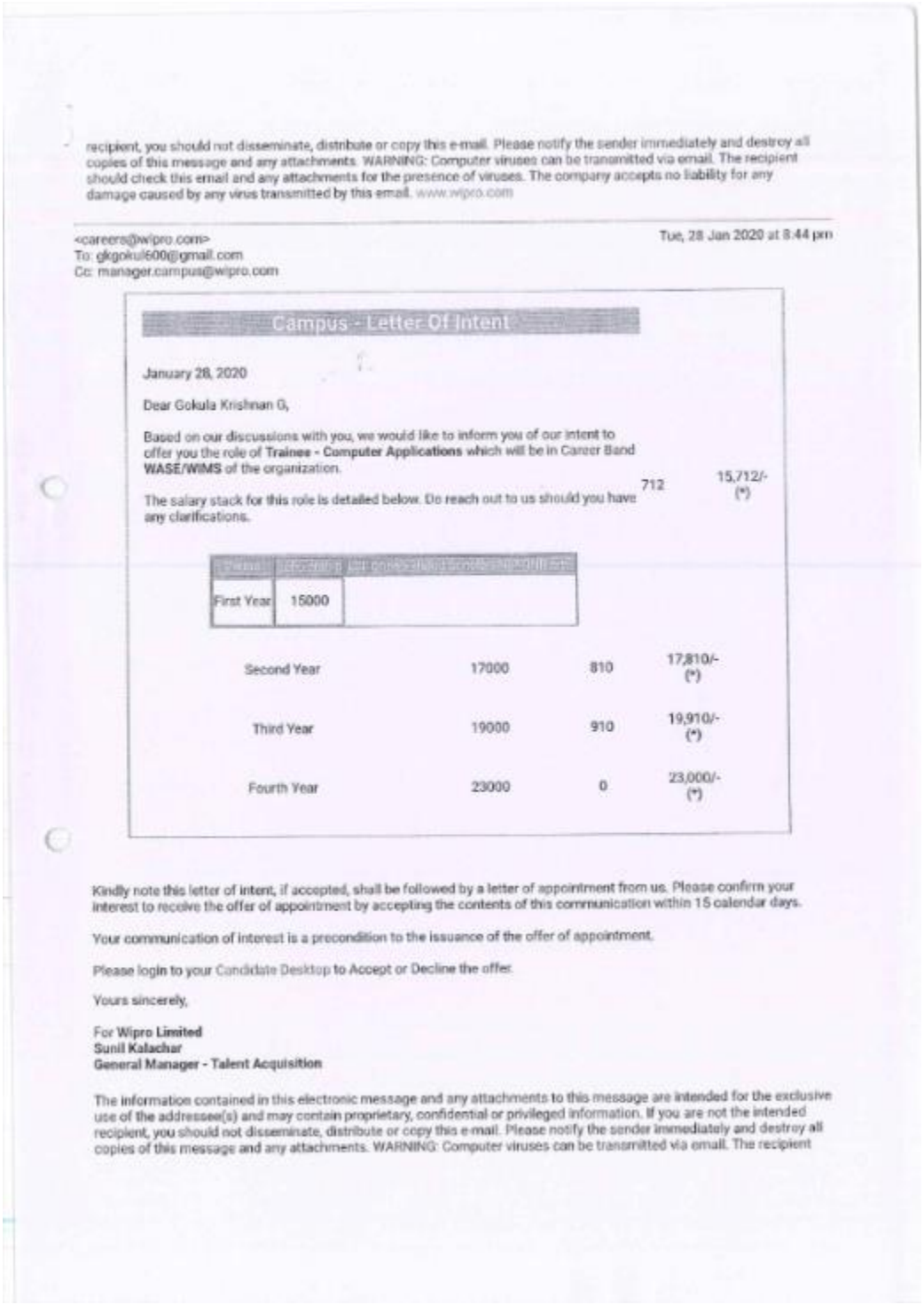

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<careers@wipro.com> Tue, 28 Jan 2020 at 8:44 pm
To: gkgokul600@gmail.com
Cc: manager.campus@wipro.com

Campus - Letter Of Intent

January 28, 2020

Dear Gokula Krishnan G,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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

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Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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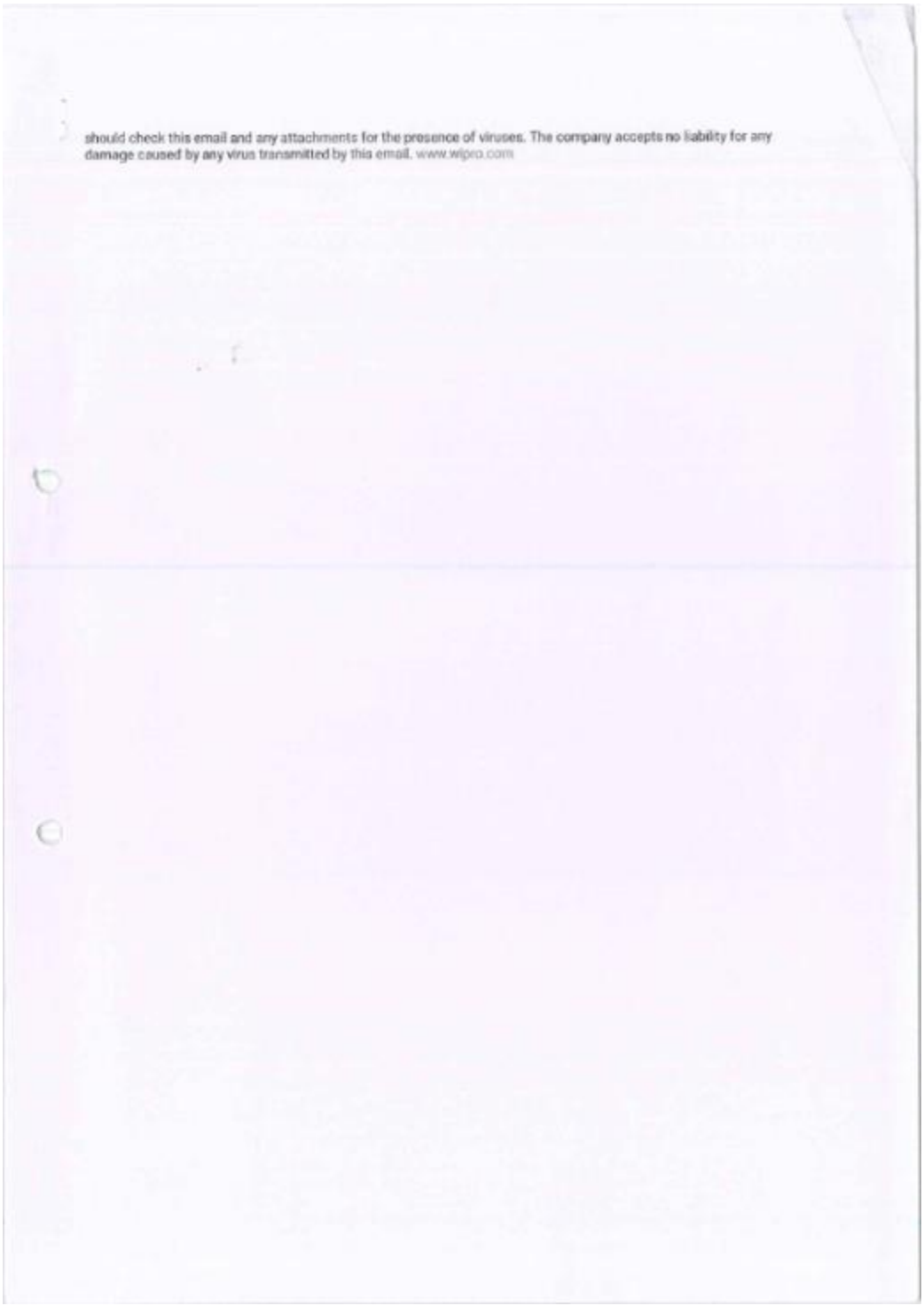
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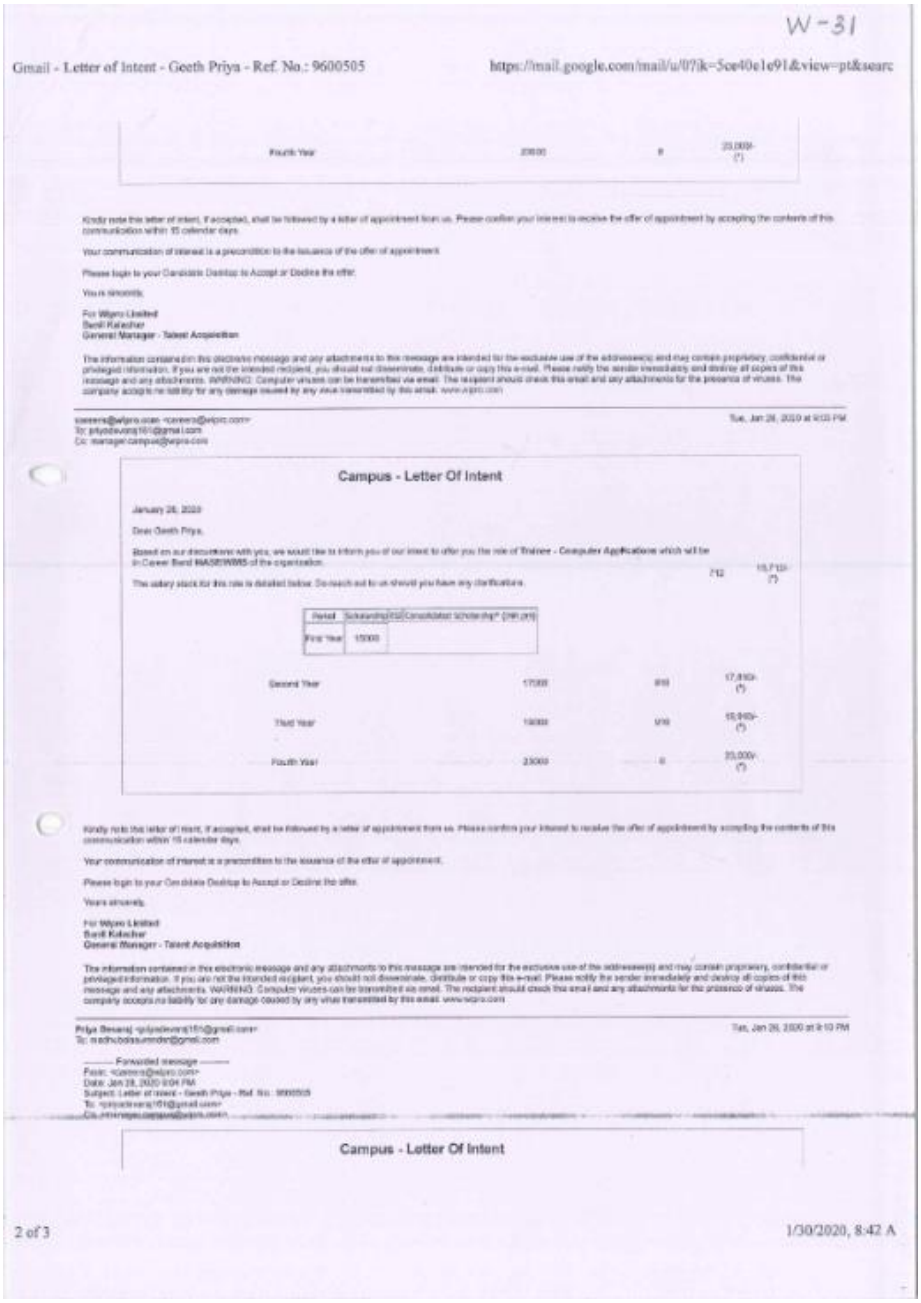
damage caused by any virus transmitted by this email. www.wipro.com

GEETH PRIYA-WIPRO



W-31

Gmail - Letter of Intent - Geeth Priya - Ref. No.: 9600505 https://mail.google.com/mail/u/0?ik=5ce40e1e91&view=pt&searc

Fourth Year 23000 0 23,000/-

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kakadiya
General Manager - Talent Acquisition

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Tue, Jan 28, 2020 at 9:03 PM

Campus - Letter Of Intent

January 28, 2020

Dear Geeth Priya,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications which will be in Career Band MASE/WM5 of the organization. 712 15,712/-

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

Period	Scholarship/ESI/Consolidation scholarship* (INR p.m)
First Year	15000

Second Year 17000 910 17,910/-

Third Year 19000 910 19,910/-

Fourth Year 23000 0 23,000/-

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kakadiya
General Manager - Talent Acquisition

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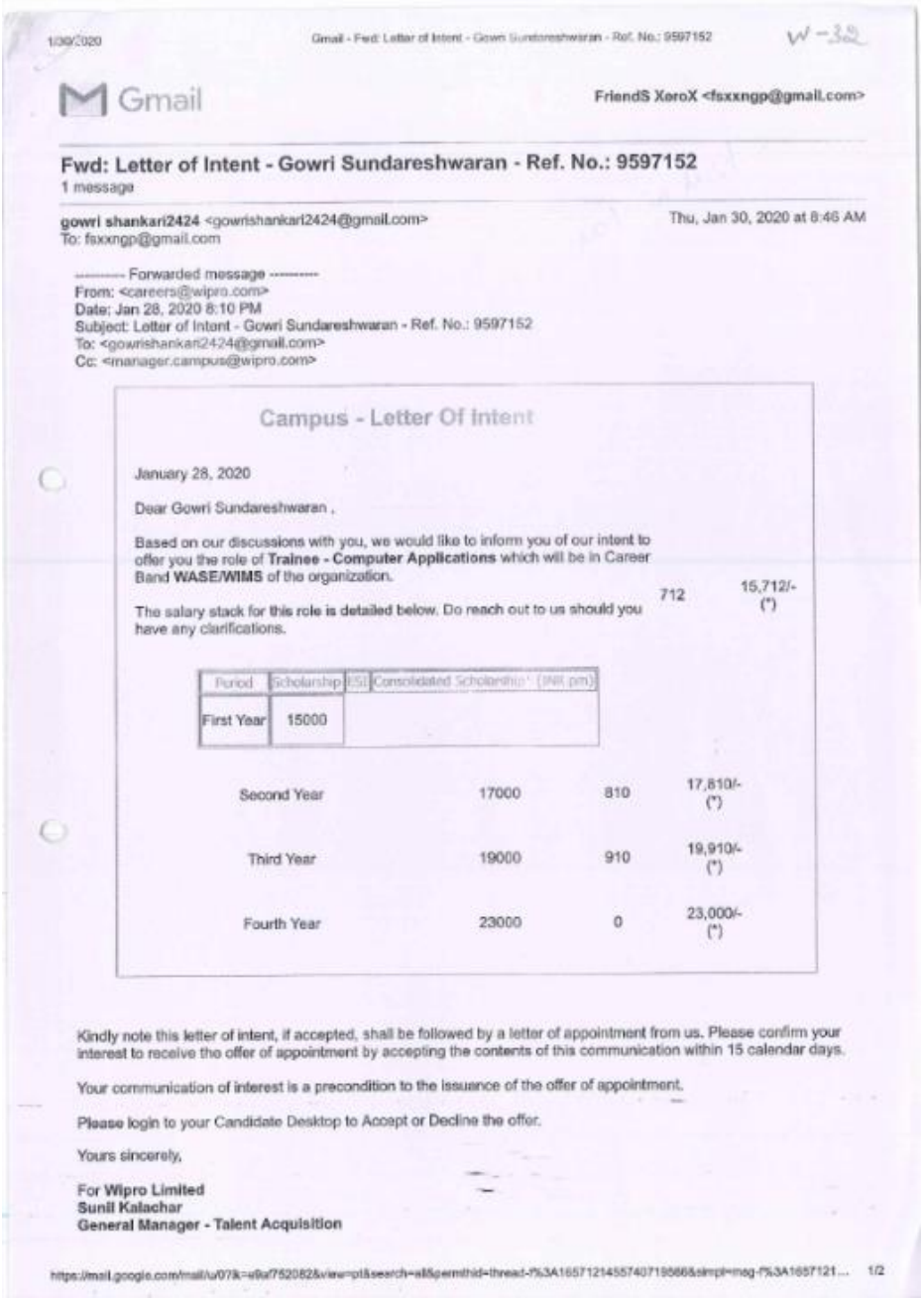
Priya Bevara <priyabevara161@gmail.com> Tue, Jan 28, 2020 at 9:10 PM
To: madhubalasurender@gmail.com

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Jan 28, 2020 9:04 PM
Subject: Letter of Intent - Geeth Priya - Ref. No.: 9600505
To: <priyabevara161@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

2 of 3 1/30/2020, 8:42 A

GOWRI SUNDARESHWARAN-WIPRO



1/30/2020 Gmail - Fwd: Letter of Intent - Gowri Sundareshwaran - Ref. No.: 9597152 W-32

Gmail FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Gowri Sundareshwaran - Ref. No.: 9597152
1 message

gowri shankari2424 <gowrishankari2424@gmail.com> Thu, Jan 30, 2020 at 8:46 AM
To: fsxxngp@gmail.com

---------- Forwarded message ----------
From: <careers@wipro.com>
Date: Jan 28, 2020 8:10 PM
Subject: Letter of Intent - Gowri Sundareshwaran - Ref. No.: 9597152
To: <gowrishankari2424@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Gowri Sundareshwaran ,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

712 15,712/- (*)

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

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Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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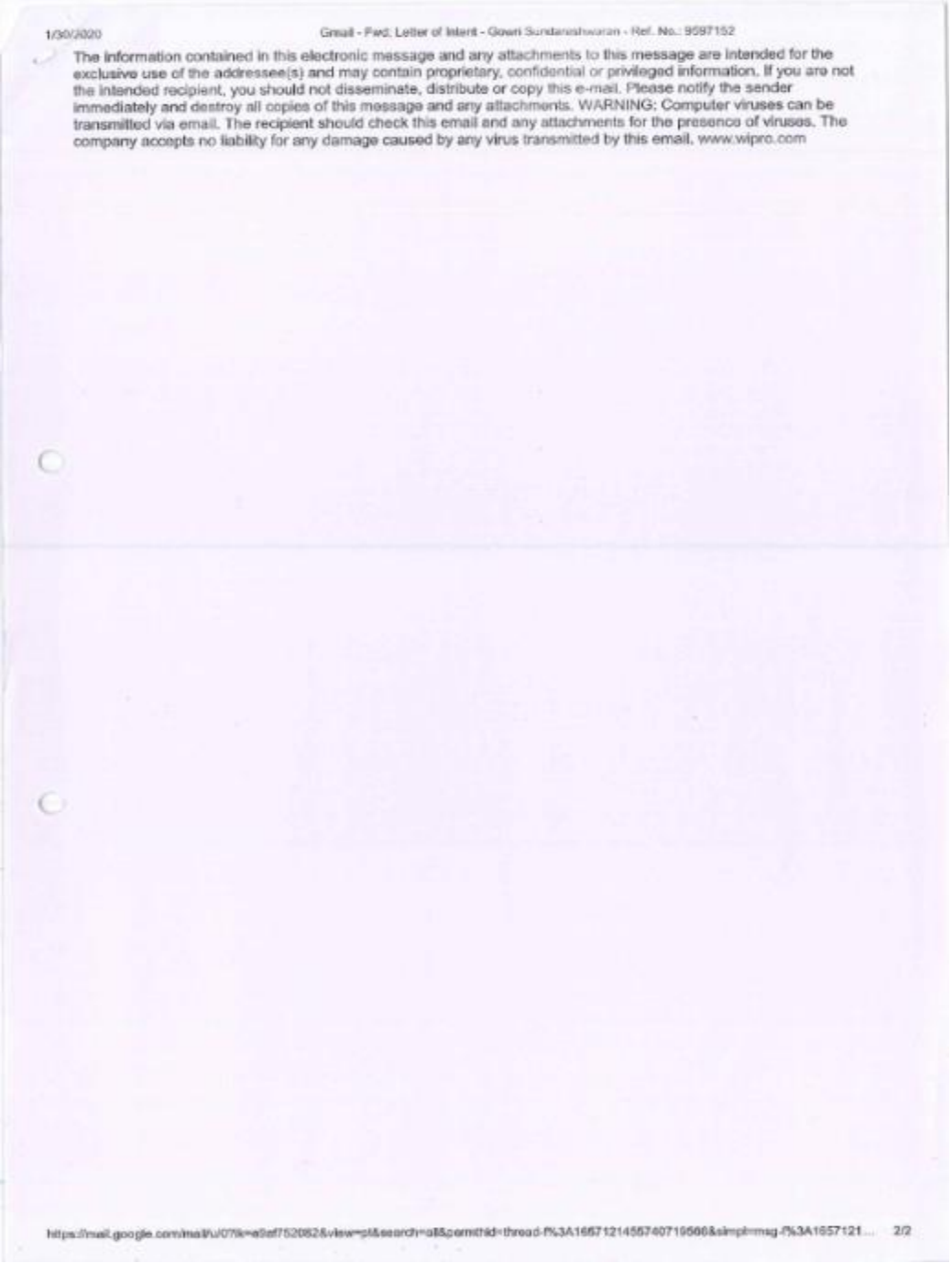

1/30/2020 Gmail - Fwd: Letter of Intent - Gowri Sundareshwaran - Ref. No.: 9597152

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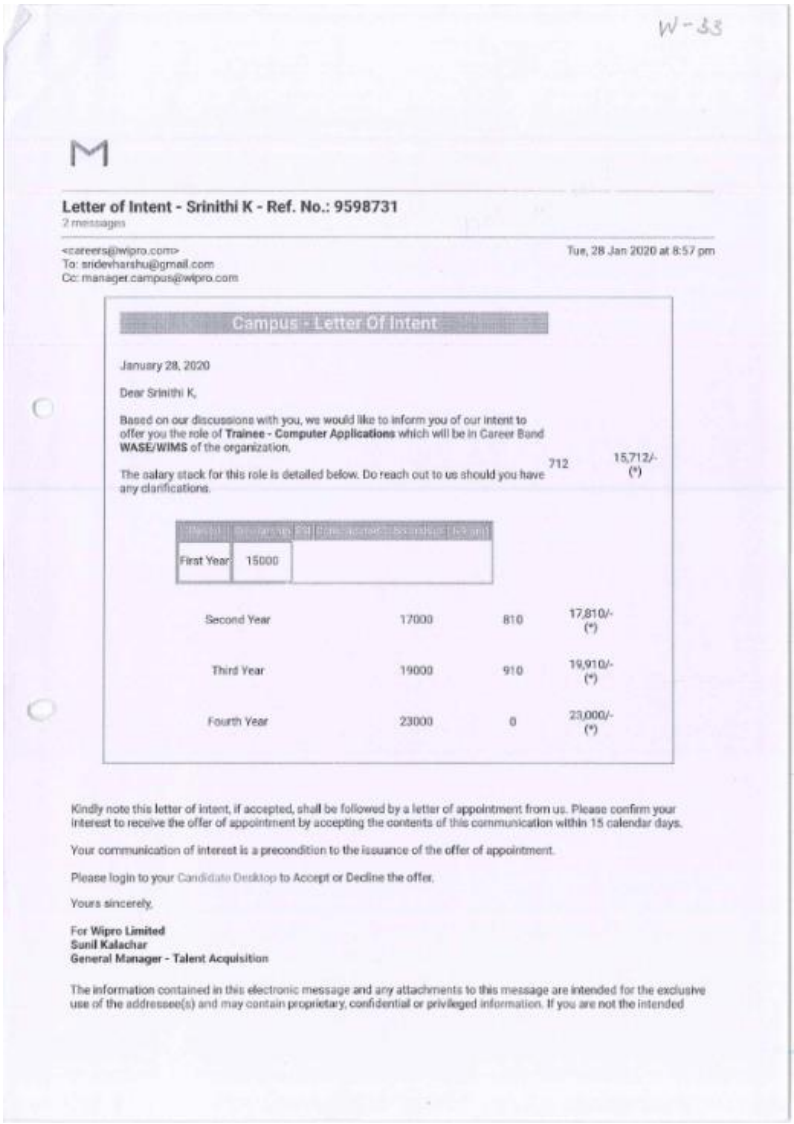
SRINITHI K – WIPRO



W-33

M

Letter of Intent - Srinithi K - Ref. No.: 9598731
2 messages

<careers@wipro.com> Tue, 28 Jan 2020 at 8:57 pm
To: sridevharshu@gmail.com
Cc: manager.campus@wipro.com

Campus - Letter Of Intent

January 28, 2020

Dear Srinithi K,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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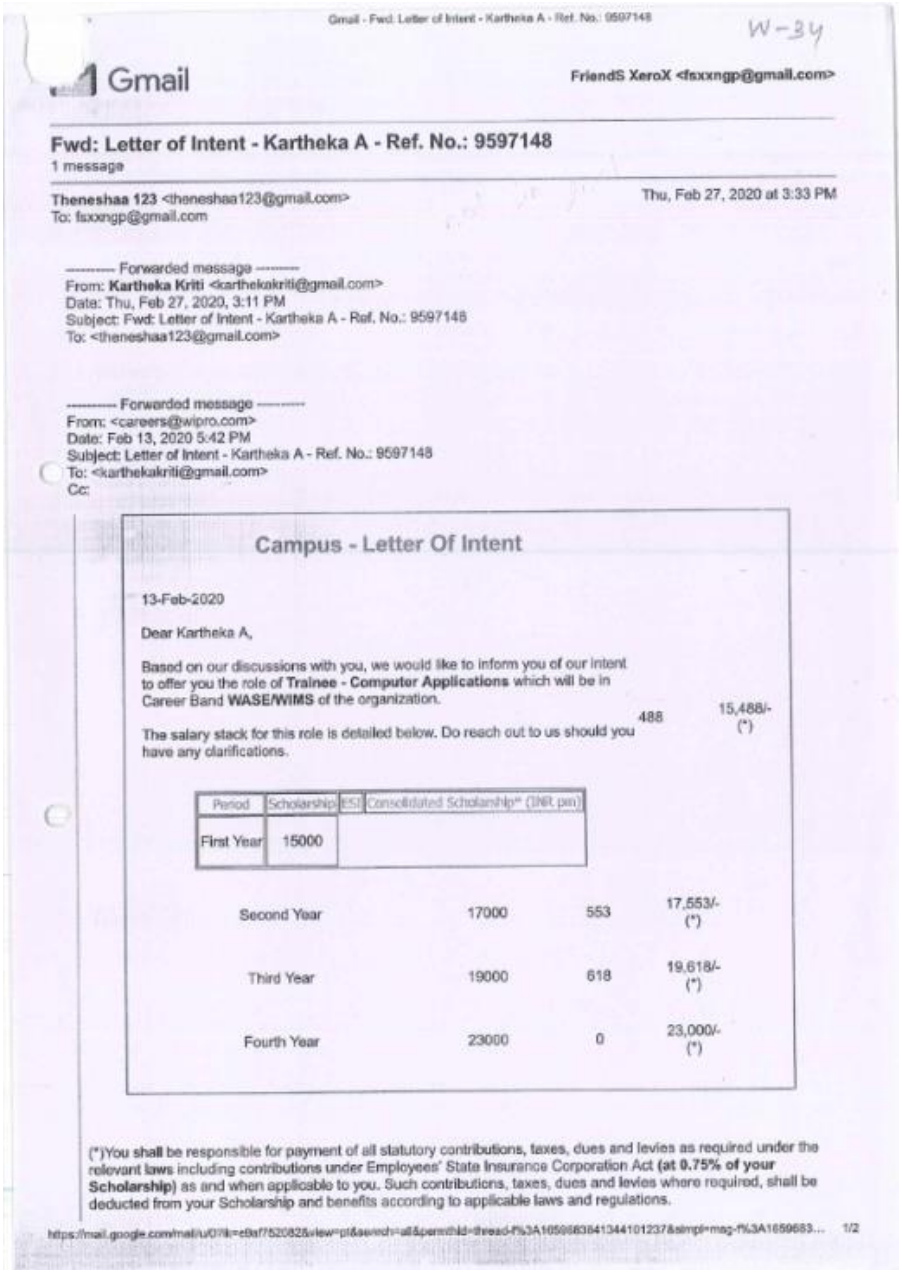
KARTHEKA A – WIPRO



Gmail - Fwd: Letter of Intent - Kartheka A - Ref. No.: 9597148

W-34

Gmail

FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Kartheka A - Ref. No.: 9597148
1 message

Theneshaa 123 <theneshaa123@gmail.com> Thu, Feb 27, 2020 at 3:33 PM
To: fsxxngp@gmail.com

---------- Forwarded message ---------
From: **Kartheka Kriti** <karthekakriti@gmail.com>
Date: Thu, Feb 27, 2020, 3:11 PM
Subject: Fwd: Letter of Intent - Kartheka A - Ref. No.: 9597148
To: <theneshaa123@gmail.com>

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Feb 13, 2020 5:42 PM
Subject: Letter of Intent - Kartheka A - Ref. No.: 9597148
To: <karthekakriti@gmail.com>
Cc:

Campus - Letter Of Intent

13-Feb-2020

Dear Kartheka A,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	EST	Consolidated Scholarship* (INR pm)	
First Year	15000		488	15,488/- (*)
Second Year	17000	553		17,553/- (*)
Third Year	19000	618		19,618/- (*)
Fourth Year	23000	0		23,000/- (*)

(*)You **shall** be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act **(at 0.75% of your Scholarship)** as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

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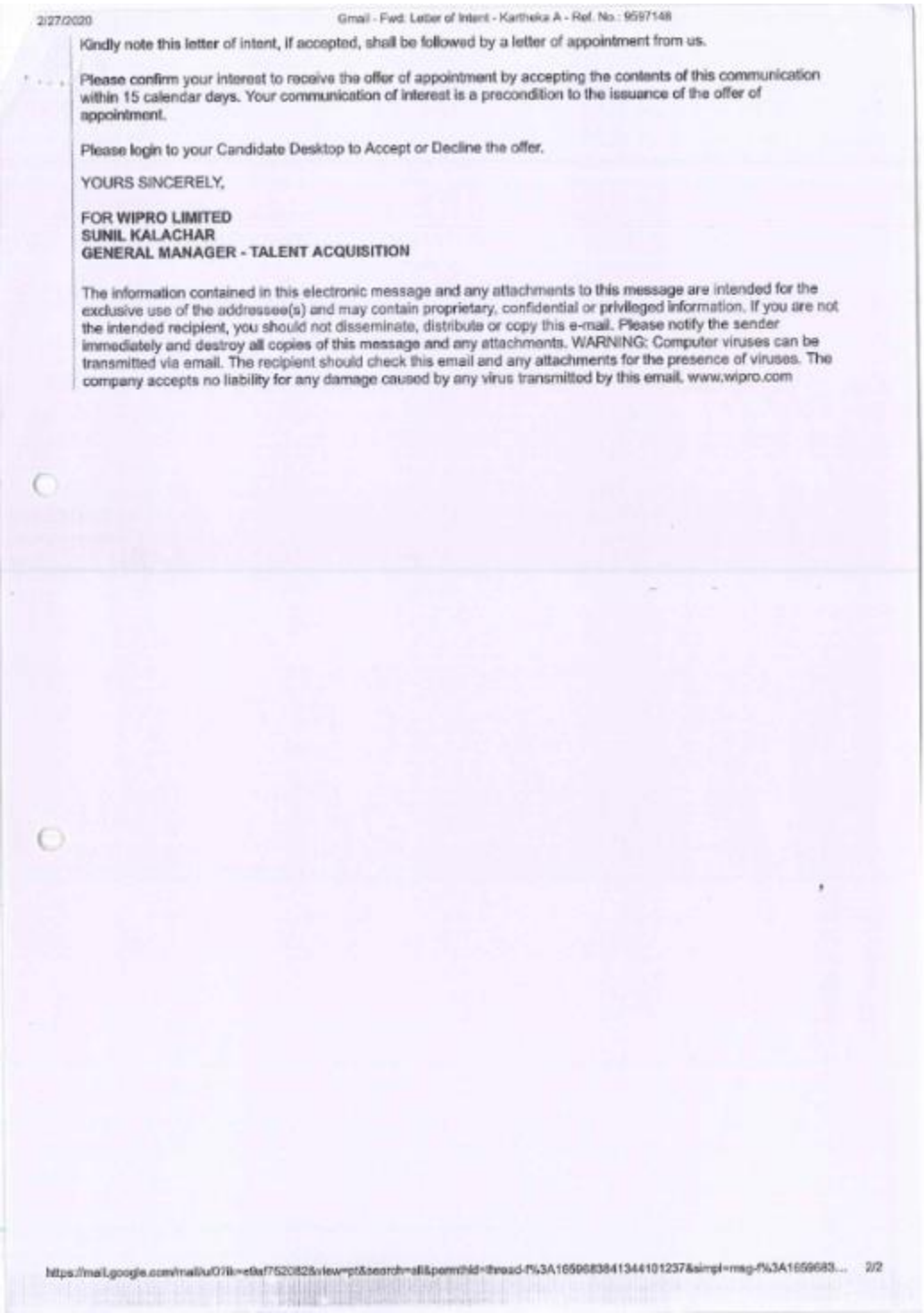

2/27/2020 Gmail - Fwd: Letter of Intent - Kartheka A - Ref. No.: 9597148

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

YOURS SINCERELY,

FOR WIPRO LIMITED
SUNIL KALACHAR
GENERAL MANAGER - TALENT ACQUISITION

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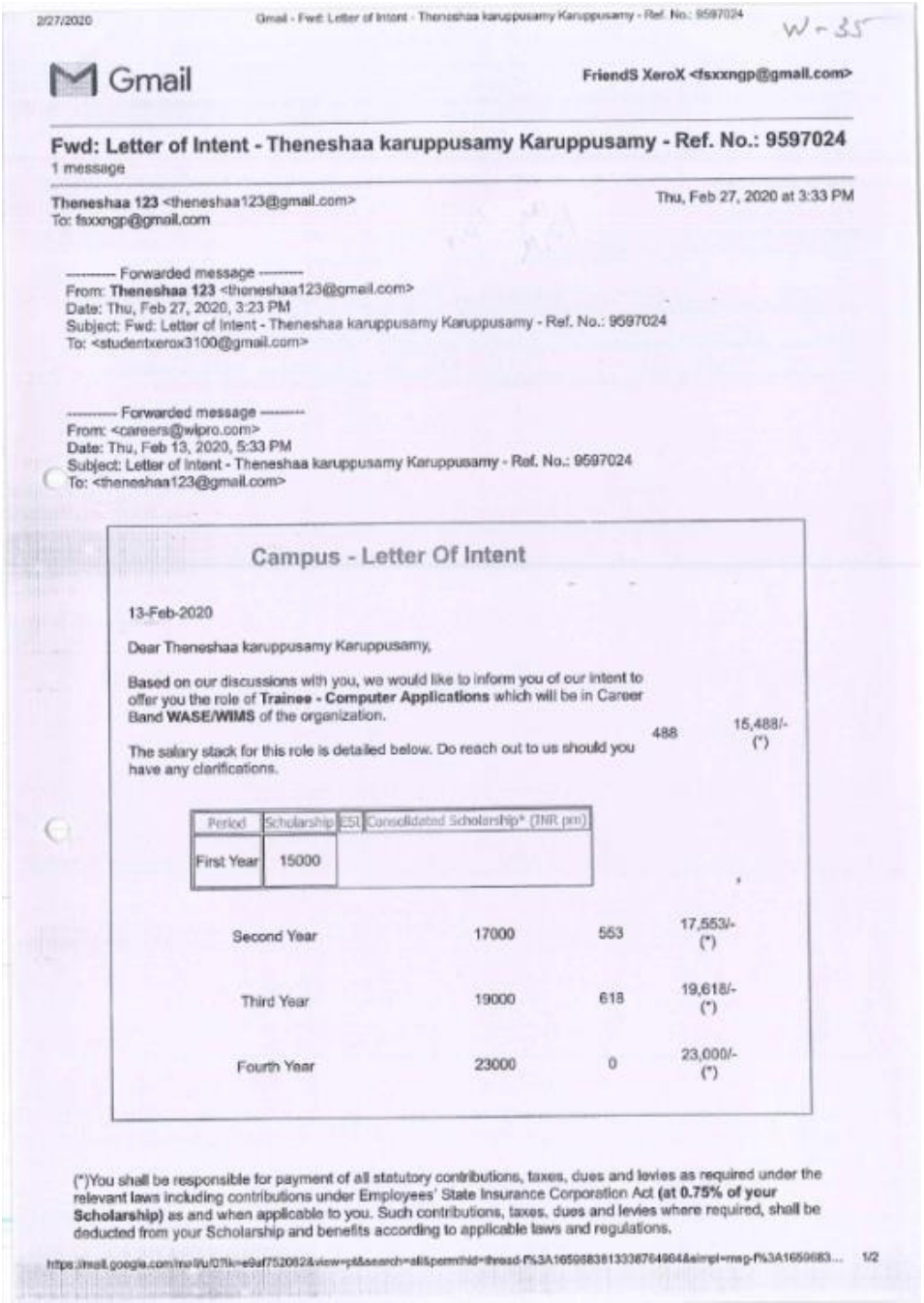
https://mail.google.com/mail/u/0?ik=e8af752082&view=pt&search=all&permthid=thread-f%3A1659683841344101237&simpl=msg-f%3A1659683... 2/2

THENESHAA KARUPPUSAMY-WIPRO



2/27/2020 Gmail - Fwd: Letter of Intent - Theneshaa karuppusamy Karuppusamy - Ref. No.: 9597024

W-35

Gmail FriendS XeroX <fsxxngp@gmail.com>

Fwd: Letter of Intent - Theneshaa karuppusamy Karuppusamy - Ref. No.: 9597024
1 message

Theneshaa 123 <theneshaa123@gmail.com> Thu, Feb 27, 2020 at 3:33 PM
To: fsxxngp@gmail.com

---------- Forwarded message ---------
From: **Theneshaa 123** <theneshaa123@gmail.com>
Date: Thu, Feb 27, 2020, 3:23 PM
Subject: Fwd: Letter of Intent - Theneshaa karuppusamy Karuppusamy - Ref. No.: 9597024
To: <studentxerox3100@gmail.com>

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Thu, Feb 13, 2020, 5:33 PM
Subject: Letter of Intent - Theneshaa karuppusamy Karuppusamy - Ref. No.: 9597024
To: <theneshaa123@gmail.com>

Campus - Letter Of Intent

13-Feb-2020

Dear Theneshaa karuppusamy Karuppusamy,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)		
First Year	15000	488	15,488/- (*)		
Second Year	17000	553	17,553/- (*)		
Third Year	19000	618	19,618/- (*)		
Fourth Year	23000	0	23,000/- (*)		

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act **(at 0.75% of your Scholarship)** as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

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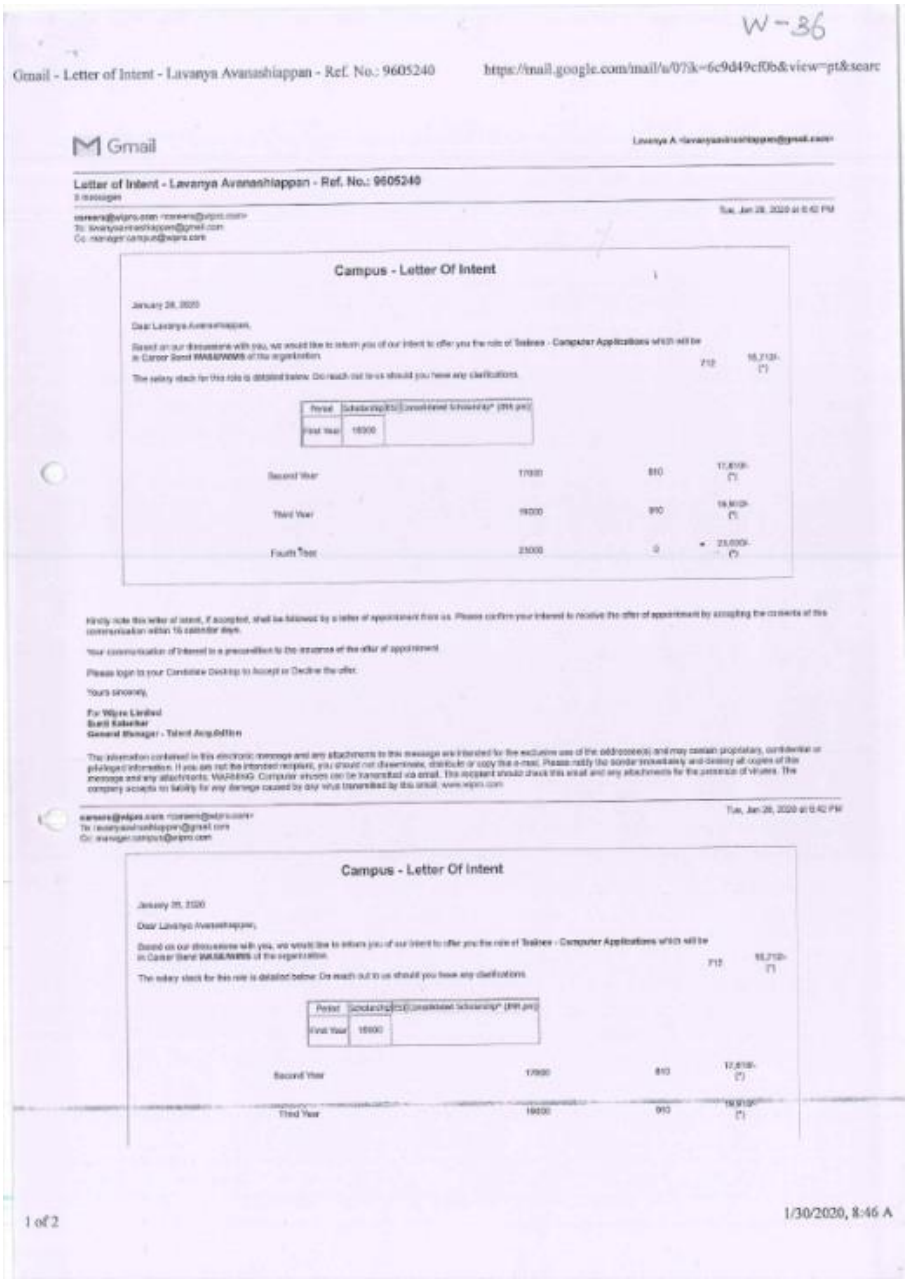
LAVANYA-WIPRO



W-36

Gmail - Letter of Intent - Lavanya Avanashiappan - Ref. No.: 9605240 https://mail.google.com/mail/u/0?ik=6c9d49cf0b&view=pt&searc

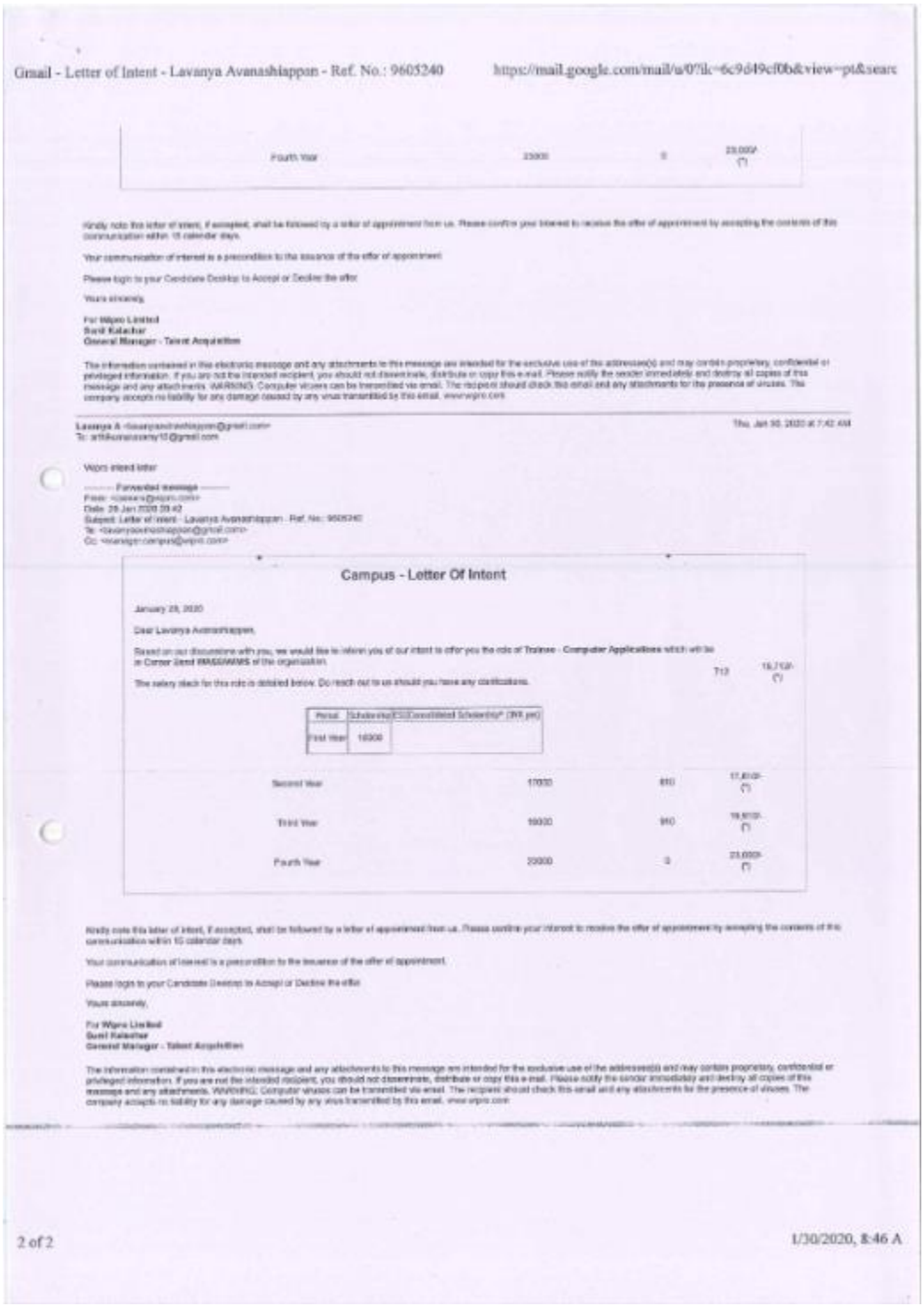
Gmail

Letter of Intent - Lavanya Avanashiappan - Ref. No.: 9605240

Campus - Letter Of Intent

Campus - Letter Of Intent

1 of 2 1/30/2020, 8:46 A



Gmail - Letter of Intent - Lavanya Avanashiappan - Ref. No.: 9605240 https://mail.google.com/mail/u/0?ik=6c9d49cf0b&view=pt&searc

Fourth Year 23000 0

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 10 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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Lavanya A <lavanyaavanashiappan@gmail.com> Thu, Jan 30, 2020 at 7:42 AM
To: art4lavanyaavany10@gmail.com

Wipro intent letter

---------- Forwarded message ----------
From: <careers@wipro.com>
Date: 29 Jan 2020 09:42
Subject: Letter of Intent - Lavanya Avanashiappan - Ref. No.: 9605240
To: <lavanyaavanashiappan@gmail.com>
Cc: <wiprogo.campus@wipro.com>

Campus - Letter Of Intent

January 29, 2020

Dear Lavanya Avanashiappan,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications which will be in Career Band WASSWMS of the organization.

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

Period	Scholarship(CS)/Consolidated Scholarship* (INR pa)
First Year	16000

Second Year	17000	850	17,850/- (*)
Third Year	19000	950	19,950/- (*)
Fourth Year	20000	0	23,000/- (*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 10 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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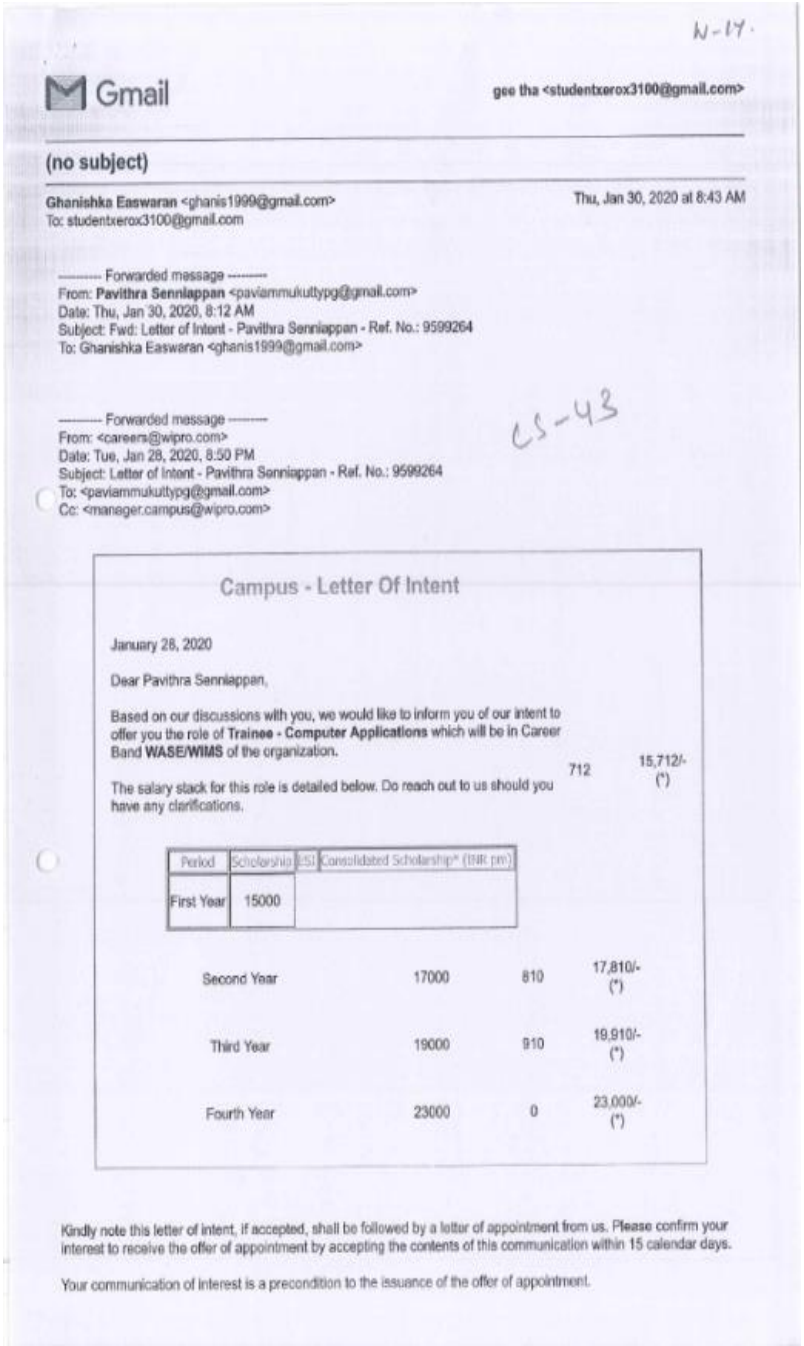
2 of 2 1/30/2020, 8:46 A

PAVITHRA SENNIAPPAN-WIPRO



N-17.

Gmail — gee tha <studentxerox3100@gmail.com>

(no subject)

Ghanishka Easwaran <ghanis1999@gmail.com> Thu, Jan 30, 2020 at 8:43 AM
To: studentxerox3100@gmail.com

---------- Forwarded message ---------
From: **Pavithra Senniappan** <paviammukuttypg@gmail.com>
Date: Thu, Jan 30, 2020, 8:12 AM
Subject: Fwd: Letter of Intent - Pavithra Senniappan - Ref. No.: 9599264
To: Ghanishka Easwaran <ghanis1999@gmail.com>

CS-43

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue, Jan 28, 2020, 8:50 PM
Subject: Letter of Intent - Pavithra Senniappan - Ref. No.: 9599264
To: <paviammukuttypg@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Pavithra Senniappan,

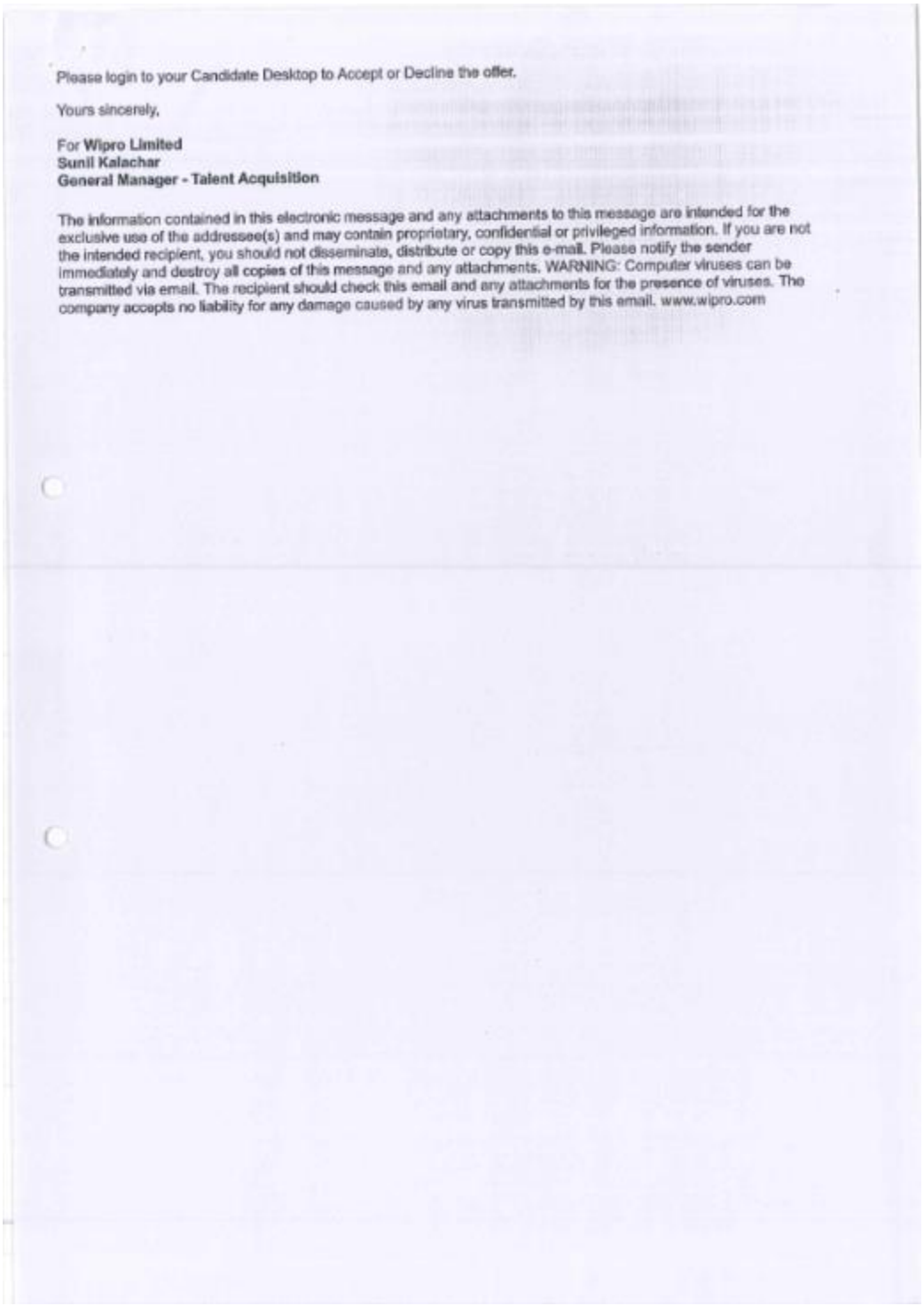
Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)	
First Year	15000		712	15,712/- (*)
Second Year	17000	810		17,810/- (*)
Third Year	19000	910		19,910/- (*)
Fourth Year	23000	0		23,000/- (*)

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

Your communication of interest is a precondition to the issuance of the offer of appointment.



Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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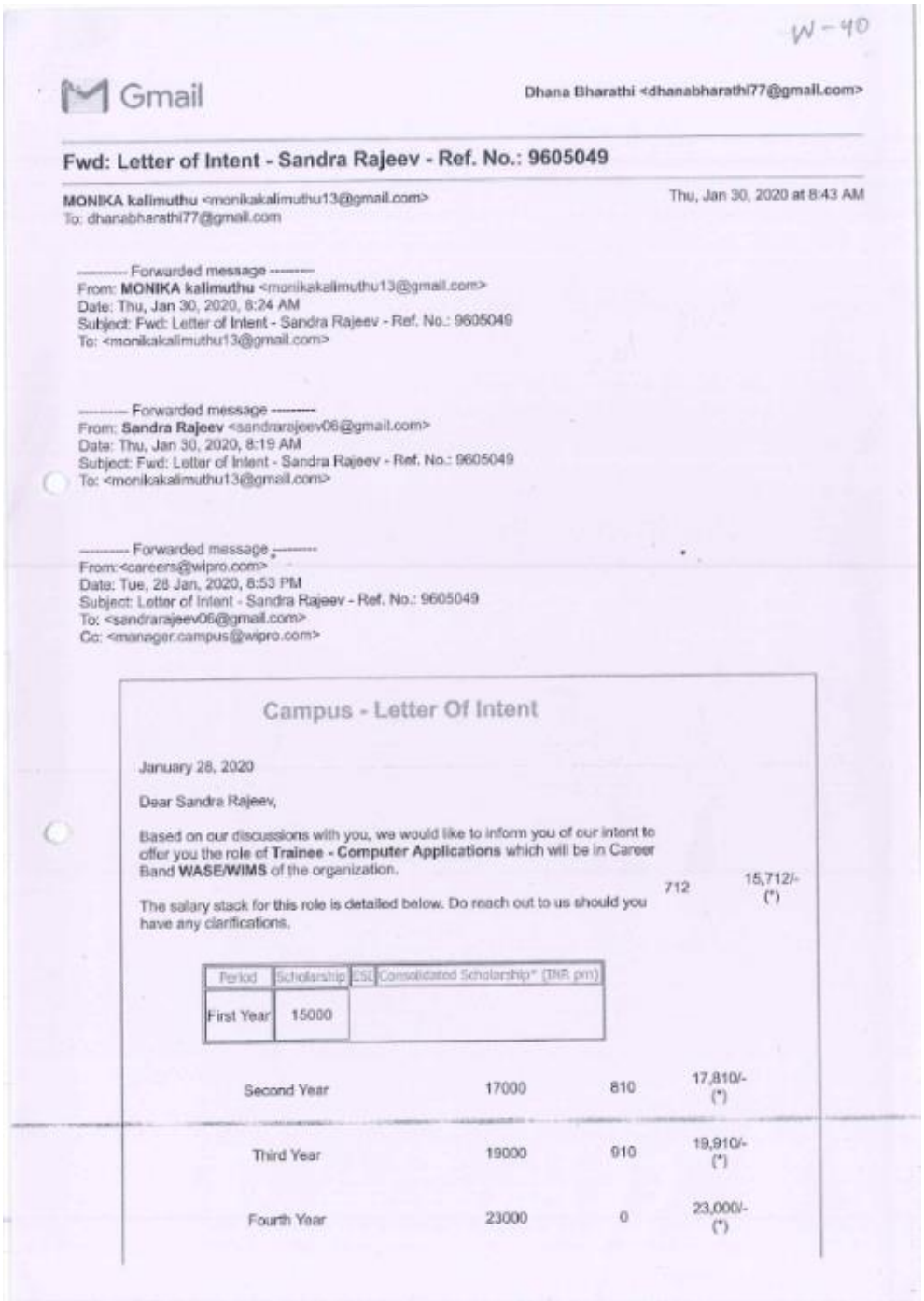
SANDRA RAJEEV- WIPRO



W-40

Gmail

Dhana Bharathi <dhanabharathi77@gmail.com>

Fwd: Letter of Intent - Sandra Rajeev - Ref. No.: 9605049

MONIKA kalimuthu <monikakalimuthu13@gmail.com> Thu, Jan 30, 2020 at 8:43 AM
To: dhanabharathi77@gmail.com

--------- Forwarded message ---------
From: **MONIKA kalimuthu** <monikakalimuthu13@gmail.com>
Date: Thu, Jan 30, 2020, 8:24 AM
Subject: Fwd: Letter of Intent - Sandra Rajeev - Ref. No.: 9605049
To: <monikakalimuthu13@gmail.com>

--------- Forwarded message ---------
From: **Sandra Rajeev** <sandrarajeev06@gmail.com>
Date: Thu, Jan 30, 2020, 8:19 AM
Subject: Fwd: Letter of Intent - Sandra Rajeev - Ref. No.: 9605049
To: <monikakalimuthu13@gmail.com>

--------- Forwarded message ---------
From: <careers@wipro.com>
Date: Tue, 28 Jan, 2020, 8:53 PM
Subject: Letter of Intent - Sandra Rajeev - Ref. No.: 9605049
To: <sandrarajeev06@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

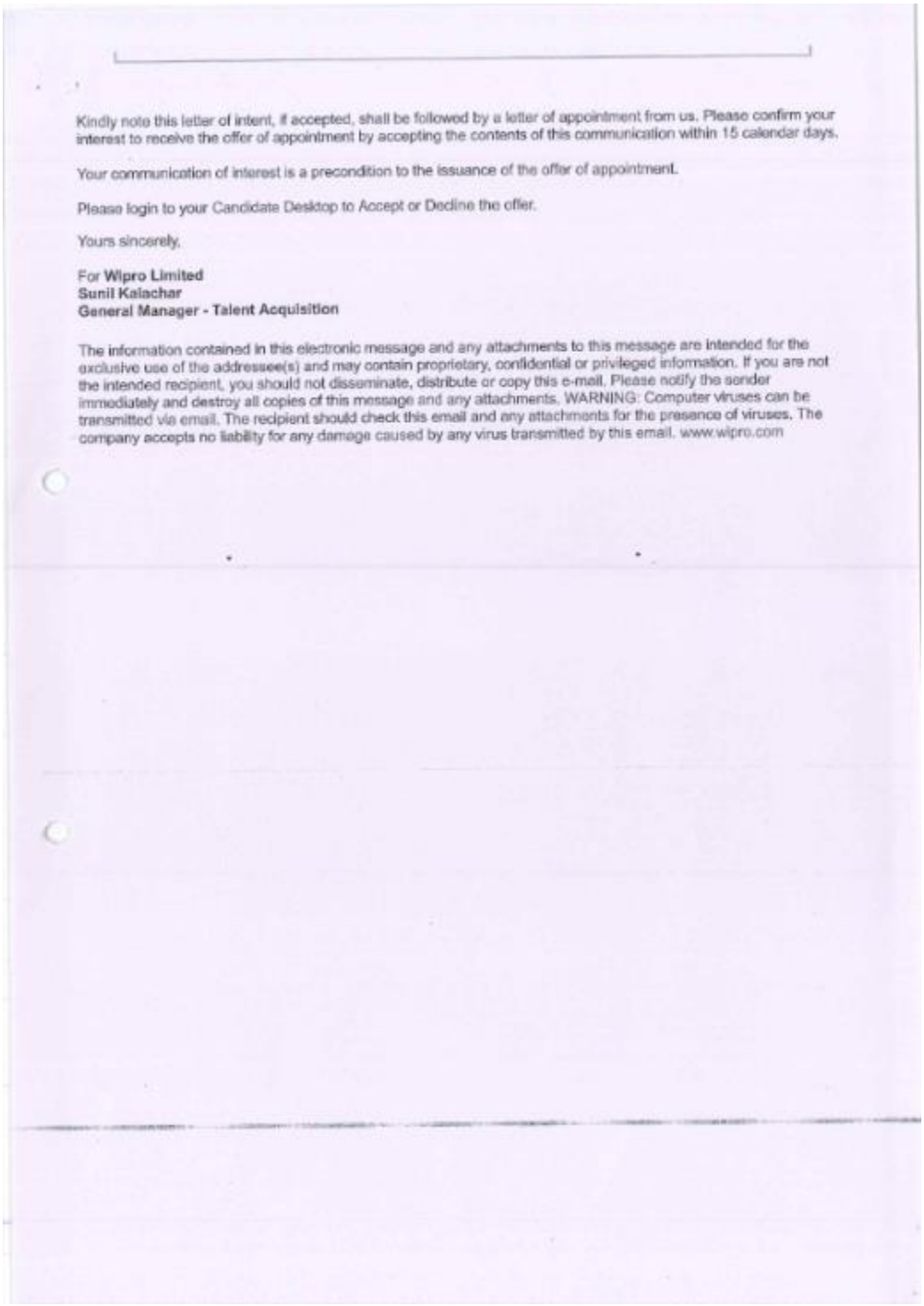
January 28, 2020

Dear Sandra Rajeev,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

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

Period	Scholarship	CSI	Consolidated Scholarship* (INR pm)		
First Year	15000			712	15,712/- (*)
Second Year	17000	810			17,810/- (*)
Third Year	19000	910			19,910/- (*)
Fourth Year	23000	0			23,000/- (*)



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Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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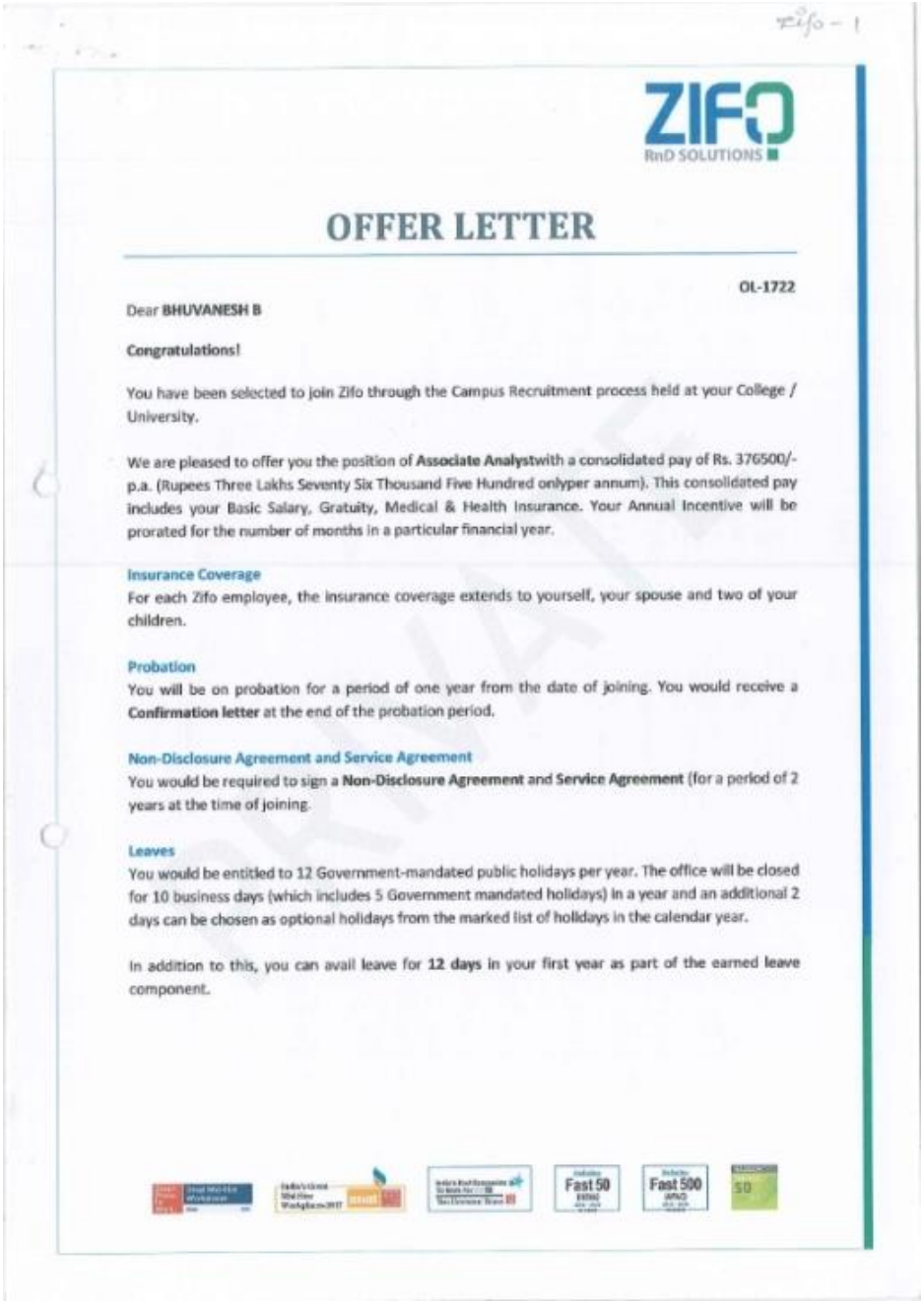
AKASH G – XMR

Xmer Garments, Athimara Thottam, Post,
Sirupoolovapatti, Tiruppur - 641 602.

AKASH G

Designation : Warehouse Exe.
D.O.B : 15.05.2000
Blood Group : A1B+ve
Mobile No : 9489216669

BHUVANESH B - ZIFO



zifo - 1

ZIFO
RnD SOLUTIONS

OFFER LETTER

OL-1722

Dear **BHUVANESH B**

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst**with a consolidated pay of Rs. 376500/- p.a. (Rupees Three Lakhs Seventy Six Thousand Five Hundred onlyper annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance. Your Annual Incentive will be prorated for the number of months in a particular financial year.

Insurance Coverage
For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

Probation
You will be on probation for a period of one year from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Non-Disclosure Agreement and Service Agreement
You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining.

Leaves
You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **12 days** in your first year as part of the earned leave component.

ZIFO
RnD SOLUTIONS

Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

Working Hours

Your working hours will be from **8:45 am** to **5:45 pm** from Monday to Friday.

Background Check

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

Joining Date

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

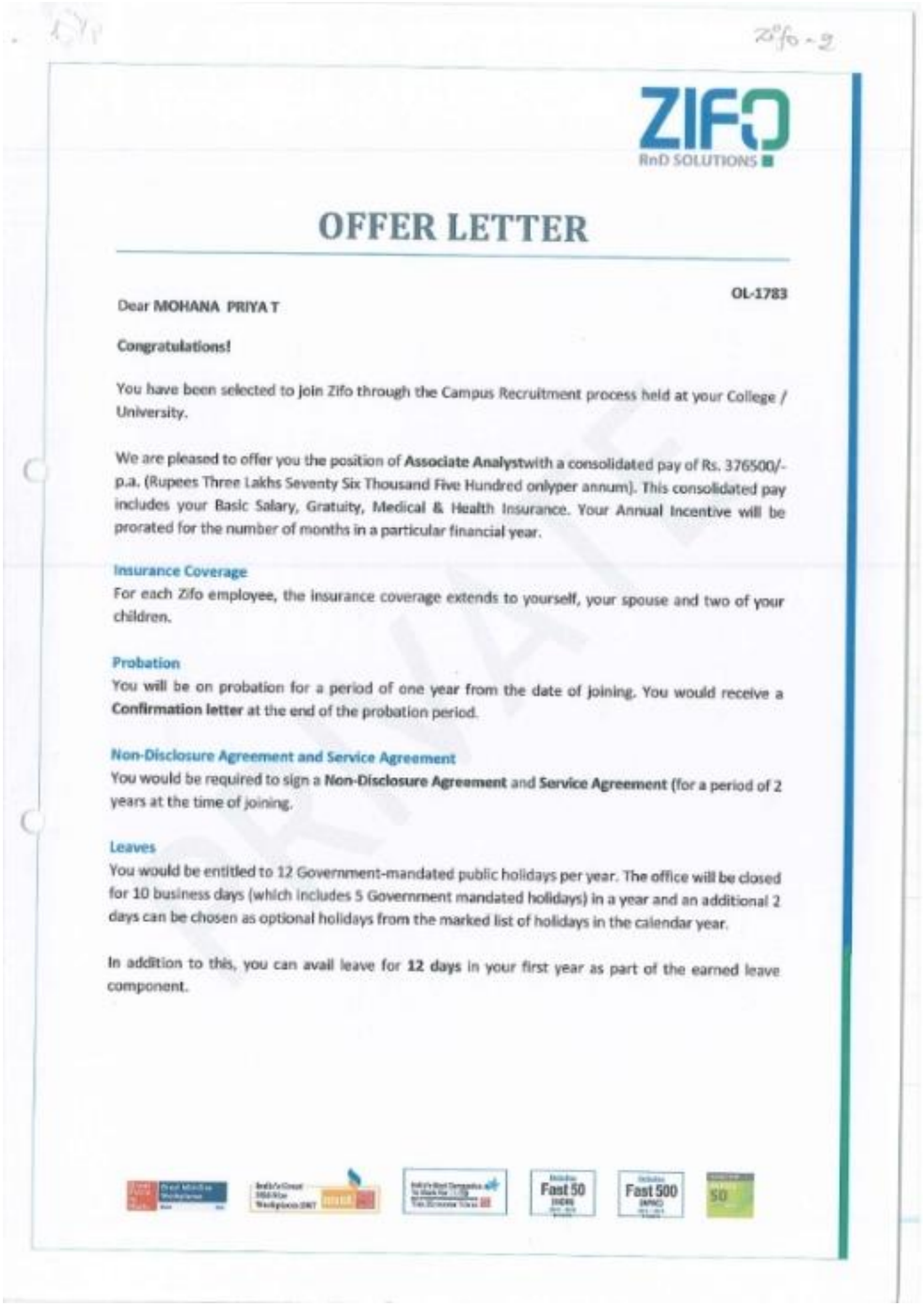
Regards,

Kamalahasan N
Head – HR

Acceptance by

PRIVATE

MOHANA PRIYA T - ZIFO



Zifo - 2

ZIFO
RnD SOLUTIONS

OFFER LETTER

OL-1783

Dear **MOHANA PRIYA T**

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst**with a consolidated pay of Rs. 376500/- p.a. (Rupees Three Lakhs Seventy Six Thousand Five Hundred onlyper annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance. Your Annual Incentive will be prorated for the number of months in a particular financial year.

Insurance Coverage
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Probation
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ZIFO
RnD SOLUTIONS

Maternity and Paternity Policy
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Background Check
Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

Joining Date
Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

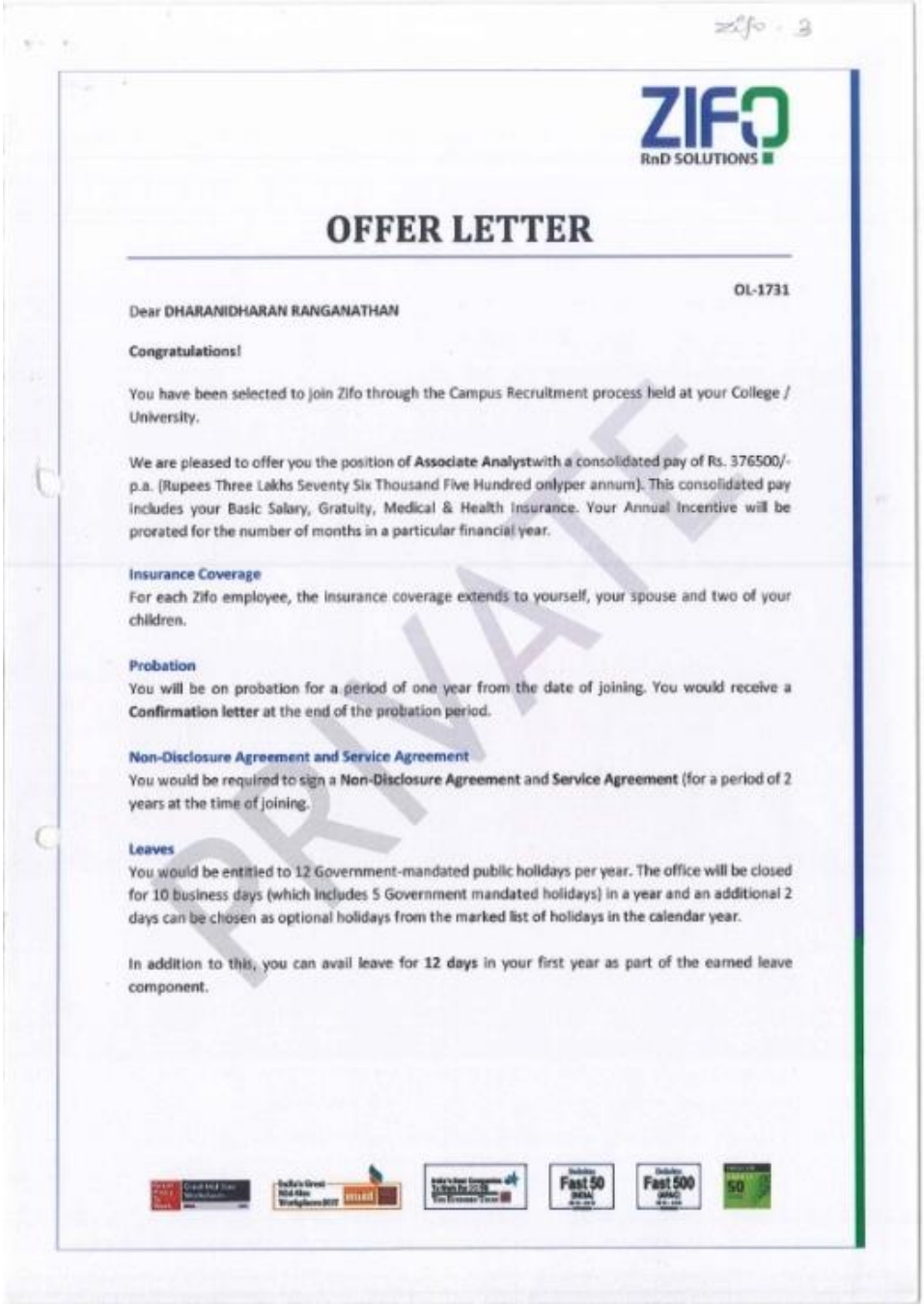
Regards,

Kamalahasan N
Head – HR

Acceptance by

PRIVATE

DHARANIDHARAN RANGANATHAN-ZIFO



zifo - 3

ZIFO
RnD SOLUTIONS

OFFER LETTER

OL-1731

Dear **DHARANIDHARAN RANGANATHAN**

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst**with a consolidated pay of Rs. 376500/- p.a. (Rupees Three Lakhs Seventy Six Thousand Five Hundred onlyper annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance. Your Annual Incentive will be prorated for the number of months in a particular financial year.

Insurance Coverage
For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

Probation
You will be on probation for a period of one year from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Non-Disclosure Agreement and Service Agreement
You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining.

Leaves
You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **12 days** in your first year as part of the earned leave component.

PRIVATE

ZIFO
RnD SOLUTIONS

Maternity and Paternity Policy
At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

Working Hours
Your working hours will be from **8:45 am** to **5:45 pm** from Monday to Friday.

Background Check
Zifo is a part of the Regulated R&D Industry and Zifo reserves the right to conduct background reference checks for all its employees.

Joining Date
Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,

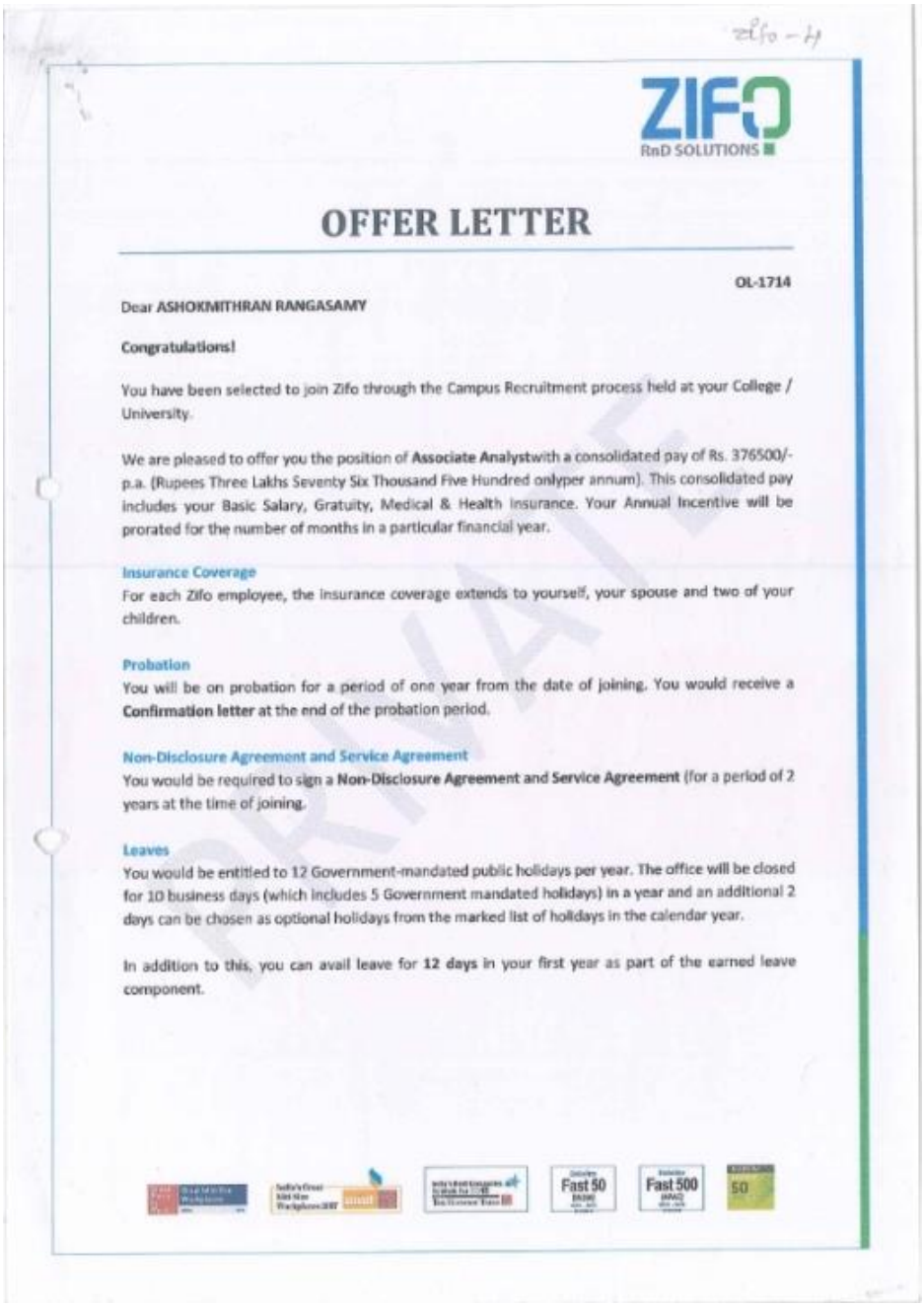
Kamalahasan N
Head – HR

Acceptance by

16/Dec/2019

PRIVATE

ASHOKMITHRAN RANGASAMY-ZIFO



Zifo – H

ZIFO
RnD SOLUTIONS

OFFER LETTER

OL-1714

Dear **ASHOKMITHRAN RANGASAMY**

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst**with a consolidated pay of Rs. 376500/- p.a. (Rupees Three Lakhs Seventy Six Thousand Five Hundred onlyper annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance. Your Annual Incentive will be prorated for the number of months in a particular financial year.

Insurance Coverage
For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

Probation
You will be on probation for a period of one year from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Non-Disclosure Agreement and Service Agreement
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In addition to this, you can avail leave for **12 days** in your first year as part of the earned leave component.

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ZIFO
RnD SOLUTIONS

Maternity and Paternity Policy
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Working Hours
Your working hours will be from **8:45 am** to **5:45 pm** from Monday to Friday.

Background Check
Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

Joining Date
Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

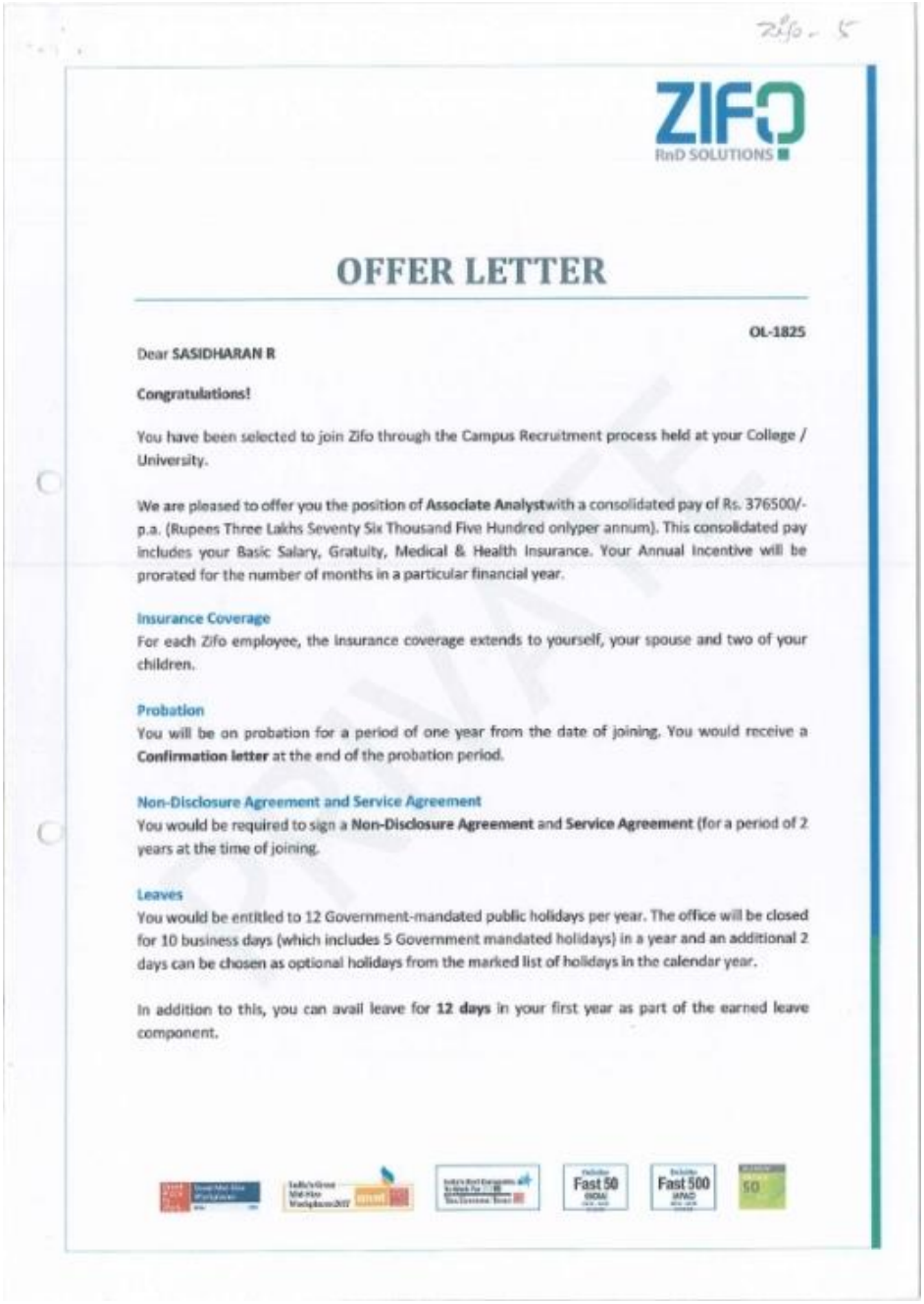
Regards,

Kamalahasan N
Head – HR

Acceptance
by.

PRIVATE

SASIDHARAN R- ZIFO



ZIFO
RnD SOLUTIONS

OFFER LETTER

OL-1825

Dear **SASIDHARAN R**

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst**with a consolidated pay of Rs. 376500/- p.a. (Rupees Three Lakhs Seventy Six Thousand Five Hundred onlyper annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance. Your Annual Incentive will be prorated for the number of months in a particular financial year.

Insurance Coverage
For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

Probation
You will be on probation for a period of one year from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Non-Disclosure Agreement and Service Agreement
You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining.

Leaves
You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **12 days** in your first year as part of the earned leave component.

ZIFO
RnD SOLUTIONS

Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

Working Hours

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Background Check

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

Joining Date

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,

Kamalahasan N
Head – HR

Acceptance by

PRIVATE

SRINATH D – TEAM LEASE SERVICES LTD

TeamLease™
Putting India to Work

Date: 16 Nov 2020

Mr Srinath D
2/66 South Street Sarvoy post
Attur Talk
Salem 636121

Employee No: 1942852
Dear Mr Srinath D

Appointment Letter

We are pleased to appoint you in our organization as Billing and Collection Associate subject to the following terms and conditions:

1. Your contract will commence from 16 Nov 2020 and expire on 31 Jul 2021 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 16 Nov 2020 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules andregulations.
2. You hereby agree to be liable for the following terms andconditions:
   i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the workassignment.
   ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other thirdparties.
   iii. Not engage in any conduct which is detrimental to the interest of the Client orTeamLease.
   iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to byTeamLease.
   v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission ofTeamLease.
   vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake thework.
   vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by theClient.
   viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made awareof.
   ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services providedherein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminatedforthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicabledeductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability byyou.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws ofIndia.
8. DetailsofyoursalarybreakupwillbeaspertheAnnexureattachedherein.YouherebyauthorizeTeamLeaseto

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TeamLeaseServicesLimited.,CINNo.U74140MH2000PTC124003
BMTCCommercialComplex,8thFloor,80FeetRoad,Koramangala,Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com
Registered Office: No 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051

TeamLease™
Putting India to Work

make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. You agree that your engagement is strictly subject to a positive background verification report and that thisengagement letter will be treated as void from the date of its issue in the event your background verification report is negative. You hereby authorize disclosure to TeamLease or to its authorized background verification vendo r of information concerning your employment history, earning history, education, criminal history, litigation record or such other records as considered necessary by TeamLease. You hereby release TeamLease or its nominees, officers, directors and employees harmless from any and all liability that may arise with respect to any of the foregoing reports or information. Your signature below or you accepting remuneration from TeamLease first time indicates your consent to the terms for release of all reports, data or information set out hereinabove to TeamLease or to its authorized background verificationvendor.
10. The salary payout will be made latest by 1st of the followingmonth.
11. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salaryand applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
12. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
13. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would standcancelled/revoked.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide toyou.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASESERVICES LIMITED

(Authorized Signatory)

Accepted andAgreed

Signature and date:
Name: SRINATH D

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TeamLeaseServicesLimited.,CINNo.U74140MH2000PTC124003
BMTCCommercialComplex,8thFloor,80FeetRoad,Koramangala,Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com
Registered Office: No 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051

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Salary Annexure

Employee No: 1942852

Particulars	Amounts
Basic	13442
House Rent Allowance	3777
Conveyance	1600
Employer PF Contribution	1469
ESIC - Employer	547
Insurance	190
Works Allowance	1199
Statutory Bonus	787
TotalAmount	24011
Amount In Words(Rs)	TwentyFour Thousand Eleven rupees

Net Pay Annexure

EARNINGS	Amounts
Basic	13442
House Rent Allowance	3777
Conveyance	1600
Works Allowance	1199
Statutory Bonus	787
Gross Earnings	**20805**
DEDUCTION *	**Amounts**
Employee ESI	127
Employee PF	1469
Professional Tax	209
Total Deduction	**1805**

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961
** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

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KARTHIKA R – TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195950914/Chennai/BPS/BTN
Date: 19/10/2020

Ms. Karthika R
42
India St
Perundurai
Erode-638052
Tamil Nadu
Tel# 91-7540070220

Dear Ms. Karthika R,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

Private and Confidential 1
TCSL/DT20195950914

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

TATA

OTHER BENEFITS

1. **Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

   i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of Traineeship, from Employees' State Insurance Corporation.

   When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial . For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. **Night Shift Stipend:**
Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200**/- per shift as per the company policy.

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Corporate Identification No. (CIN): L22210MH1995PLC084781

6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written

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permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **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 a trainee of TCSL.

9. **Notice Period:**
You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. **Medical Test:**
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. **Background Check:**
Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. **Submission of Documents:**
At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- 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 Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

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TATA

13. **Initial Learning Programme (ILP)**
On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. **Letter of Appointment**
Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

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

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

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

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

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

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

16. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

17. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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TCSL/DT20195950914

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Tata Consultancy Services Limited
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Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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6

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20195950914/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. **Associate's Obligations**
Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any 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 TCS . Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**
Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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

5. **Use of third party material**
Associate expressly agrees that Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

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

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

9. **Equitable Rights**
Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat

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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 any claim or liability of any party, 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, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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SOUNDHARYA M - AOSTA SOFTWARE TECHNOLOGIES PVT LTD.

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AOSTA

14/08/2020

Dear SOUNDHARYA MARUTHACHALAM :

On behalf of Aosta Software Technologies India Limited, I am pleased to extend to you this offer of employment as an Intern - Analyst. On accepting this offer, you will begin your internship with the company on 17th August 2020 and continues until the day you graduate.

As an intern, you will be paid Rs. 5,000 per month. The intern's working hours will match with the normal working hours of Aosta Software employees. After the completion of internship, you will be designated as Junior Associate with Aosta Software. Regarding leave exemptions for examinations and external reviews, the intern should keep the management informed for approvals. Please read and retain them for your records.

1 COMMENCENT OF EMPLOYMENT

i. You will be employed by the Company in the function of Junior Associate with effect from after your graduation.

ii. Your terms and conditions of employment are described in Annexure "B" and such further duties and responsibilities as the Company may delegate to you from time to time.

iii. You will report directly to Prithip Kumar, a Senior Manager of the Company.

2 SALARY

i. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package")

ii. The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

3 PROBATION

You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless you are expressly confirmed in the regular service of the Company.

i. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated anytime, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

ii. During the Probation Period your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion on your initial or extended probationary period you will be confirmed in the regular service of the Company.

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 422 4302500

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4 TERMINATION

Your employment with the Company may be terminated at any time by the Company in accordance with the provisions of paragraph 14 of Annexure "B" hereto.

5 HOLIDAYS

i. You will be governed by the Leave rules as applicable.

ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

6 TERMS AND CONDITIONS OF EMPLOYMENT-ANNEXURE "B"

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out in Annexure "B" hereto. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

7 ACCEPTANCE OF YOUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention. This letter is valid for a period of five (5) days from the date of receipt of this letter. If we do not receive the signed letter from you confirming your acceptance of this offer within five (5) days from the date of receipt of this letter, this offer stands withdrawn and should not thereafter be considered as binding on the Company.

8 CONCLUSION

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.

If you have any questions, please do not hesitate to call me.

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Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF THE EMPLOYEE

I, SOUNDHARYA MARUTHACHALAM , have read and understood the terms and conditions of this letter and the annexures hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby and thereby'

Place: Coimbatore

Signed by the Employee:

Date:
8/14/2020

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ANNEXURE "A" TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE (AFTER GRADUATION)

Name : SOUNDHARYA MARUTHACHALAM
Job Title : Junior Associate
Band : NA
Level : NA

1. **Salary:** Your salary CTC will be INR 1,50,000 per annum, or INR 12,500 per month. (Your salary structure/details are attached to this document).Note: As the company grows, the potential for salary increases will periodically reviewed.
2. **Provident Fund**: A percentage of Basic + DA as per provisions of the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and Schemes framed there under as applicable.
3. **Medical Reimbursement**: Eligible for Rs.15,000/-per annum as per the medical reimbursement policy in force.
4. **Medical Insurance**: The coverage for hospitalization expenses would be as per the current Company Policy in force.
5. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
6. **Performance Incentive**: In addition, the Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,

Mohan Gounder
CEO

ACCEPTANCE OF EMPLOYEE

I, SOUNDHARYA MARUTHACHALAM , have read and understood the above compensation package relating to my services and employment with the Company and the same is acceptable to me and I hereby agree to be legally bound hereby.

Place: Coimbatore

Signed by the Employee:

Date: 8/14/2020

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ANNEXURE "B" TO THE OFFER LETTER

TERMS AND CONDITIONS OF EMPLOYMENT

1 JOB TITLE

Your Job Title is specified in the offer letter, and subject to change.

2 CONTINOUS SERVICE DATE

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

3 SALARY

The Company will be entitled, at any time during your employment, or in any event on termination, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay

4 HOURS OF WORK

4.1 You will be required to work the necessary hours to fulfill the essential job functions listed in the agreement which can be modified at company discretion. You will be required to work in shifts. It is expressly made clear that your applicable timings of work would be decided & notified to you by the company, and by accepting this offer you would be deemed to have given your consent to work in shifts which may change based on the business requirements.

4.2 You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

5 INCAPACITY DUE TO SICKNESS OR INJURY

You will be entitled to sick leave as per the Leave Policy of the Company, which may be amended from time to time.

5.1 If you are ill it's is vital to ensure that your assigned Supervisor or Manager, his/her designate, and Human Resources are notified as soon as possible on the first day of absence.

5.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where you health or absence from work due to illness is a cause for concern. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

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6 DUTIES AND OTHER ACTIVITIES

6.1 You will in all respects carry out and use your best endeavors in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgment and devote the whole of your time at work and attention to the business of the Company during the business hours.

6.2 You are not allowed to undertake other activities, except with the prior written consent of the Company and whether or not you receive financial compensation for these activities.

7 PLACE OF WORK

7.1 You will at present report to the designated office of the Company. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or abroad.

7.2The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

8 RULES AND REGULATIONS

8.1The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

8.2You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

8.3You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time by "Aosta Software Technologies India", in so far as applicable to India and / or in respect of your job title.

9 INVENTIONS AND PUBLICATIONS

9.1 Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.

9.2 You hereby irrevocably assign to the company all work that

9.2.1 is developed using equipment supplies facilities or trade secrets of the Company;
9.2.2 result from activities performed by you for the company; and
9.2.3 is related to the Company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

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9.3 You are hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned by the Company. (Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

9.3.1 trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;

9.3.2 trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;

9.3.3 patents, including design patents and utility patents, reissues, divisions, continuations in part and extension thereof;

9.3.4 works of authorship, whether copyrightable or not, copyrights, copyrights registrations, and moral rights related thereto; and

9.3.5 computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registration of, and all renewals, modifications and extensions of, each of foregoing).

9.4 You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.

9.5 You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.

9.6 You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

10 CONFIDENTIALITY/SECRECY

10.1 You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment , products, intellectual property , records, documents and information only in a duly authorized manner in the interest of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.

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10.2 You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "Aosta Software Technologies India Limited." Group in India or abroad.

10.3 On termination of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or to client's business affairs.

10.4 You must not anywhere, at any time after termination of your services or employment with the Company, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.

10.5 In the event of breach of any of the conditions mentioned above in paragraph 10, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 10.

11 COMPANY PROPERTY

You will always maintain in good conditions Company property which may be given to you for official use during the course of employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

11.1 As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.

11.2 You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.

11.3 You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.

11.4 Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

12 BORROWING/ACCEPTING/ GIVING GIFTS

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even give the impression of involving bribery or any illegal activity whatsoever.

13 BACKGROUND INVESTIGATION

13.1 You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or abroad.

13.2 You will be subject to checking's ("Checking's") that may be conducted either before or after or after the date at which full-time employment commences. Checking's may include: **(i)** background checks (including checking all facts submitted to the Company, including but not limited to your curriculum vitae or application.); **(ii)** reference checks; **(iii)**fingerprinting; **(iv)**drug testing; **(v)**medical examination(s) as determined to be relevant by the Company **(vi)**Credit Checks

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13.3 Either (i) refusal to be subject to Checking or (ii) results that are derived from Checking's which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph **14.2** of this annexure and may be acted in at any time before or after your commencement date with the Company.

14 TERMINATION OF EMPLOYMENT

14.1 During the probation period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment of Cost to Company in lieu of such notice except under conditions mentioned in paragraph 14.2. After the end of the Probation Period, your appointment with the Company is liable to terminated by the Company by giving you not less than two month's written notice or by payment on Cost to Company in lieu of such notice except as provided below.

14.2 Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence or have committed any breach of this agreement. Termination of your employment under this sub-paragraph would be without prejudice to:

14.3

14.3.1 The Company's right to claim the actual damages it has suffered through this breach;

14.3.2 Any other relief to which the Company may be entitled under contract, law or equity.

14.4 Misconduct will include without limitation:

14.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

14.3.2 Going on or abetting a strike in contravention of any law.

14.3.3 Cause damage to the property of the Company;

14.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise;

14.3.5 Breach of confidentiality/secrecy provisions set out in paragraph 10 above.

14.3.6 Commission or attempt to commit to commit any cyber crime.

14.4 In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 13, your employment may be terminated without notice.

15 VOLUNTARY TERMINATION BY THE EMPLOYEE

The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company. On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 month's written notice to the designated officer of the Company. It is further classified that employees terminating their employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust/

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set off) any accrued vacation during/against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period. Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. Provided however, that the management of the Company may at their sole discretion relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.

15.1 In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer letter (other than the provisions of paragraphs 9, 10, 14.6, 14.8, 16 and 17 of this Annexure B) shall not have any further effect. In respect of paragraphs 9, 10, 14.6, 14.8, 16 and 17 of this Annexure B, the termination of your employment with the Company shall not have any effect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

15.2 The Company's decision as to the termination of your services or employment shall be final and legally binding on you.

15.3 Upon any termination of your employment with the Company, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

15.4

16 CYBER CRIMES

16.1 You hereby expressly agree that you shall not be either directly or indirectly or cause to commit any cyber crime.For the purposes of this Offer Letter, "Cybercrime" means any isolated or concerted act done anywhere by which the originator of such act or associates.

16.1.1 gain unauthorized access to the computer system or computer network; or
16.1.2 downloads, copies or extracts any information or data from such system; or
16.1.3 introduces any harmful code; or
16.1.4 causes any damage to the system or network; or
16.1.5 causes the non-functioning or malfunctioning of system or network; or
16.1.6 causes denial access to any authorized person to the system or network; or
16.1.7 contravenes any provision of Information Technology Act 2000 and the rules and regulation made their under; or
16.1.8 tampers or manipulates any system or network with the object of operating the account of another person; or
16.1.9 alters or deletes any information residing in a computer resource or diminishes the value of utility of the function of the computer system or network through any means; or
16.1.10 Does anything which has the effect of adversely affecting the performance of a computer network or services.

17 RESTRICTIONS

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17.1 You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of termination of your employment, do or permit any of the following prior written consent of the Company;

17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;

17.1.2 Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the company;

17.1.3 Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and

17.1.4 Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by your or not.

17.2 Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.

17.3 Notwithstanding the above, your undertakings contained in paragraph 16 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 14.1 hereof.

17.4 Each undertaking in paragraph 16 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.

17.5 In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 14 to be reasonable in circumstances. However, if one or more undertakings in paragraph 14 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

18 INDEMNITY

You will fully and effectively the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

19 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

20 ARBITRATION

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Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, termination or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in Coimbatore, Tamil Nadu, India and shall be conducted in English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator."

Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF EMPLOYEE

I, SOUNDHARYA MARUTHACHALAM , have read and understood the above terms and conditions governing my services and employment with Aosta Software Technologies India Limited., and the same are acceptable to me and I hereby agree to be legally bound to Aosta Software Technologies India Limited.

Place:

Signed by the Employee:

Date:
8/14/2020

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JOB DESCRIPTION & COMPENSATION DETAILS (AFTER GRADUATION)

Name: SOUNDHARYA MARUTHACHALAM

Job Title: Junior Associate

Band: NA

Level: NA

	Monthly (INR)	Annual (INR)
Monthly Components		
Basic	3,796	45,552
DA	2,712	32,544
House Rent Allowance	2,169	26,028
Conveyance Allowance	2,169	26,028
Salary Gross (A)	10,846	1,30,152
Less: Employee's PF	1,302	15,624
Employee's ESI	81	972
Total PF&ESI (Employee's) (B)	1,383	16,596
Net Take Home Salary C = (A-B)	9,463	1,13,556
Add: Employer's PF	1,302	15,624
Employer's ESI	352	4,224
Total PF& ESI (Employer's) (D)	1,654	19,848
Total CTC E = (A+D)	12,500	1,50,000

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SINDHU G – TCS

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195952830/Chennai/BPS/BTN
Date: 02/11/2020

Ms. Sindhu Gopalan
72a,
Valluvar Street
Karupparayan Palayam
Coimbatore-641062
Tamilnadu
Tel# 91-7305662590

Dear Ms. Sindhu Gopalan,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

Private and Confidential
TCSL/DT20195952830

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1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor Ill Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

ANJUGAM – AOSTA

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04/08/2020

Dear ANJUGAM P

This letter is to confirm our discussions and to offer you a position with the professional staff of "Aosta Software Technologies India Limited."(the "Company"). We are pleased that you can join us full-time on 05th AUG 2020. The details of our offer are based in this letter, the Employee Compensation Package, which is attached as Annexure A hereto, and the standard Terms and Conditions of Employment, which are attached as Annexure B hereto (collectively, this Offer Letter"). Please read and retain them for your records.

1 COMMENCENT OF EMPLOYMENT

i. You will be employed by the Company in the function of Junior Associate on successful completion of your training program.

ii. Your terms and conditions of employment are described in Annexure "B" and such further duties and responsibilities as the Company may delegate to you from time to time.

iii. You will report directly to Senthamizh Selvan A, a Manager of the Company.

2 SALARY

i. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package")

ii. The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

3 PROBATION

You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless you are expressly confirmed in the regular service of the Company.

i. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated anytime, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

ii. During the Probation Period your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion on your initial or extended probationary period you will be confirmed in the regular service of the Company.

4 TERMINATION

Your employment with the Company may be terminated at any time by the Company in accordance with the provisions of paragraph 14 of Annexure "B" hereto.

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+91 422 4302500

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5 HOLIDAYS

i. You will be governed by the Leave rules as applicable.

ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

6 TERMS AND CONDITIONS OF EMPLOYMENT-ANNEXURE "B"

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out in Annexure "B" hereto. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

7 ACCEPTANCE OF YOUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention. This letter is valid for a period of five (5) days from the date of receipt of this letter. If we do not receive the signed letter from you confirming your acceptance of this offer within five (5) days from the date of receipt of this letter, this offer stands withdrawn and should not thereafter be considered as binding on the Company.

8 CONCLUSION

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.

If you have any questions, please do not hesitate to call me.

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Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF THE EMPLOYEE

I, ANJUGAM P, have read and understood the terms and conditions of this letter and the annexures hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby and thereby'

Place: Coimbatore

Signed by the Employee:

Date:
8/5/2020

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ANNEXURE "A" TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE

Name : ANJUGAM P
Job Title : Junior Associate
Band : NA
Level : N/A

1. **Salary:** You will be designated as Apprentice until completion of your training and paid a stipend of INR 5,000 per month. On successful completion of your training, you will be designated as Junior Associate and your salary CTC will be INR 12,500 per month. (Your salary structure/details are attached to this document). Note: As the company grows, the potential for salary increases will periodically reviewed.

2. **Provident Fund**: A percentage of Basic + DA as per provisions of the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and Schemes framed there under as applicable on successful completion of training.

3. **Employees' State Insurance:** A percentage of gross salary as per provisions of the Employees' State Insurance Act, 1948 on successful completion of training.

4. **Medical Reimbursement**: Eligible for Rs.15,000/-per annum as per the medical reimbursement policy in force on successful completion of training.

5. **Medical Insurance**: The coverage for hospitalization expenses would be as per the current Company Policy in force on successful completion of training.

6. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force on successful completion of training.

7. **Performance Incentive**: In addition, the Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,

Mohan Gounder
CEO

ACCEPTANCE OF EMPLOYEE

I, ANJUGAM P, have read and understood the above compensation package relating to my services and employment with the Company and the same is acceptable to me and I hereby agree to be legally bound hereby.

Place: Coimbatore

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Signed by the Employee:

Date: 8/5/2020

ANNEXURE "B" TO THE OFFER LETTER

TERMS AND CONDITIONS OF EMPLOYMENT

1 JOB TITLE

Your Job Title is specified in the offer letter, and subject to change.

2 CONTINOUS SERVICE DATE

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

3 SALARY

The Company will be entitled, at any time during your employment, or in any event on termination, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay

4 HOURS OF WORK

4.1 You will be required to work the necessary hours to fulfill the essential job functions listed in the agreement which can be modified at company discretion. You will be required to work in shifts. It is expressly made clear that your applicable timings of work would be decided & notified to you by the company, and by accepting this offer you would be deemed to have given your consent to work in shifts which may change based on the business requirements.

4.2 You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

5 INCAPACITY DUE TO SICKNESS OR INJURY

You will be entitled to sick leave as per the Leave Policy of the Company, which may be amended from time to time.

5.1 If you are ill it's is vital to ensure that your assigned Supervisor or Manager, his/her designate, and Human Resources are notified as soon as possible on the first day of absence.

5.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where you health or absence from work due to illness is a cause for concern. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

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6 DUTIES AND OTHER ACTIVITIES

6.1 You will in all respects carry out and use your best endeavors in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgment and devote the whole of your time at work and attention to the business of the Company during the business hours.

6.2 You are not allowed to undertake other activities, except with the prior written consent of the Company and whether or not you receive financial compensation for these activities.

7 PLACE OF WORK

7.1 You will at present report to the designated office of the Company. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or abroad.

7.2The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

8 RULES AND REGULATIONS

8.1The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

8.2You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

8.3You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time by "Aosta Software Technologies India", in so far as applicable to India and / or in respect of your job title.

9 INVENTIONS AND PUBLICATIONS

9.1 Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.

9.2 You hereby irrevocably assign to the company all work that

9.2.1 is developed using equipment supplies facilities or trade secrets of the Company;
9.2.2 result from activities performed by you for the company; and

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9.2.3 is related to the Company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

9.3 You are hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned by the Company. (Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

9.3.1 trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;

9.3.2 trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;

9.3.3 patents, including design patents and utility patents, reissues, divisions, continuations in part and extension thereof;

9.3.4 works of authorship, whether copyrightable or not, copyrights, copyrights registrations, and moral rights related thereto; and

9.3.5 computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registration of, and all renewals, modifications and extensions of, each of foregoing).

9.4 You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.

9.5 You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.

9.6 You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

10 CONFIDENTIALITY/SECRECY

10.1 You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment , products, intellectual property , records, documents and information only in a duly

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authorized manner in the interest of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.

10.2 You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "Aosta Software Technologies India Limited." Group in India or abroad.

10.3 On termination of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or to client's business affairs.

10.4 You must not anywhere, at any time after termination of your services or employment with the Company, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.

10.5 In the event of breach of any of the conditions mentioned above in paragraph 10, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 10.

11 COMPANY PROPERTY

You will always maintain in good conditions Company property which may be given to you for official use during the course of employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

11.1 As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.

11.2 You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.

11.3 You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.

11.4 Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

12 BORROWING/ACCEPTING/ GIVING GIFTS

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even give the impression of involving bribery or any illegal activity whatsoever.

13 BACKGROUND INVESTIGATION

13.1 You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or abroad.

13.2 You will be subject to checking's ("Checking's") that may be conducted either before or after or after the date at which full-time employment commences. Checking's may include: **(i)** background checks (including checking all facts submitted to the Company, including but not limited to your curriculum

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vitae or application.); **(ii)** reference checks; **(iii)**fingerprinting; **(iv)**drug testing; **(v)**medical examination(s) as determined to be relevant by the Company **(vi)**Credit Checks

13.3 Either (i) refusal to be subject to Checking or (ii) results that are derived from Checking's which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph **14.2** of this annexure and may be acted in at any time before or after your commencement date with the Company.

14 TERMINATION OF EMPLOYMENT

14.1 During the probation period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment of Cost to Company in lieu of such notice except under conditions mentioned in paragraph 14.2. After the end of the Probation Period, your appointment with the Company is liable to terminated by the Company by giving you not less than two month's written notice or by payment on Cost to Company in lieu of such notice except as provided below.

14.2 Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence or have committed any breach of this agreement. Termination of your employment under this sub-paragraph would be without prejudice to:

14.3

14.3.1 The Company's right to claim the actual damages it has suffered through this breach;

14.3.2 Any other relief to which the Company may be entitled under contract, law or equity.

14.4 Misconduct will include without limitation:

14.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

14.3.2 Going on or abetting a strike in contravention of any law.

14.3.3 Cause damage to the property of the Company;

14.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise;

14.3.5 Breach of confidentiality/secrecy provisions set out in paragraph 10 above.

14.3.6 Commission or attempt to commit to commit any cyber crime.

14.4 In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 13, your employment may be terminated without notice.

15 VOLUNTARY TERMINATION BY THE EMPLOYEE

The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company. On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 month's written notice to the designated officer of the Company.

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

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It is further classified that employees terminating their employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust/ set off) any accrued vacation during/against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period. Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. Provided however, that the management of the Company may at their sole discretion relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.

15.1 In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer letter (other than the provisions of paragraphs 9, 10, 14.6, 14.8, 16 and 17 of this Annexure B) shall not have any further effect. In respect of paragraphs 9, 10, 14.6, 14.8, 16 and 17 of this Annexure B, the termination of your employment with the Company shall not have any effect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

15.2 The Company's decision as to the termination of your services or employment shall be final and legally binding on you.

15.3 Upon any termination of your employment with the Company, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

15.4

16 CYBER CRIMES

16.1 You hereby expressly agree that you shall not be either directly or indirectly or cause to commit any cyber crime.For the purposes of this Offer Letter, "Cybercrime" means any isolated or concerted act done anywhere by which the originator of such act or associates.

16.1.1 gain unauthorized access to the computer system or computer network; or
16.1.2 downloads, copies or extracts any information or data from such system; or
16.1.3 introduces any harmful code; or
16.1.4 causes any damage to the system or network; or
16.1.5 causes the non-functioning or malfunctioning of system or network; or
16.1.6 causes denial access to any authorized person to the system or network; or
16.1.7 contravenes any provision of Information Technology Act 2000 and the rules and regulation made their under; or
16.1.8 tampers or manipulates any system or network with the object of operating the account of another person; or
16.1.9 alters or deletes any information residing in a computer resource or diminishes the value of utility of the function of the computer system or network through any means; or
16.1.10 Does anything which has the effect of adversely affecting the performance of a computer network or services.

17 RESTRICTIONS

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17.1 You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of termination of your employment, do or permit any of the following prior written consent of the Company;

17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;

17.1.2 Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the company;

17.1.3 Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and

17.1.4 Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by your or not.

17.2 Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.

17.3 Notwithstanding the above, your undertakings contained in paragraph 16 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 14.1 hereof.

17.4 Each undertaking in paragraph 16 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.

17.5 In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 14 to be reasonable in circumstances. However, if one or more undertakings in paragraph 14 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

18 INDEMNITY

You will fully and effectively the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

19 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

20 ARBITRATION

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Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, termination or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in Coimbatore, Tamil Nadu, India and shall be conducted in English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator."

Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF EMPLOYEE

I, ANJUGAM P, have read and understood the above terms and conditions governing my services and employment with Aosta Software Technologies India Limited., and the same are acceptable to me and I hereby agree to be legally bound to Aosta Software Technologies India Limited.

Place:

Signed by the Employee:

Date:
8/5/2020

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

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JOB DESCRIPTION & COMPENSATION DETAILS

(On confirmation)

Name: ANJUGAM P

Job Title: Junior Associate

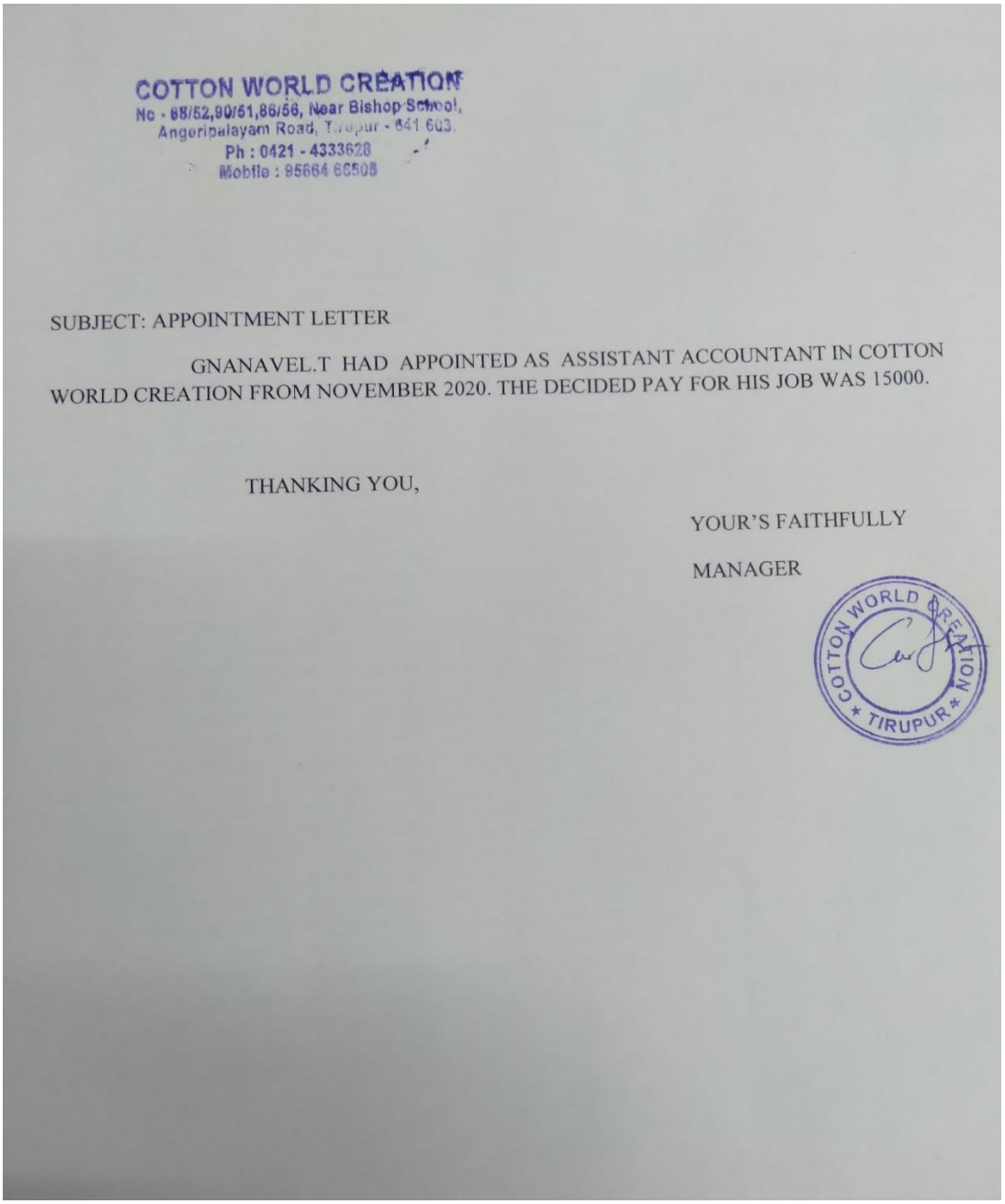
Band: NA

Level: NA

	Monthly (INR)	Annual (INR)
Monthly Components		
Basic	3,796	45,552
DA	2,712	32,544
House Rent Allowance	2,169	26,028
Conveyance Allowance	2,169	26,028
Salary Gross (A)	10,846	1,30,152
Less: Employee's PF	1,302	15,624
Employee's ESI	81	972
Total PF&ESI (Employee's) (B)	1,383	16,596
Net Take Home Salary C = (A-B)	9,463	1,13,556
Add: Employer's PF	1,302	15,624
Employer's ESI	352	4,224
Total PF& ESI (Employer's) (D)	1,654	19,848
Total CTC E = (A+D)	12,500	1,50,000

Aosta Software Technologies India Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

GNANAVEL – COTTON CREATION WORLD



COTTON WORLD CREATION
No - 88/52,90/51,86/56, Near Bishop School,
Angeripalayam Road, Tirupur - 641 603.
Ph : 0421 - 4333628
Mobile : 95664 66505

SUBJECT: APPOINTMENT LETTER

GNANAVEL.T HAD APPOINTED AS ASSISTANT ACCOUNTANT IN COTTON WORLD CREATION FROM NOVEMBER 2020. THE DECIDED PAY FOR HIS JOB WAS 15000.

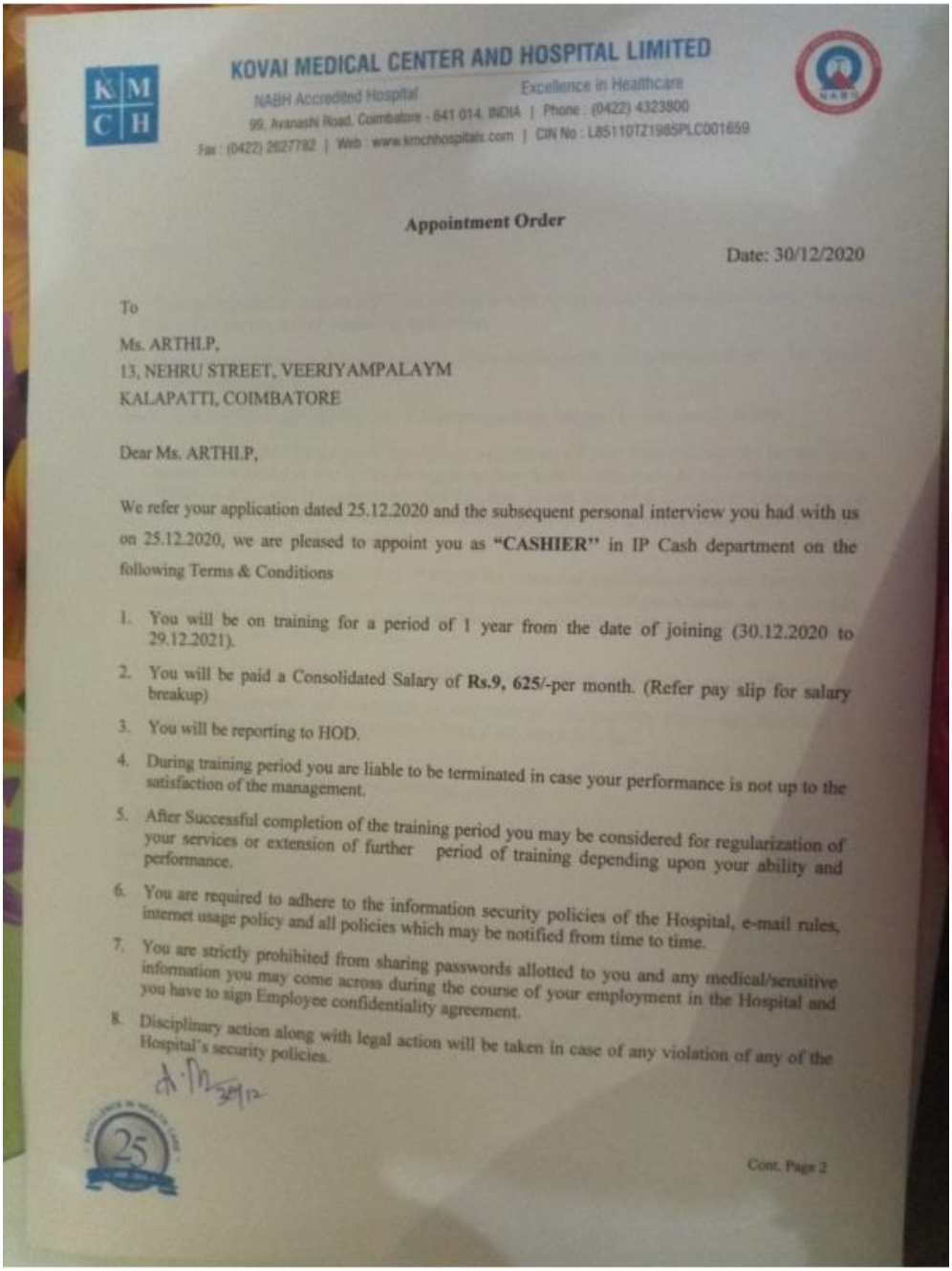
THANKING YOU,

YOUR'S FAITHFULLY

MANAGER

COTTON WORLD CREATION * TIRUPUR *

ARTHI S P – KMCH



KOVAI MEDICAL CENTER AND HOSPITAL LIMITED

NABH Accredited Hospital — Excellence in Healthcare
99, Avanashi Road, Coimbatore - 641 014. INDIA | Phone : (0422) 4323800
Fax : (0422) 2627782 | Web : www.kmchhospitals.com | CIN No : L85110TZ1985PLC001659

Appointment Order

Date: 30/12/2020

To

Ms. ARTHI.P,
13, NEHRU STREET, VEERIYAMPALAYM
KALAPATTI, COIMBATORE

Dear Ms. ARTHI.P,

We refer your application dated 25.12.2020 and the subsequent personal interview you had with us on 25.12.2020, we are pleased to appoint you as **"CASHIER"** in IP Cash department on the following Terms & Conditions

1. You will be on training for a period of 1 year from the date of joining (30.12.2020 to 29.12.2021).
2. You will be paid a Consolidated Salary of **Rs.9, 625**/-per month. (Refer pay slip for salary breakup)
3. You will be reporting to HOD.
4. During training period you are liable to be terminated in case your performance is not up to the satisfaction of the management.
5. After Successful completion of the training period you may be considered for regularization of your services or extension of further period of training depending upon your ability and performance.
6. You are required to adhere to the information security policies of the Hospital, e-mail rules, internet usage policy and all policies which may be notified from time to time.
7. You are strictly prohibited from sharing passwords allotted to you and any medical/sensitive information you may come across during the course of your employment in the Hospital and you have to sign Employee confidentiality agreement.
8. Disciplinary action along with legal action will be taken in case of any violation of any of the Hospital's security policies.

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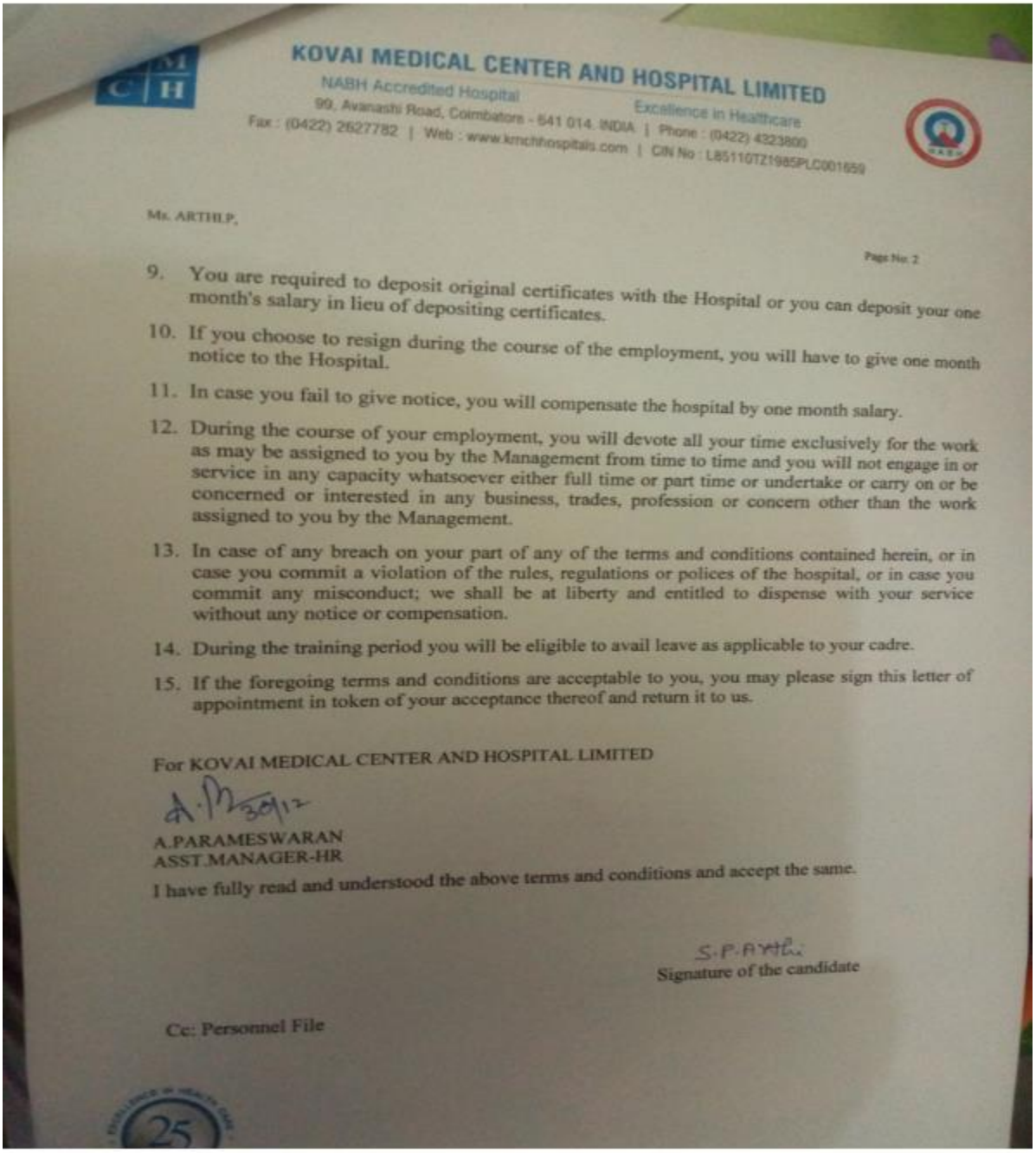

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Fax : (0422) 2627782 | Web : www.kmchhospitals.com | CIN No : L85110TZ1985PLC001659

Ms. ARTHI.P,

Page No. 2

9. You are required to deposit original certificates with the Hospital or you can deposit your one month's salary in lieu of depositing certificates.
10. If you choose to resign during the course of the employment, you will have to give one month notice to the Hospital.
11. In case you fail to give notice, you will compensate the hospital by one month salary.
12. During the course of your employment, you will devote all your time exclusively for the work as may be assigned to you by the Management from time to time and you will not engage in or service in any capacity whatsoever either full time or part time or undertake or carry on or be concerned or interested in any business, trades, profession or concern other than the work assigned to you by the Management.
13. In case of any breach on your part of any of the terms and conditions contained herein, or in case you commit a violation of the rules, regulations or polices of the hospital, or in case you commit any misconduct; we shall be at liberty and entitled to dispense with your service without any notice or compensation.
14. During the training period you will be eligible to avail leave as applicable to your cadre.
15. If the foregoing terms and conditions are acceptable to you, you may please sign this letter of appointment in token of your acceptance thereof and return it to us.

For KOVAI MEDICAL CENTER AND HOSPITAL LIMITED

30/12

A.PARAMESWARAN
ASST.MANAGER-HR

I have fully read and understood the above terms and conditions and accept the same.

S.P.Arthi
Signature of the candidate

Cc: Personnel File

HEMAVATHI D

Form No:25-C(Prescribed Under Rules 103-C)
SCM GARMENTS PVT LTD
(KNITTING DIVISION)
S.F.No:31,
32, N.G Palayam Pudur Pirivu,
Pudhupalayam, Thekkalur, Avinashi-641
654
Name : Hemavathi
Emp no : 2122
Dept : Knitting
Design : Data Aanalysist
D.O.J : 1/2/2021

SUDHAKAR.S – YOG BUSINESS SERVICES

YOG Business Services

Contract of Employment

Private and Confidential

28.06.2020

MR. SUDHAKAR S
#1/563
P Thottam,
Thottipalayam Sulur Taluk,
Karavalimadapur
Coimbatore – 641668

Mob: 73589 30918
Email: sudhakarsmart051@gmail.com

Dear Sudhakar,

Re: Contract of Employment

We are pleased to offer you the position of Accounts Analyst with us here at YOG *Business Services* where we hope you will enjoy your role and make a significant contribution to the success of the business.

Commencement Date

Your employment will commence on 29.06.2020

Location

You will be based from Coimbatore, but may be required to work at such other locations – locally and abroad as reasonably determined by the needs of the business.

YOG Business Services

Position

Accounts Analyst – Reporting to Head Operations Manager
The roles and responsibilities of this position will be described separately in an attached Position Description.

Term

This is a permanent position.

Probationary Period

- A three month Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, as per the rules defined under termination policy.
- This offer is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, it shall lead to termination of your services by the Company without any notice or compensation.

Retirement

- You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of Fifty-Eight years. Your date of birth as per the official record is 5th December 1999.

Remuneration

Your total Cost to Company (CTC) is at a rate of Rs. 1,80,000/- Rupees One Lakh Eighty Thousand Only (Per Annum).

Payment

- Your salary will be paid monthly in arrears on or before 7th of the subsequent month vide cash/cheque/bank deposit.

YOG Business Services

- **Statutory Deductions/Payments/Contributions**
  - All statutory tax liabilities arising out of your entire compensation package, present or future, shall be borne by you
  - As and when appropriate all statutory deductions/payments/contributions will be made in accordance with the governing laws of the land.

- **Salary Review**
  - Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.

Leave Entitlements

- **Earned Leave**
  - You are entitled to 12 days' earned leave per year of service. Leave is accrued in accordance with the guidelines laid down in the Karnataka Shops and Commercial Establishments Act 1961 and should be taken on occasions negotiated with your manager.

- **Casual leave/Sick Leave**
  - You are entitled to 10 days paid Casual/Medical leave each year.

However, you are not entitled to take more than 3 days of Casual/Sick leave, if taken automatically Earned leave will be applicable.

- **Maternity Leave**
  - Lady employees will be entitled to paid maternity leave of 26 weeks for 2 surviving children and 12 weeks for more than 2 children, immediately following the day of her delivery in line with the provisions of the Maternity Benefit Act 1961

- **Holidays**
  - You are entitled to 10Holidays in accordance with the provisions of the Government Shops and Commercial Establishments Act.

YOG Business Services

However, if you are required to work due to criticality of the work on any of the above mentioned 10 standard holidays, you will be eligible for a compensatory off, which has to be utilized within one month, after which it will get lapsed.

Termination

You may terminate your employment at any time by giving two (2) months' notice in writing.
In case you leave the services of the company without any notice, the company will not settle any dues that may be payable to you and will not entertain any such queries from you or any of your representatives. You will not be entitled to receiving neither any relieving letter nor any service or experience letter. This will be considered as you having abandoned your services to the company and the company can initiate appropriate action as it deems fit based on the amount of damages your abandonment of the services may have caused to the process or job you have been assigned to. The bonus component to be paid will be decided by the management at the time of termination. The leave encashment will be done to the maximum of 18 days.

YOG *Business Services* may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

Period of continuous service	Notice period
Not more than 1 year	30 Days
More than 1 year	60 Days

If you are over 50 years of age with more than two years continuous service, you will receive an additional week's notice (or payment in lieu).

The company may terminate your employment at any time without notice if:

- you are guilty of serious misconduct; or
- you are in material breach of a provision of this contract, including confidentiality undertakings or

YOG Business Services

- have indulged in activities that may have harmed the interests and the reputation of the company

Following the termination of your employment you will be required to return all company property.

Hours of Work

YOG *Business Services* is a 24/7, 365 days a year operational company. Your working hours will be determined at the time of joining by your respective manager. It is expected that you will work an average of 40 hours per week. You will have two weekly day off which will be determined in accordance to the process you will be assigned.

Privacy

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Company Policy

YOG *Business Services* has in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

Confidentiality of Information

During your employment you may become aware of information relating to the business of YOG *Business Services*, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of YOG *Business Services*. You shall not, either during or after your employment, without the prior consent of the YOG *Business Services*, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

Jurisdiction

YOG Business Services

(Cost To Company - Breakup)

Particulars	Monthly (Rs.)	Annual (Rs.)	Frequency
Basic Pay	5,275	63,300	Paid Monthly
House Rent Allowance (HRA)	2,110	25,320	Paid Monthly
Food Allowance	850	10,200	Paid Monthly
Conveyance	1,600	19,200	Paid Monthly
Medical Allowance	1,250	15,000	Paid Monthly or Reimbursed Quarterly
Phone bill allowance	450	5,400	Paid Monthly
Special Allowance	965	11,580	Paid Monthly
TOTAL - 1	**12,500**	**1,50,000**	
Add:			
Performance Bonus (20% of Total CTC)	2,500	30,000	Paid half Yearly (Feb & Aug)
TOTAL - 2	**2,500**	**30,000**	
GRAND TOTAL (1 + 2)	**15,000**	**1,80,000**	

YOG Business Services

Job Responsibilities

- Invoice Posting
- Balance Sheet Reconciliation
- Journal entries posting
- Bank Reconciliation
- Supplier Reconciliation
- Month end close activities
- Reporting
- Back up in the absence of the team member

YOG Business Services

Welcome and Acceptance

Dear Sudhakar, We would like to take this opportunity to welcome you to YOG *Business Services* and wish you a long and rewarding career with us.

Yours sincerely,
for YOG *Business Services*

K.Srinivasan
Partner

I, Sudhakar, accept the terms and conditions of this contract.

Signed: _____

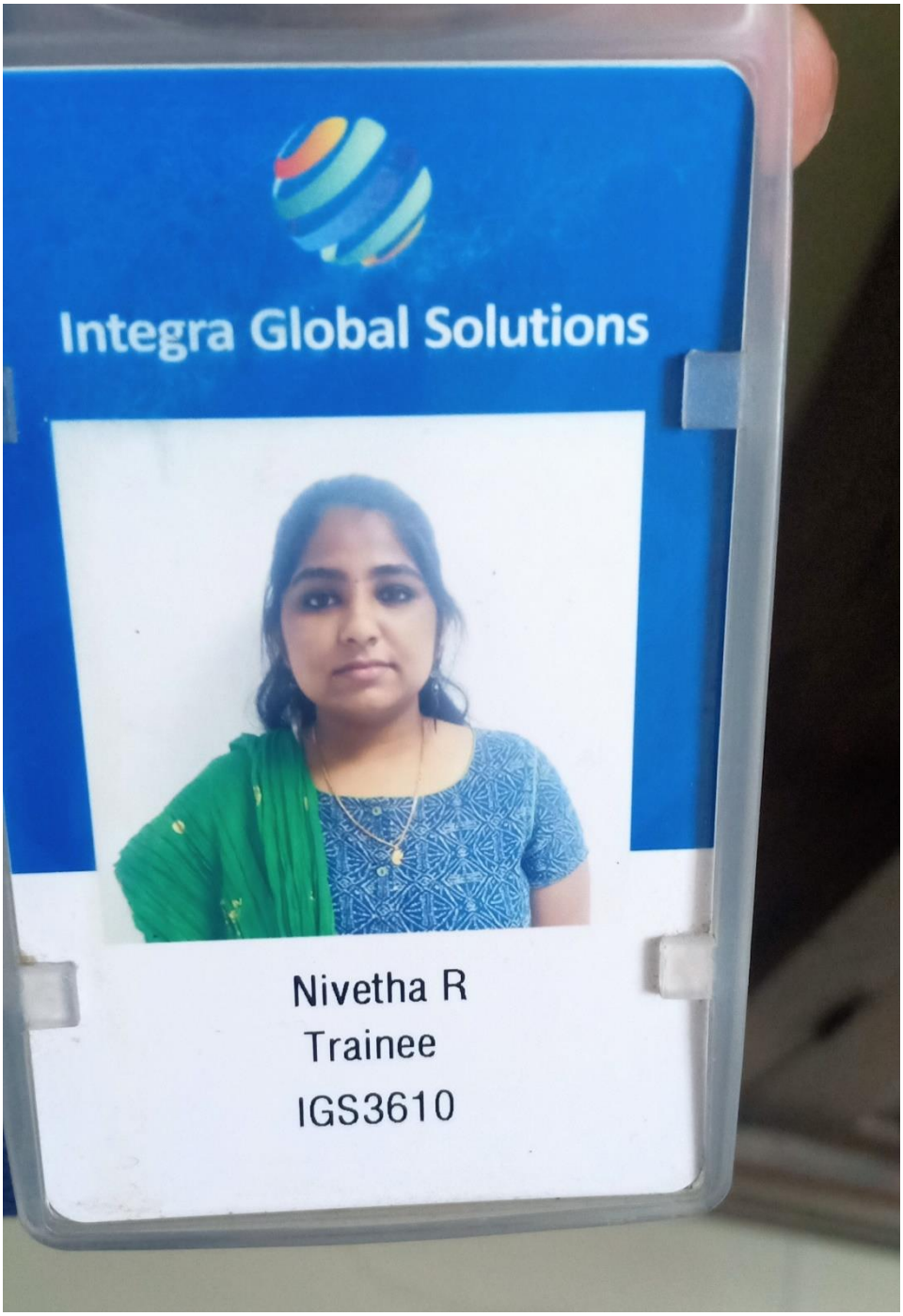
Dated:_____

A copy is provided for your records.

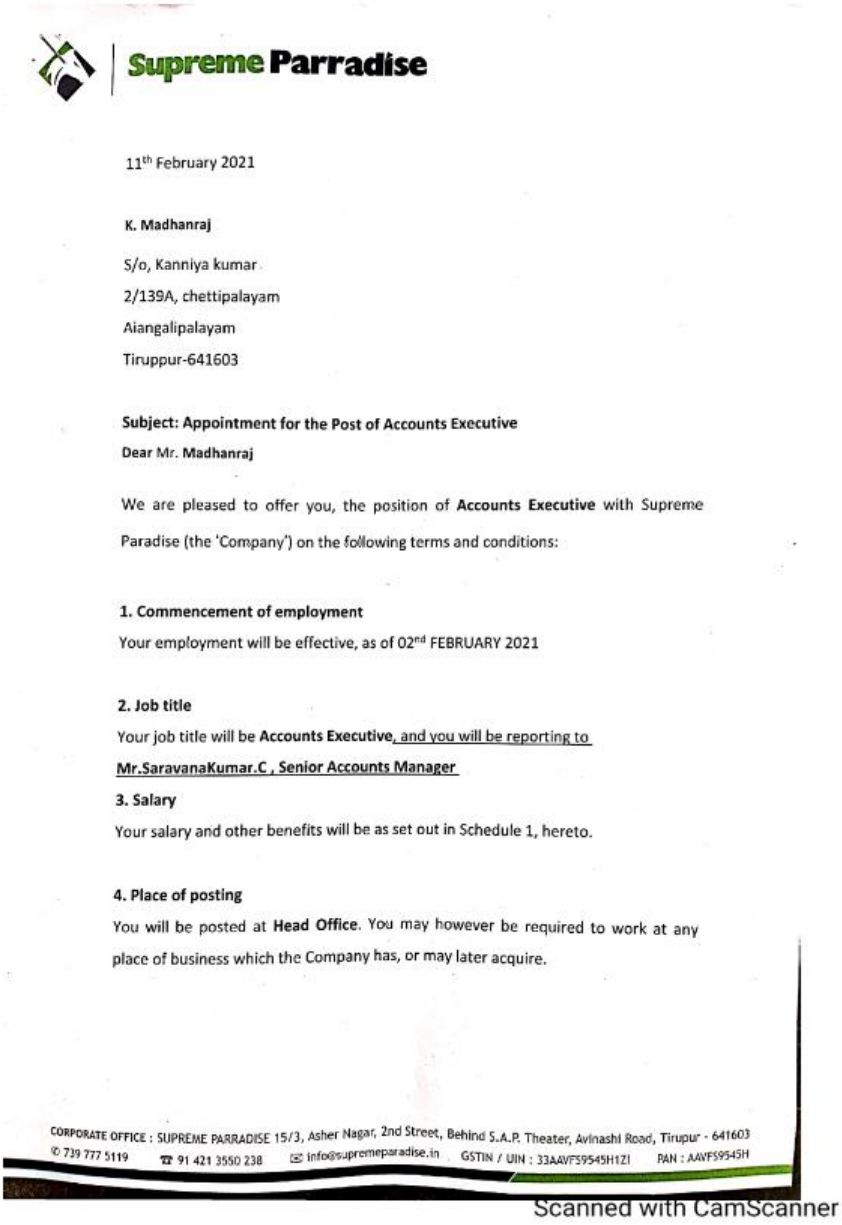
At the time of reporting for work, please ensure to bring the following:

- Photocopy of proof of date of birth & educational qualifications together with the originals
- Appointment / Relieving certificate from last employer/s
- Three months' pay certificate/pay slip from last/current employer
- Three stamp sized and Five passport sized photographs
- Photocopy of proof of identity
- Photocopy of proof of address

NIVETHA R – INTEGRA GLOBAL SOLUTIONS



MADHANRAJ K – SUPREME PARADISE



Supreme Parradise

11th February 2021

K. Madhanraj

S/o, Kanniya kumar
2/139A, chettipalayam
Aiangalipalayam
Tiruppur-641603

Subject: Appointment for the Post of Accounts Executive

Dear Mr. Madhanraj

We are pleased to offer you, the position of **Accounts Executive** with Supreme Paradise (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 02nd FEBRUARY 2021

2. Job title

Your job title will be **Accounts Executive**, and you will be reporting to **Mr.SaravanaKumar.C , Senior Accounts Manager**

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at **Head Office**. You may however be required to work at any place of business which the Company has, or may later acquire.

CORPORATE OFFICE : SUPREME PARRADISE 15/3, Asher Nagar, 2nd Street, Behind S.A.P. Theater, Avinashi Road, Tirupur - 641603
© 739 777 5119 ☎ 91 421 3550 238 ✉ info@supremeparadise.in GSTIN / UIN : 33AAVFS9545H1ZI PAN : AAVFS9545H

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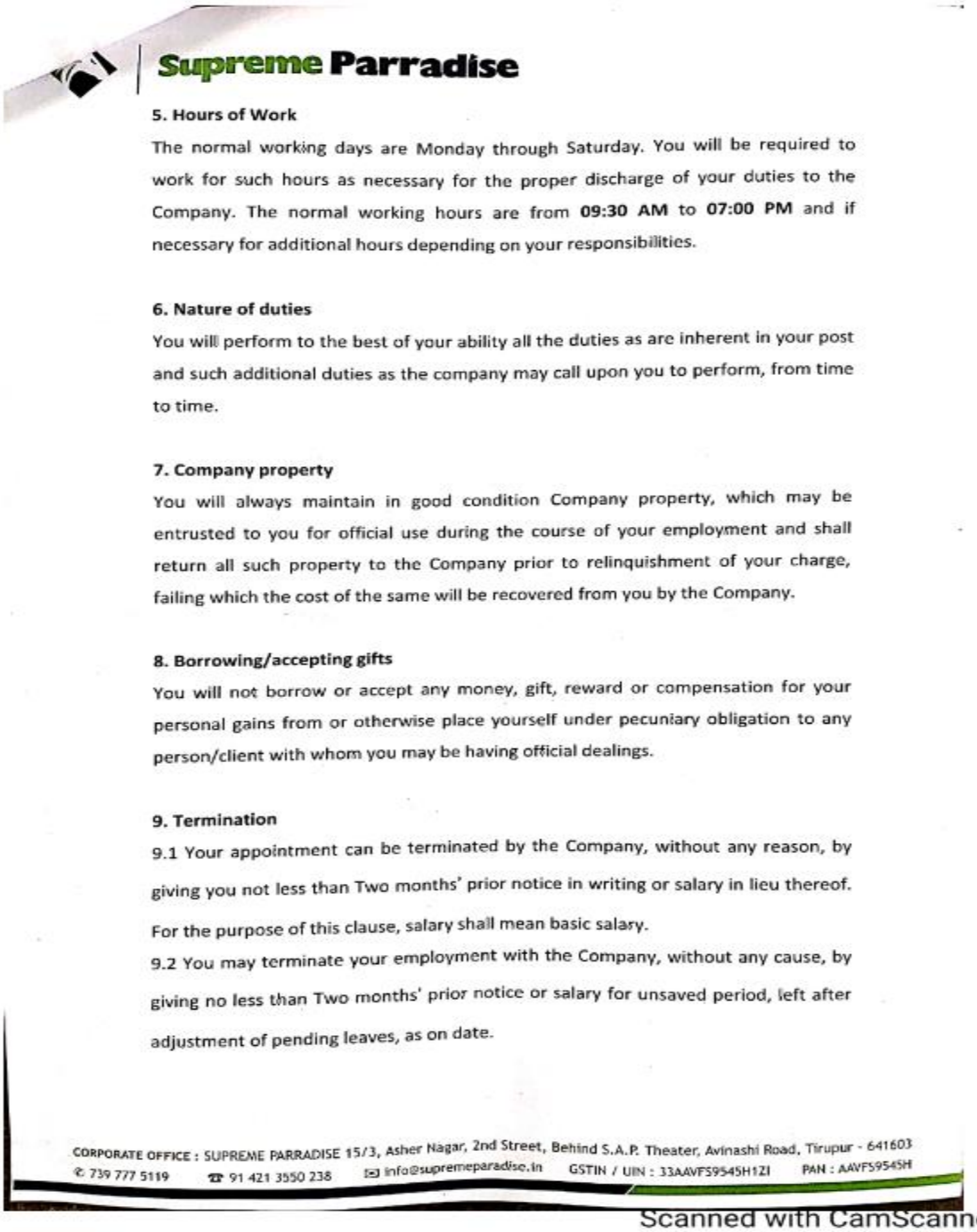

Supreme Parradise

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from **09:30 AM** to **07:00 PM** and if necessary for additional hours depending on your responsibilities.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

9. Termination

9.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than Two months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

9.2 You may terminate your employment with the Company, without any cause, by giving no less than Two months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

CORPORATE OFFICE : SUPREME PARRADISE 15/3, Asher Nagar, 2nd Street, Behind S.A.P. Theater, Avinashi Road, Tirupur - 641603
739 777 5119 91 421 3550 238 info@supremeparadise.in GSTIN / UIN : 33AAVFS9545H1ZI PAN : AAVFS9545H

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9.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

9.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10. Confidential Information

10.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

10.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications,

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And all papers, resumes, records and other documents containing such Confidential Information.

10.3 At no time, will you remove any Confidential Information from the office without permission.

10.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

10.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

11. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

13. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Tirupur only.

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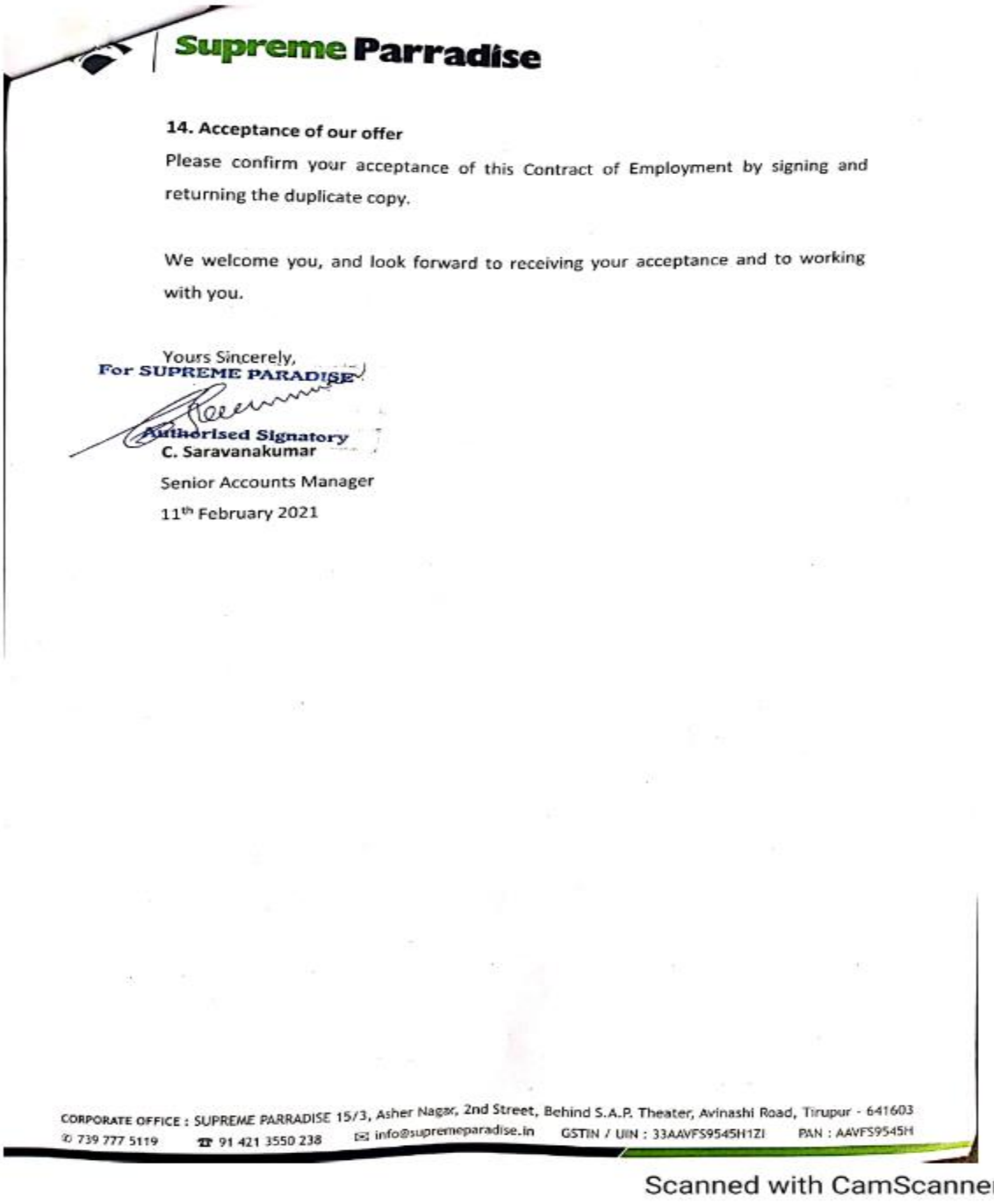

Supreme Parradise

14. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,
For SUPREME PARADISE
Authorised Signatory
C. Saravanakumar
Senior Accounts Manager
11th February 2021

CORPORATE OFFICE : SUPREME PARRADISE 15/3, Asher Nagar, 2nd Street, Behind S.A.P. Theater, Avinashi Road, Tirupur - 641603
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Schedule I - Compensation Details

Salary Structure

Basic Salary & DA	8400
House rent allowance	2100
Additional Benefits	0
Gross	10500
PF Contribution – Employee	1008
ESI Contribution	79
Deductions	1087
Net Salary	9413

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

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MUTHURAJ – SRI KANNAN & CO

SRI KANNAN &CO
NO:5,K.R.R.LAYOUT,MANGALAM ROAD,KARUVAMPALAYAM, TIRUPUR
FORM 25 B - WAGE (or) SALARY SLIP / ஊதிய ரசீது Reg.No. / பதிவு எண் :

E.ID /தொ.எண்: 111	E.Name / தொ.பெயர்: B. MUTHURAJ	Department/ பிரிவு	PRODUCTION
Pay Date: 02/01/2021	F.Name / த.பெயர்: T. BALAKRISHNAN	Designation/ பதவி	PRODUCTION
Salary For Period / ஊதியம்: 01/12/2020 - 31/12/2020	DOB / பிறந்த தேதி 28/01/2000 DOJ / சேர்ந்த நாள் 02/09/2020	ESI /இ.எஸ்.ஐ:	PF/பி.எப்:

Wage or Salary / சம்பளம்			Allowance / இதரப்படிகள்		Deduction / பிடித்தம்	
Wage/ Salary Type	Rate/day or Month(Rs.) தின/மாத ஊதியம்	Earn.Sal (Rs.) ஈட்டிய ஊதியம்	Allowance Type	All.Amt(Rs.)	Deduction Type	Ded.Amt (Rs.)
BASIC	7,000.00	7,000.00				
OA	3,000.00	3,000.00			ADVANCE	0.00
Total Salary	**10,000.00**	**10,000.00**	**Total Allowance**	**0.00**	**Total Deduction**	**0.00**

Worked Days / வேலை நாட்கள்: 27.00
NFH /தே.பண்.நாட்கள்:
HOP /ப.வி.நாட்கள்: 0.0
Leave Days /வி.நாட்கள்: 0.00
LayOff Days /லே.ஆ.ப் நாட்கள்: 0.0

OT.Shift / மி.நே.ஊதி: 0.00
OT.Wages / மி.நே.ஊ.தொகை : 0.00
Total Sal.Days / மொ.ஊ.நாட்கள்: 27.00

Total WH / மொ.வார.வி.நாட்கள்: 0.0
Total Abs / மொ.வி.நாட்கள்: 13.0
Total Earnings / மொத்தம் ஈட்டிய தொகை: 10,000.00
Net Wages / கொடுக்கப்பட்ட நிகர தொகை : 10,000.00

Wages / Salary in Rupees: TEN THOUSAND RUPEES ONLY

Employee's Signatory / தொழிலாளர் கையொப்பம்

HR Manager / மனித வள மேலாளர்

SARAVANAN KUMAR G – HATSUN

HAP

Hatsun Agro Product Ltd.
Registered Office:
Domaine, Door No: 1/20A,
Rajiv Gandhi Salai (OMR),
Karapakkam, Chennai - 97. India.
P: +91 44 2450 1622
F: +91 44 2450 1422
E: info@hap.in | www.hap.in
CIN: L15499TN1986PLC012747

02/02/2021
Dear **Saravanakumar G**

Sub : Offer Letter

Greetings from **HAP!!!**

Further to the discussions you had with us, we are pleased to offer you the position of **"Graduate Trainee "** in the **QA** department. Your place of work will be in **Melkaraipatti Plant** & you may be required to travel anywhere in India based on the exigency of work. Your formal appointment order will be issued upon joining.
At the time of joining, you are requested to produce the following documents:

1. Photocopies of your educational qualification certificates (Please produce the original certificates at the time of joining for verification)
2. Age proof (Birth certificate/School certificate) & 3 recent passport size photographs.
3. Appointment letter, latest increment letter, experience certificate, relieving, letter from your current employer and previous Company PF/UAN number
4. Copies of Aadhar Card, valid Driving License (If applicable) and Pan card
5. Fitness Certificate from a Registered Medical Practitioner & Professional reference letter
6. Family Photo, if covered under ESI
7. Bank Passbook & cancelled cheque.

We request your acceptance and expected joining date by mail on or before **05/02/2021** . Please note that the above offer is invalid after 04/02/2021 .
Looking forward to a long-term association, which will be mutually beneficial.

Yours truly,
for **Hatsun Agro Product Ltd.,**

Mangai.P
Manager – Talent Management
Encl: Salary Structure

Arun ice creams · Arokya Milk · Hatsun · Santosa · ibaco · Oyalo! Pizza

Page 1 of 2

HAP

Annexure to Offer Letter Dated 02/02/2021

Name	**Saravanakumar G**
Designation	Graduate Trainee
Department	QA
Location	Melkaraipatti Plant
Level	Graduate Trainee - GT

S.No	Salary Component	Salary Structure (Monthly)
1	Basic	4,840.00
2	HRA	2,420.00
3	Special Allowance	4,840.00
Subtotal-A		12,100.00
Statutory Benefits		
4	PF	1,162.00
5	Gratuity	233.00
6	ESI	0.00
7	Bonus	968.00
SubTotal-B		2,363.00
CTC- Per Month		14,463.00
CTC Annually		INR 173,556.00

Note : The salary structure, both monthly and annual is subject to change.However the total CTC will remain the same.Furthur to the above, you and your family will be covered under Group Mediclaim & Group Personal Accident policy as per the company norms.

For Hatsun Agro Product Limited

Mangal.P
Manager - Talent Management

Arun Ice Creams · Aroky A Milk · Hatsun · Santosa Vitamin Fed Cattle Feed · ibaco · Oyalo! Pizza

Page 2 of 2

KARTHIKA B – KMCH

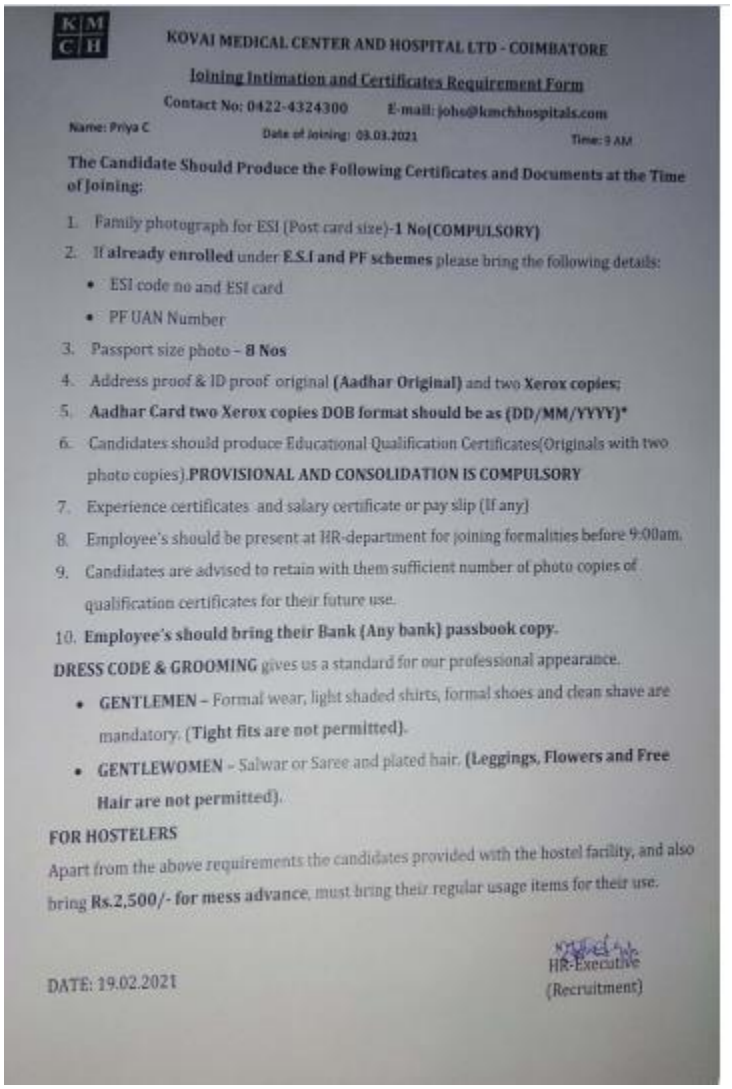
MALATHI J - KMCH

PRIYADHARSHINI S - KMCH

SURYA K – BIOLINE LABORATORY

VARSHINI MAHALAKSHMI S

PRIYA C – KMCH



KOVAI MEDICAL CENTER AND HOSPITAL LTD - COIMBATORE

Joining Intimation and Certificates Requirement Form

Contact No: 0422-4324300 E-mail: joho@kmchhospitals.com

Name: Priya C Date of Joining: 08.03.2021 Time: 9 AM

The Candidate Should Produce the Following Certificates and Documents at the Time of Joining:

1. Family photograph for ESI (Post card size)-**1 No(COMPULSORY)**
2. If **already enrolled** under **E.S.I and PF schemes** please bring the following details:
   - ESI code no and ESI card
   - PF UAN Number
3. Passport size photo – **8 Nos**
4. Address proof & ID proof original **(Aadhar Original)** and two **Xerox copies;**
5. **Aadhar Card two Xerox copies DOB format should be as (DD/MM/YYYY)***
6. Candidates should produce Educational Qualification Certificates(Originals with two photo copies).**PROVISIONAL AND CONSOLIDATION IS COMPULSORY**
7. Experience certificates and salary certificate or pay slip (If any)
8. Employee's should be present at HR-department for joining formalities before 9:00am.
9. Candidates are advised to retain with them sufficient number of photo copies of qualification certificates for their future use.
10. **Employee's should bring their Bank (Any bank) passbook copy.**

DRESS CODE & GROOMING gives us a standard for our professional appearance.

- **GENTLEMEN –** Formal wear, light shaded shirts, formal shoes and clean shave are mandatory. **(Tight fits are not permitted).**
- **GENTLEWOMEN** – Salwar or Saree and plated hair. **(Leggings, Flowers and Free Hair are not permitted).**

FOR HOSTELERS

Apart from the above requirements the candidates provided with the hostel facility, and also bring **Rs.2,500/- for mess advance**, must bring their regular usage items for their use.

DATE: 19.02.2021

HR-Executive
(Recruitment)

THARANYA J – BACKTRACK PRIVATE LTD

bactrak
authenticity is priceless

05th February 2021

Ms.Tharanya J
Coimbatore.

Sub: Your Letter of Intern in Bactrak
Ms.Tharanya J

Welcome to Bactrak!

We are pleased to offer you an Academic Internship Opportunity with Bactrak, for a period of 06 months starting from **February 05, 2021** on the terms and conditions mentioned below.

The terms and conditions would be as follows:

- You will be expected to make your own arrangements for travel and accommodation as may be necessary to enable you to pursue the program.
- Your internship period will be 5 months from 05th February 2021 to 05th August 2021.
- You will be joining internship with stipend of Rs.7000 per month.
- You would be required to protect the proprietary and confidential data of the organization.
- You are required to adhere to the code of conduct as applicable for all employees, trainees and consultants of Bactrak.

(Signature of Associate)

Bactrak PrivateLimited
No-12, TV Road, M.S. Nagar, Chetpet, Chennai - 600031, Tamil Nadu, India
www.bactrak.ai USA|SINGAPORE

Page 1 of 2

bactrak
authenticity is priceless

We will be proud to have you as a member of our team to further enhance Bactrak position. Your contact in Talent Acquisition would be **priyakumar@bactrak.com** **(+91 8098829070)** Please feel free to get in touch for any questions or assistance that you may need.

Yours sincerely,

For bactrak Pvt Ltd

Sivaramakrishnan
Director

Documents to be submitted:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof with Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers (if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 passport Size Photographs
8. Signed copy of intern letter

EMPLOYEE ACCEPTANCE

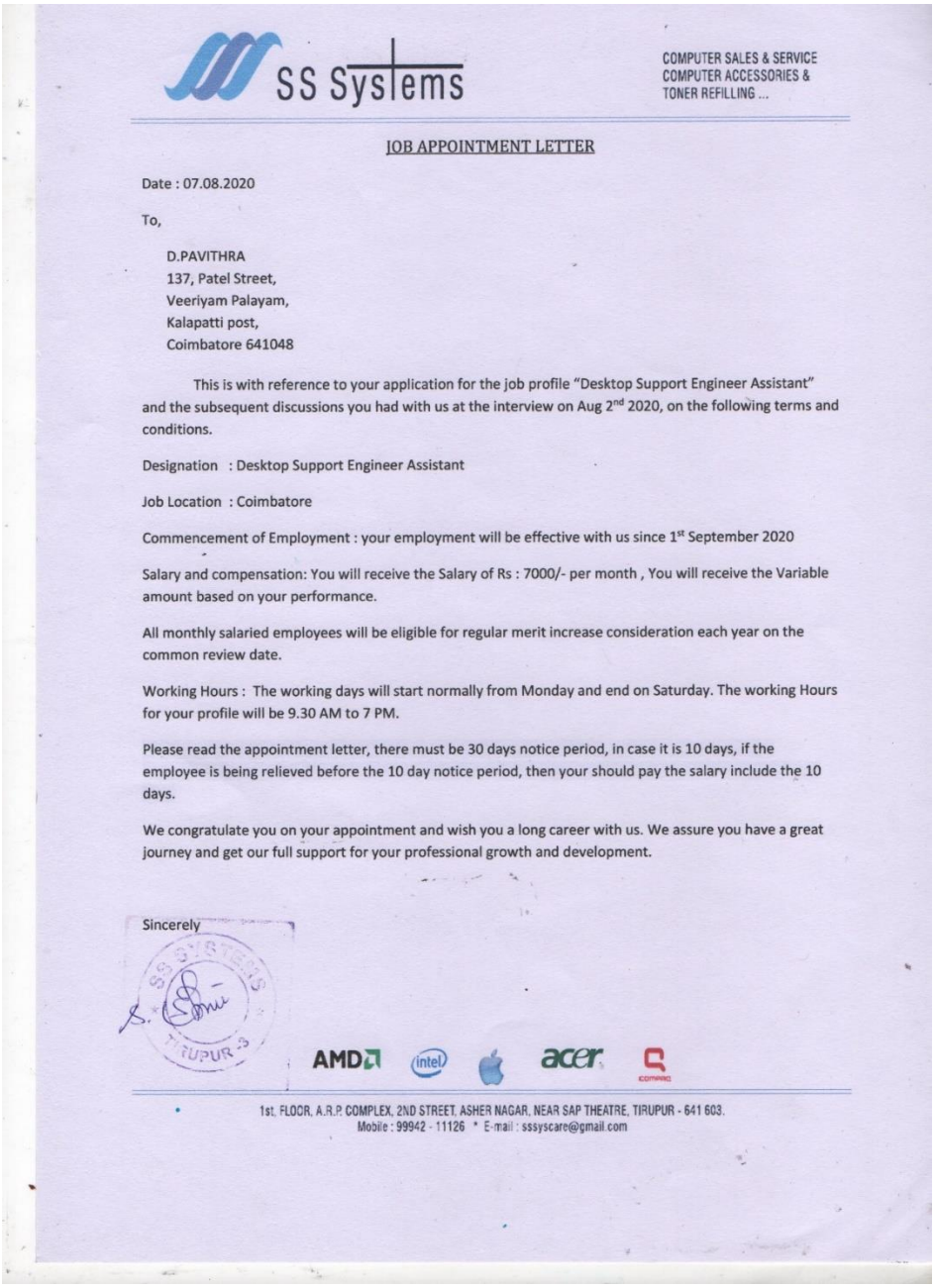
I have read the above document and willing to accept the terms & conditions specified.

Tharanya J

Date : 05th February 2021

BALA SURYA – ACCESS HEALTHCARE

PAVITHRA D – SS SYSTEMS



SS Systems

COMPUTER SALES & SERVICE
COMPUTER ACCESSORIES &
TONER REFILLING ...

JOB APPOINTMENT LETTER

Date : 07.08.2020

To,

D.PAVITHRA
137, Patel Street,
Veeriyam Palayam,
Kalapatti post,
Coimbatore 641048

This is with reference to your application for the job profile "Desktop Support Engineer Assistant" and the subsequent discussions you had with us at the interview on Aug 2nd 2020, on the following terms and conditions.

Designation : Desktop Support Engineer Assistant

Job Location : Coimbatore

Commencement of Employment : your employment will be effective with us since 1st September 2020

Salary and compensation: You will receive the Salary of Rs : 7000/- per month , You will receive the Variable amount based on your performance.

All monthly salaried employees will be eligible for regular merit increase consideration each year on the common review date.

Working Hours : The working days will start normally from Monday and end on Saturday. The working Hours for your profile will be 9.30 AM to 7 PM.

Please read the appointment letter, there must be 30 days notice period, in case it is 10 days, if the employee is being relieved before the 10 day notice period, then your should pay the salary include the 10 days.

We congratulate you on your appointment and wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Sincerely

SS SYSTEMS TIRUPUR-3

AMD intel acer

1st. FLOOR, A.R.P. COMPLEX, 2ND STREET, ASHER NAGAR, NEAR SAP THEATRE, TIRUPUR - 641 603.
Mobile : 99942 - 11126 * E-mail : sssyscare@gmail.com

DINESH KUMAR – CLOUD REFRACTOR

DocuSign Envelope ID: 313099B2-6C68-42C5-8B78-589E1254AC5F

CLOUD REFACTOR

Date:

Re: Internship offer

Dear Dinesh Kumar

On behalf of Cloud Refactor Inc, I am excited to extend an offer to you for an internship position within our company. The position is for the role of a Software Engineer Intern.

This position is scheduled to begin _____ and will be a three Months internship opportunity ending on April 30, 2021. The schedule for this position is Monday through Friday from 8: 30 AM to 5: 30 PM. IST. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits. In this role, you will report directly to Mr. Shanmugan Kondapalli. Please be sure to send us two forms of photo ID's to create email and your profile in the company records.

During your temporary employment with Cloud Refactor Inc, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Cloud Refactor Inc. In addition, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment if any along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from Cloud Refactor Inc.

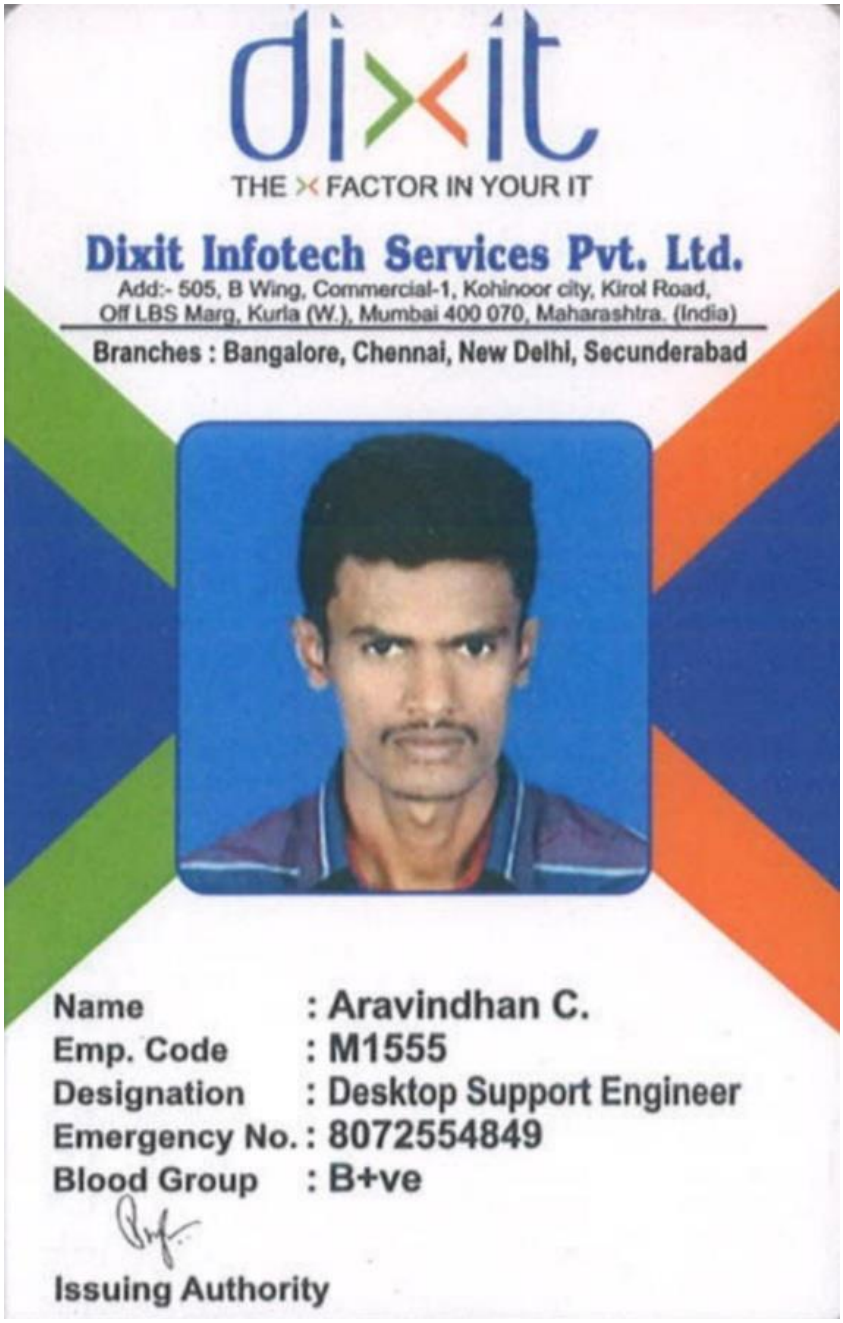
This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer please contact Shanmugan Kondapalli in our Company at +1 480-862-0148. Please review this letter in full, and sign and return it via email to hr@cloudrefactor.com to confirm your acceptance of the position no later than close of business on Feb, 5th 2021. We look forward to having you begin your Software Engineer career at Cloud Refactor Inc and wish you a successful internship.

Welcome to our team!

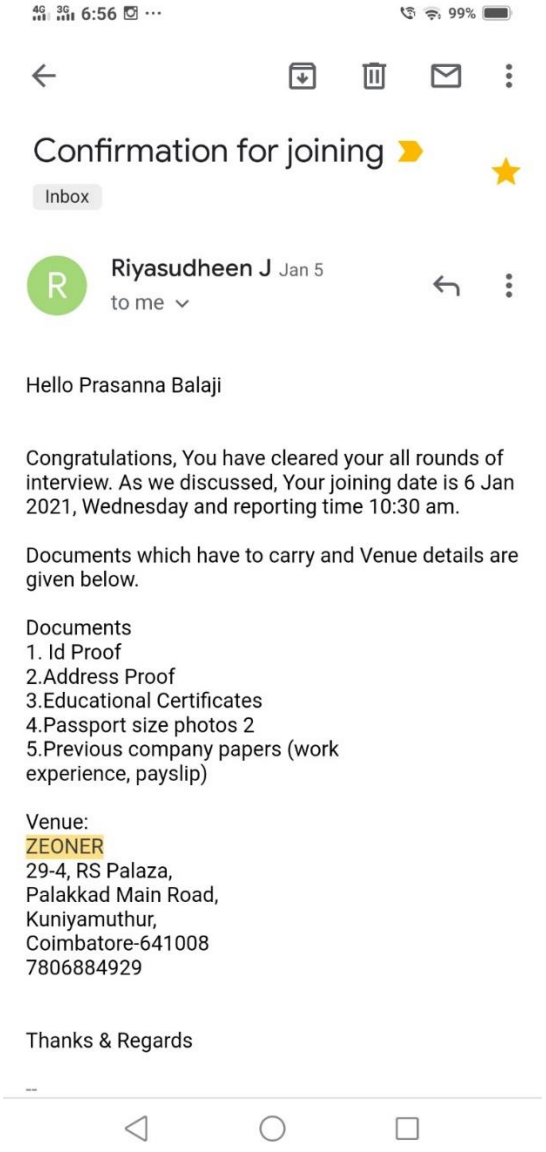
Sincerely,	Intern Acknowledgement
	DocuSigned by: B2CDC4EC3F334FF... Dinesh Kumar
Bhanu Chandar N	
Vice President	Software Engineer Intern
Date:	Date: 2/6/2021

2305 Laurel Arbour Dr, Leander TX 78641 Ph: +1 732 595 7389,
Email: Info@cloudrefactor.com, www.cloudrefactor.com

ARAVINDHAN C - DIXIT INFOTECH PVT LTD



PRASANA BALAJI K - ZEONER SOFTWARE SOLUTIONS



6:56 ··· 99%

Confirmation for joining

Inbox

Riyasudheen J Jan 5
to me

Hello Prasanna Balaji

Congratulations, You have cleared your all rounds of interview. As we discussed, Your joining date is 6 Jan 2021, Wednesday and reporting time 10:30 am.

Documents which have to carry and Venue details are given below.

Documents
1. Id Proof
2.Address Proof
3.Educational Certificates
4.Passport size photos 2
5.Previous company papers (work experience, payslip)

Venue:
ZEONER
29-4, RS Palaza,
Palakkad Main Road,
Kuniyamuthur,
Coimbatore-641008
7806884929

Thanks & Regards

--

ATCHAYA R - DEPARTMENT OF POSTS

NAGARAJ D – FOCUS EDUMATICS

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Date : 8th Dec, 2020

Dear Nagaraj Durai,

Sub: Letter Of Intent for Trainee Tutor position

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during Oct 2020.

1. You are entitled to a **free** 30-days **Online** **'Training and Certification' program** during Oct 2020, start date of which will be confirmed upon consultation with your Placement department which will be based on the start date of your final exams.

2. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** program and also subject to your being awarded your Degree this year in your respective course.

3. 100% attendance is compulsory during the **Online** **'Training and Certification' Program**.

4. You will not be eligible for any stipend during this **'Training and Certification' Program.**

5. Prerequisite for the above **'Training and Certification'** program: **Candidate should have Laptop or Desktop with UPS + Broadband Internet.**

6. **Desktop with UPS and Internet reimbursement will be provided to you by the Company after you successfully complete your Certification with us and start WFH.**

7. Your WFH employment option would continue for a few months in view of the ongoing Covid Pandemic, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines.

8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : **www.focusedumatics.com** , **www.focuseduvation.com**

FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be **Rs. 1,80,000/- (Rupees One Lakh eighty thousand Only)** per annum on Gross Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining with us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

c) Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) **You would be required to work with our Company for a minimum period of 1 year**. In case of earlier separation, Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum upto or equivalent to your notice-period gross salary.

You would also be required to submit your original SSLC marks card + highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseduvation.com

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust . You shall be entitled for leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.
We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thanking you,

Yours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory
Mary M
HR Executive

I have read the terms and conditions as per the 'Letter Of Intent' issued to me and accept the same and will be joining duty with effect from **Oct 2020.**

Name : Nagaraj Durai **Date: 8th Dec 2020**

Signature: **Place: Coimbatore**

Global Delivery Centre : Focus Edumatics Pvt Ltd. #31, 3rd Floor | Above A2B Restaurant | Outer Ring Road | Bhadrappa Layout| Bengaluru | Karnataka 560024 |
Mohali Office : Atrium 204 | Tech Park, Plot No. C 204, Ind Area 8B, Sector 74, Mohali, Punjab 160055
URL : www.focusedumatics.com , www.focuseduvation.com

NIVETHA S – TECHNOSOFT

SHANMUGAPRIYA – FUSION BPO SERVICE

Date: 2021-01-18

Name: Shanmugapriya Subramaniyan

Line 1: 51/12, 3rd Cross, Vivega garden, Kalangal road, Sulur-641402

Sub : Letter of Appointment

Dear Shanmugapriya Subramaniyan,

With reference to your application and subsequent interviews, we are pleased to appoint you in our organization on following terms & conditions.

Following are the details of the offer:

1. EFFECTIVE DATE OF APPOINTMENT : 2020-10-06

2. DESIGNATION : Agent

3. ANNUAL COST TO COMPANY : Rs. 116052 (Rupees: One Lakh Sixteen Thousands Fifty Two Only)

4. INCOME TAX: All moneys payable to you will be subject to deduction of Income Tax at source as per the Income Tax Act or any other Act of the Government of India or the Government of the State where you are employed that is currently in force or may become applicable at the time of making payment.

5. PLACEMENT: You will be posted at Chennai, India. However, your services are transferable or could be seconded to any place in the country, within the company or to any of its associate or sister concerns of its subsidiary, to any place in India or abroad, whether existing today or which may come up in future at any point of time, without any change in the terms and conditions of the employment at the sole discretion of the management. However, the rules prescribed at the place of new posting shall apply from the transfer time.

6. MEDICAL FITNESS: This letter of appointment is subject to your being found medically fit. The company may require you to undergo medical examination by registered medical practitioner specified by it. Your employment is subject to you being found medically (both physically and mentally) fit. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Consequently, your services are liable to be terminated without any notice or salary.

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7. PROBATION: You will be on probation for a period of six (6) months from the date of joining. The Management reserves the right to terminate this appointment without assigning any reason, whatsoever, during your probation period. The Management, at its discretion, may extend your probationary period and you will continue to be in probation until a letter of confirmation is issued to you in writing.

8. CONFIRMATION: On satisfactory completion of your probationary period, your service will be confirmed. Management's decision in this regard shall be final. On confirmation, you will also be entitled to all such benefits as applicable for other confirmed employees.

9. NOTICE PERIOD: During your service period anytime if you wish to term your employment voluntarily you have to serve a notice period of 30 days as mandatory. The notice period is not negotiable on any terms to any day less than the specified number of days as mentioned above unless you are released by your Reporting Manager and HR Manager after deciding a mutually agreed early release date. Your service can be termed anytime with or without assigning any reason thereof during the probation period. If your service is termed during your probation period on any reason, your full and final settlement will be paid upto the last working date only. After successful completion of your probationary period and after obtaining confirmation of your service if your service is termed by the Company, you will be provided with 30 days notice period or payment in lieu, provided the service termination does not take place owing to Immediate Dismissal grounds as specified in HR Policy.

In case of separation with the company, if you are deployed in any other country for carrying out official work you should return to your origin station at India for handover of charges and obtain written clearance from all relevant departments after submission of all work authorization documents, work related documents, permits, company assets etc. to the concerned departments at India office.

Leave balance is not adjustable with notice period.

10. ABANDONMENT AND AUTOMATIC TERMINATION OF SERVICES: Absence for a continuous period of 8 days without information (Including unauthorized absence) would imply voluntary termination from employment and make you lose your lien on the service and the same shall automatically come to an end without any notice or intimation.

11. OFFICE HOURS: You will be assigned shift duties (night and or day shifts) as required by the nature of the service deliverables and business SLAs.

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12. GENERAL RULES & REGULATIONS

a. The Company follows standard policy across the organization for various employee related benefits like annual leave, travel rules amongst other things. Please obtain a copy of the Rules and Regulations form from HR Department on the day of your joining.

b. Your position is whole time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without written permission of the Management.

d. If you are holding any honorary position in any organization please inform us in writing giving full details of the organization and the nature of your role. In the event it is found that such activities are causing any distraction in carrying out your duties, the company may ask you to dissociate yourself from such activity or activities.

e. In the course of your duties, information about the firm's business of a private or confidential nature may come into your hands. The unauthorized divulgence of such information may render you liable for dismissal.

f. All processes, documentation, training manuals, process manuals, policy manuals developed by you during your period of service with the company will be sole property of the Company.

g. You shall not take out of the Company premises any information, floppies, documents etc. relating to processes, documentation, training manuals, process manuals, policy manuals etc. developed by you without the Management's permission.

h. You shall not use any of the Company's software products, systems, processes, documentation, training manuals, process manuals, policy manuals etc. developed by you or by anyone else for your own and personal benefit either during your service in the Company or after cessation of employment. The unauthorized use of such materials or the violation of the above terms will render you liable for legal action leading to adequate compensation including liquidated damages for loss caused to the Company by such action.

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i. You will not divulge the secrets of the company or the technical know-how to anyone under any circumstances or take advantage of the knowledge for your own benefit. In no circumstances will you try to start or help any other person start the activities carried on by this Company.

j. No documents shall be copied without the Management's permission.

k. In the event you are called upon by the Management to take up any assignment abroad for a specified period and/or you are given training by the Company for any purpose in India/abroad, you agree to sign service agreement(s) requiring you to serve the Company for specified period(s).

l. In the event, the specified period has not expired at the time you desire to leave the Company's services, you shall be governed by the provisions of any such service agreement signed by you. The service agreement shall be in the form specified by the Company and the Company reserves the right to change, alter, delete or modify the condition therein.

m. You will be governed by the rules and regulation of service of the Company that may be in force or which may be framed, amended, altered or extended from time to time.

13. COVENANT NOT TO COMPETE:

a. You cannot accept any other service or assignment during the tenure of this agreement.

b. You cannot and shall not accept any other engagement to the detriment of the responsibilities of company and customers under this agreement and in any event not competitive to company.

c. You agree not to take up employment with the client companies of Xplore-Tech Services Pvt. Ltd. and or any of its subsidiaries or with any other concern that are engaged in dealing with the same client as that of Xplore-Tech Services Pvt. Ltd.

14. You shall be entitled for the following paid holidays each year; Leaves are segregated as Privilege Leave (PL), Sick Leave (SL) & Casual Leave (CL) Yearly entitlement for PL = 14, SL = 7, CL =5. The Company's holiday year runs between April to March. If the Appointment commences or terminates part way through a holiday year, the employee's entitlement during that holiday year shall be calculated on a pro-rata basis rounded up to the nearest whole day.

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Schedule 1 – Restrictive Covenants

1. INTERPRETATION The definitions and rules of interpretation in this clause apply in this agreement.

1. INTERPRETATION Capacity: as agent, Employee, director, Employee, owner, partner, shareholder or in any other capacity.
Restricted Business: those parts of the business of the Company with which the Employee was involved to a material extent in the 24 months before Termination.

Restricted Customer: any firm, company or person who, during the 24 months before Termination, was a customer or prospective customer of the Company with whom the Employee had contact or about whom he became aware or informed in the course of his Agreement.

Restricted Person: anyone employed or engaged by the Company and who could materially damage the interests of the Company if they were involved in any Capacity in any business concern which competes with any Restricted Business and with whom the Employee dealt in the 24 months before Termination in the course of his Agreement.

2.POST-TERMINATION RESTRICTIONS

2.1. In order to protect the Confidential Information and business connections of the Company to which the Employee has access as a result of the Agreement, the Employee covenants with the Company that he shall not:

2.1.1. for 24 months after Termination, solicit or endeavour to entice away from the Company the business or custom of a Restricted Customer with a view to providing goods or services to that Restricted Customer in competition with any Restricted Business;

2.1.2. for 24 months after Termination [in the course of any business concern which is in competition with any Restricted Business], offer to employ or engage or otherwise endeavour to entice away from the Company any Restricted Person;

2.1.3. for 24 months after Termination in the course of any business concern which is in competition with any Restricted Business, employ or engage or otherwise facilitate the Agreement or engagement of any Restricted Person, whether or not such person would be in breach of contract as a result of such Agreement or engagement;

2.1.4. For 24 months after Termination, be involved in any Capacity with any business concern which is (or intends to be) in competition with any Restricted Business;

2.1.5. For 24 months after Termination, be involved with the provision of goods or services to (or otherwise have any business dealings with) any Restricted Customer in the course of any business concern which is in competition with any Restricted Business; or

2.1.6. At any time after Termination, represent himself as connected with the Company in any Capacity, other than as a former Employee, or use any registered names or trading names associated with the Company.

2.2. None of the restrictions in clause 2.1 shall prevent the Employee from:

2.2.1. being engaged or concerned in any business concern insofar as the Employee's duties or work shall relate solely to geographical areas where the business concern is not in competition with any Restricted Business; or

2.2.2. Being engaged or concerned in any business concern, provided that the Employee's duties or work shall relate solely to services or activities of a kind with which the Employee was not concerned to a material extent in the 24 months before Termination.

2.3. The restrictions imposed on the Employee by this clause 2 apply to him acting:

2.3.1. Directly or indirectly; and

2.3.2. on his own behalf or on behalf of, or in conjunction with, any firm, company or person.

2.4. If the Employee receives an offer to be involved in a business concern in any Capacity during the Agreement, or before the expiry of the last of the covenants in this clause, the Employee shall give the person making the offer a copy of this clause and shall tell the Company the identity of that person as soon as possible after accepting the offer.

2.5. The Company and the Employee entered into the restrictions in this clause having been separately legally advised.

2.6. Each of the restrictions in this clause is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

2.7. If the Employee's Agreement is transferred to any firm, company, person or entity other than a Group Company (the "New Employer"), the Employee will, if required, enter into an agreement with the New Employer containing post-termination restrictions corresponding to those restrictions in this clause, protecting the confidential information, trade secrets and business connections of the New Employer.

The Content of this appointment order and the details of salary etc are highly confidential and therefore should be discussed only with your manager.

Notwithstanding anything aforesaid, in the event that you execute a service agreement or other Agreement(s), the term of such agreement(s) shall always prevail.

Please return the duplicate copy of this revised letter of appointment duly signed by you as a token of acceptance.

We wish you a long and mutually beneficial association with Xplore-Tech and look forward to your continued contribution to the growth of the organization.

Thanking you,
For Window Techologies Pvt. Ltd.

Xplore Tech Services Pvt. Ltd. HRD

Oindrila Banerjee
Senior Manager-HR

I have read this appointment letter and fully understand its content and put my signature herein in acceptance of all the terms and conditions mentioned in this letter.

Signature:

Date:

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FUSION

Annexure-A (CTC Break-up)

Salary Components	Monthly	Yearly
Basic	3150	37800
HRA	2363	28356
Conveyance	1600	19200
Other Allowance	1887	22644
TOTAL EARNING	9000	108000
PF (Employer's)	378	4536
ESIC (Employer's)	293	3516
CTC	9671	116052
P.Tax	115	1380
ESIC (Employee's)	68	816
PF (Employee's)	378	4536
Take Home	8439	101268

Private & Confidential

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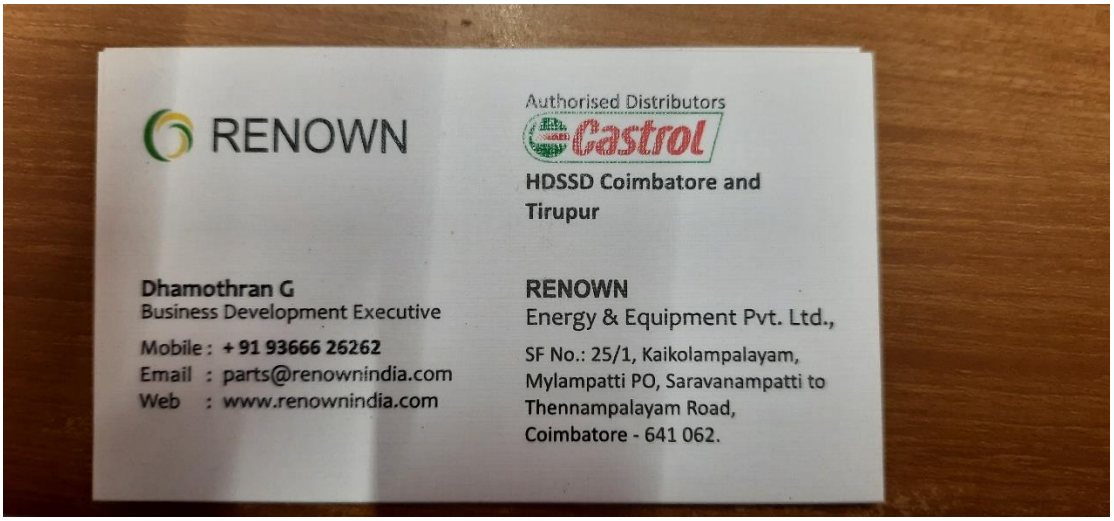
VISHNU R – AOSTA

DHAMODHARAN - RENOWN ENERGY & EQUIPMENT PVT.LTD



VIGNESHWARAN - AOSTA SOFTWARE TECHNOLOGIES INDIA PVT LTD

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AOSTA

10/10/2020

Dear VIGNESHWARAN KUPPUSAMY :

This letter is to confirm our discussions and to offer you a position with the professional staff of "Aosta Software Technologies India Private Limited." (the "Company"). We are pleased that you can join us full-time on 02 NOV 20. The details of our offer are based in this letter, the Employee Compensation Package, which is attached as Annexure A hereto, and the standard Terms and Conditions of Employment, which are attached as Annexure B hereto (collectively, this Offer Letter"). Please read and retain them for your records.

1 COMMENCENT OF EMPLOYMENT

i. You will be employed by the Company in the function of Junior Analyst with effect from 02 NOV 20.

ii. Your terms and conditions of employment are described in Annexure "B" and such further duties and responsibilities as the Company may delegate to you from time to time.

iii. You will report directly to Prithip Kumar, a Senior Manager of the Company.

2 SALARY

i. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package")

ii. The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

3 PROBATION

You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless you are expressly confirmed in the regular service of the Company.

i. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated anytime, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

ii. During the Probation Period your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion on your initial or extended probationary period you will be confirmed in the regular service of the Company.

4 TERMINATION

Your employment with the Company may be terminated at any time by the Company in accordance with the provisions of paragraph 14 of Annexure "B" hereto.

Aosta Software Technologies India Private Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 422 4302500

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5 HOLIDAYS

i. You will be governed by the Leave rules as applicable.

ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

6 TERMS AND CONDITIONS OF EMPLOYMENT-ANNEXURE "B"

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out in Annexure "B" hereto. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

7 ACCEPTANCE OF YOUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention. This letter is valid for a period of five (5) days from the date of receipt of this letter. If we do not receive the signed letter from you confirming your acceptance of this offer within five (5) days from the date of receipt of this letter, this offer stands withdrawn and should not thereafter be considered as binding on the Company.

8 CONCLUSION

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.

If you have any questions, please do not hesitate to call me.

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Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF THE EMPLOYEE

I, VIGNESHWARAN KUPPUSAMY BALASUBRAMANIAN , have read and understood the terms and conditions of this letter and the annexures hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby and thereby'

Place: COIMBATORE

Signed by the Employee:

Date:
10/12/2020

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ANNEXURE "A" TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE

Name : VIGNESHWARAN KUPPUSAMY BALASUBRAMANIAN
Job Title : Junior Analyst
Band : NA
Level : NA

1. **Salary:** Your salary CTC will be INR 2,07,450 per annum, or INR 17,288 per month. (Your salary structure/details are attached to this document).Note: As the company grows, the potential for salary increases will periodically reviewed.
2. **Provident Fund**: A percentage of Basic + DA as per provisions of the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and Schemes framed there under as applicable.
3. **Medical Reimbursement**: Eligible for Rs.15,000/-per annum as per the medical reimbursement policy in force.
4. **Medical Insurance**: The coverage for hospitalization expenses would be as per the current Company Policy in force.
5. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
6. **Performance Incentive**: In addition, the Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,

Mohan Gounder
CEO

ACCEPTANCE OF EMPLOYEE

Aosta Software Technologies India Private Limited
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+91 4224302500

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I, VIGNESHWARAN KUPPUSAMY BALASUBRAMANIAN , have read and understood the above compensation package relating to my services and employment with the Company and the same is acceptable to me and I hereby agree to be legally bound hereby.

Place: COIMBATORE

Signed by the Employee:

Date:10/12/2020

ANNEXURE "B" TO THE OFFER LETTER

TERMS AND CONDITIONS OF EMPLOYMENT

1 JOB TITLE

Your Job Title is specified in the offer letter, and subject to change.

2 CONTINOUS SERVICE DATE

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

3 SALARY

The Company will be entitled, at any time during your employment, or in any event on termination, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay

4 HOURS OF WORK

4.1 You will be required to work the necessary hours to fulfill the essential job functions listed in the agreement which can be modified at company discretion. You will be required to work in shifts. It is expressly made clear that your applicable timings of work would be decided & notified to you by the company, and by accepting this offer you would be deemed to have given your consent to work in shifts which may change based on the business requirements.

4.2 You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

5 INCAPACITY DUE TO SICKNESS OR INJURY

You will be entitled to sick leave as per the Leave Policy of the Company, which may be amended from time to time.

5.1 If you are ill it's is vital to ensure that your assigned Supervisor or Manager, his/her designate, and Human Resources are notified as soon as possible on the first day of absence.

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5.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where you health or absence from work due to illness is a cause for concern. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

6 DUTIES AND OTHER ACTIVITIES

6.1 You will in all respects carry out and use your best endeavors in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgment and devote the whole of your time at work and attention to the business of the Company during the business hours.

6.2 You are not allowed to undertake other activities, except with the prior written consent of the Company and whether or not you receive financial compensation for these activities.

7 PLACE OF WORK

7.1 You will at present report to the designated office of the Company. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or abroad.

7.2The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

8 RULES AND REGULATIONS

8.1The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

8.2You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

8.3You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time by "Aosta Software Technologies India", in so far as applicable to India and / or in respect of your job title.

9 INVENTIONS AND PUBLICATIONS

9.1 Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or

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formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.

9.2 You hereby irrevocably assign to the company all work that

9.2.1 is developed using equipment supplies facilities or trade secrets of the Company;
9.2.2 result from activities performed by you for the company; and
9.2.3 is related to the Company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

9.3 You are hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned by the Company. (Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

9.3.1 trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;
9.3.2 trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;
9.3.3 patents, including design patents and utility patents, reissues, divisions, continuations in part and extension thereof;
9.3.4 works of authorship, whether copyrightable or not, copyrights, copyrights registrations, and moral rights related thereto; and
9.3.5 computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registration of, and all renewals, modifications and extensions of, each of foregoing).

9.4 You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.

9.5 You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.

9.6 You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

10 CONFIDENTIALITY/SECRECY

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10.1 You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment , products, intellectual property , records, documents and information only in a duly authorized manner in the interest of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.

10.2 You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "Aosta Software Technologies India Private Limited." Group in India or abroad.

10.3 On termination of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or to client's business affairs.

10.4 You must not anywhere, at any time after termination of your services or employment with the Company, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.

10.5 In the event of breach of any of the conditions mentioned above in paragraph 10, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 10.

11 COMPANY PROPERTY

You will always maintain in good conditions Company property which may be given to you for official use during the course of employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

11.1 As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.

11.2 You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.

11.3 You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.

11.4 Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

12 BORROWING/ACCEPTING/ GIVING GIFTS

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even give the impression of involving bribery or any illegal activity whatsoever.

13 BACKGROUND INVESTIGATION

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13.1 You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or abroad.

13.2 You will be subject to checking's ("Checking's") that may be conducted either before or after or after the date at which full-time employment commences. Checking's may include: **(i)** background checks (including checking all facts submitted to the Company, including but not limited to your curriculum vitae or application.); **(ii)** reference checks; **(iii)**fingerprinting; **(iv)**drug testing; **(v)**medical examination(s) as determined to be relevant by the Company (**vi)**Credit Checks

13.3Either (i) refusal to be subject to Checking or (ii) results that are derived from Checking's which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph **14.2** of this annexure and may be acted in at any time before or after your commencement date with the Company.

14 TERMINATION OF EMPLOYMENT

14.1 During the probation period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment of Cost to Company in lieu of such notice except under conditions mentioned in paragraph 14.2. After the end of the Probation Period, your appointment with the Company is liable to terminated by the Company by giving you not less than two month's written notice or by payment on Cost to Company in lieu of such notice except as provided below.

14.2 Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence or have committed any breach of this agreement. Termination of your employment under this sub-paragraph would be without prejudice to:

14.3

14.3.1 The Company's right to claim the actual damages it has suffered through this breach;

14.3.2 Any other relief to which the Company may be entitled under contract, law or equity.

14.4 Misconduct will include without limitation:

14.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

14.3.2 Going on or abetting a strike in contravention of any law.

14.3.3 Cause damage to the property of the Company;

14.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise;

14.3.5 Breach of confidentiality/secrecy provisions set out in paragraph 10 above.

14.3.6 Commission or attempt to commit to commit any cyber crime.

14.4 In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 13, your employment may be terminated without notice.

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15 VOLUNTARY TERMINATION BY THE EMPLOYEE

The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company. On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 month's written notice to the designated officer of the Company. It is further classified that employees terminating their employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust/ set off) any accrued vacation during/against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period. Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. Provided however, that the management of the Company may at their sole discretion relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.

15.1 In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer letter (other than the provisions of paragraphs 9, 10, 14.6, 14.8, 16 and 17 of this Annexure B) shall not have any further effect. In respect of paragraphs 9, 10, 14.6, 14.8, 16 and 17 of this Annexure B, the termination of your employment with the Company shall not have any effect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

15.2 The Company's decision as to the termination of your services or employment shall be final and legally binding on you.

15.3 Upon any termination of your employment with the Company, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

15.4

16 CYBER CRIMES

16.1 You hereby expressly agree that you shall not be either directly or indirectly or cause to commit any cyber crime.For the purposes of this Offer Letter, "Cybercrime" means any isolated or concerted act done anywhere by which the originator of such act or associates.

16.1.1 gain unauthorized access to the computer system or computer network; or
16.1.2 downloads, copies or extracts any information or data from such system; or
16.1.3 introduces any harmful code; or
16.1.4 causes any damage to the system or network; or
16.1.5 causes the non-functioning or malfunctioning of system or network; or
16.1.6 causes denial access to any authorized person to the system or network; or
16.1.7 contravenes any provision of Information Technology Act 2000 and the rules and regulation made their under; or
16.1.8 tampers or manipulates any system or network with the object of operating the account of another person; or

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16.1.9 alters or deletes any information residing in a computer resource or diminishes the value of utility of the function of the computer system or network through any means; or

16.1.10 Does anything which has the effect of adversely affecting the performance of a computer network or services.

17 RESTRICTIONS

17.1 You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of termination of your employment, do or permit any of the following prior written consent of the Company;

17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;

17.1.2 Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the company;

17.1.3 Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and

17.1.4 Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by your or not.

17.2 Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.

17.3 Notwithstanding the above, your undertakings contained in paragraph 16 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 14.1 hereof.

17.4 Each undertaking in paragraph 16 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.

17.5 In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 14 to be reasonable in circumstances. However, if one or more undertakings in paragraph 14 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

18 INDEMNITY

You will fully and effectively the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

Aosta Software Technologies India Private Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

DocuSign Envelope ID: CB42BE04-4068-49E0-83BD-7127B34590C1

19 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

20 ARBITRATION

Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, termination or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in COIMBATORE, Tamil Nadu, India and shall be conducted in English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator."

Signature page of offer and acceptance:

Mohan Gounder
CEO

ACCEPTANCE OF EMPLOYEE

I, VIGNESHWARAN KUPPUSAMY BALASUBRAMANIAN , have read and understood the above terms and conditions governing my services and employment with Aosta Software Technologies India Private Limited., and the same are acceptable to me and I hereby agree to be legally bound to Aosta Software Technologies India Private Limited.

Place:

Signed by the Employee:

k vignesh

Aosta Software Technologies India Private Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

DocuSign Envelope ID: CB42BE04-4068-49E0-83BD-7127B34590C1

Date:
10/12/2020

JOB DESCRIPTION & COMPENSATION DETAILS

Name: VIGNESHWARAN KUPPUSAMY BALASUBRAMANIAN

Job Title: Junior Analyst

Band: NA

Level: NA

	Monthly (INR)	Annual (INR)
Monthly Components		
Basic	5,250	63,000
DA	3,750	45,000
House Rent Allowance	3,000	36,000
Conveyance Allowance	3,000	36,000
Salary Gross (A)	15,000	1,80,000
Less: Employee's PF	1,800	21,600
Employee's ESI	113	1,350
Total PF&ESI (Employee's) (B)	1,913	22,950
Net Take Home Salary C = (A-B)	13,088	1,57,050
Add: Employer's PF	1,800	21,600
Employer's ESI	488	5,850
Total PF& ESI (Employer's) (D)	2,288	27,450

Aosta Software Technologies India Private Limited
No.940/1A, 5th Floor, Kovai Estate, Kalapatti Road, Coimbatore - 641 048
+91 4224302500

INDHUMATHI A - STANVENTURES

StanVentures
spirit of excellence

Stan Softech Private Limited

OFFER LETTER

Indhumathi A **21st August 2020**

6/169 A3, K.R Mill road,
Somanur
Coimbatore-641668,
Tamilnadu.

Dear Indhu,

This refers to your application for employment with **STAN VENTURES** and after your subsequent interview for the same, we are pleased to offer you an employment with **STAN VENTURES** as **Junior Outreach Executive** at **Coimbatore** Branch.

You will be in probation for 3 months and will be confirmed based upon your performance. Your monthly gross salary on joining **STAN VENTURES is Rs.8,000 INR (Rupees Eight Thousand Only)** which is subject to change at the successful completion of the probation period to **Rs.15,000 INR (Rupees Fifteen Thousand Only)**.

Place of work and mobility

You shall be based in **Coimbatore**. Notwithstanding your initial place of posting, the Company (Stan Ventures) reserves the right to transfer/ depute/second your service to any other division/location/department/segment/branch / unit/ associated concern under the ownership of the Company or Group (Stan Ventures), if and when required.

This offer of appointment is subject to the following:

- Your sending confirmation of acceptance to this offer within 3 days.
- You shall be entitled to join on or before the date of joining that you are going to mention in the last page of the offer letter.
- Submitting the relieving document from your present employer, certificates & other testimonials at the time of joining.
- Your character antecedents / references checks being found satisfactory in all respects.

Second Floor, GK Complex, Embassy Golf Links Road, Domlur- Bengaluru - 560071

StanVentures
spirit of excellence

Stan Softech Private Limited

We look forward for a long and successful association with you.

Regards,

PRADEEPKUMAAR R

Founder & CEO,

Stan Softech Pvt, Ltd.

http://www.stanventures.com

StanVentures
spirit of excellence

Stan Softech Private Limited

Acceptance

If the terms and conditions stated in the offer are acceptable, please sign the duplicate copy of this letter as a token of your acceptance and return it to us indicating therein your proposed date of joining.

We welcome you to our organization and trust that you will enjoy working here and in contributing to the growth and prosperity of the company.

I hereby declare that I have read understood and accept the offer extended to me and confirm to join the organization.

Expected Date of Joining:

Signature:

Name:

Date of Signature:

VARDHAMAN RAGUL N - C.R. GARMENTS

C.R. GARMENTS

330/1, Sri Gokula Krishna Nagar,
T.K.T. Mill, Palladam Road,
TIRUPUR - 641 605.
INDIA.

Tel : 91 - 421 - 2210673
: 91 - 421 - 2210978
E Mail : crgesan@crgarments.com

Date : .....

APPOINTMENT ORDER

Dated: 09/12/2020.

TO

Mr.VARDHAMAN RAGUL N
66/23 POOCHAKADU 2ND St,
PAZHAGOWDON,
MANGALAM MAIN ROAD,
TIRUPPUR – 641604
Mobile: 77080 79856

Sir/Madam,

Sub: Appointment Order for the post officer Documentation Division.

Ref: 1. Your application dt.: 08/12/2020.
2. Personal Interview on: 08/12/2020.

With reference to your application dt: 08/12/2020 and subsequent interview, you are hereby appointed in our organization as **officer Documentation Division** w.e.f. 11/12/2020 on the following terms & conditions:-

1. You will be appointed as officer for **Documentation Division**.

a) Designation : Officer
b) Duty hours : 9.00 am to 7.00 pm
c) Emoluments : Rs.1,20,000/- P. A

2. Outside, in any office under the supervisor and control of our organization or in any of our affiliated or sister concerns, without any extra allowance or raise in the pay.

PAN No. : AABFC3692D
GSTIN No. : 33AABFC3692D1ZU
TAN No. : CMBC03681G

IE CODE No. : 3297003201 Dt. 24.6.97
RCMC No. : AEPC / MEM / SM / MAF / 102015
TEXTILE COMMITTEE RC No. TIP 03186

(Page 1 of 3)

MONISHWAR – ROYAL CARE HOSPITAL

DIVYA – DR.AGARWAL EYE HOSPITAL

Dr. Agarwals EYE HOSPITAL

23.11.2020

Ms.DIVYA S,
NO.9/5, RANGI STREET,
GUGAI, SALEM – 636006.

Dear Ms.DIVYA S,

Sub: Offer as Executive - Operations

With reference to your application and subsequent interview you had with us, we are pleased to offer you appointment as **"EXECUTIVE - OPERATIONS"** based at **SALEM** Branch.

Your total emolument will be **Rs. 2,54,856 (Rupees Two Lakhs Fifty Four Thousand Eight Hundred and Fifty Six Only) C.T.C per Annum, all inclusive.** Detailed breakup of the salary is enclosed in the Annexure A.

You are requested to submit the joining documents at the time of joining. Originals to be brought at the time of joining for verification.

1. Passport size Photo – 5No's
2. One Stamp Size Photo and One Family Photo
3. Previous Company, Relieving Order / Relevant Documents
4. Certificate / Document for ID Proof & Address Proof
5. Copy of PAN Card
6. Copy of Academic Certificates
7. Enclosed Reference Form
8. Enclosed Medical Certificate

Your offer has been made based on information furnished by you. However if there is any discrepancy, we retain the right to review our offer of employment.

If all the terms and conditions are acceptable by you then please acknowledge by returning one copy of this letter duly signed.

We welcome you to our organisation.

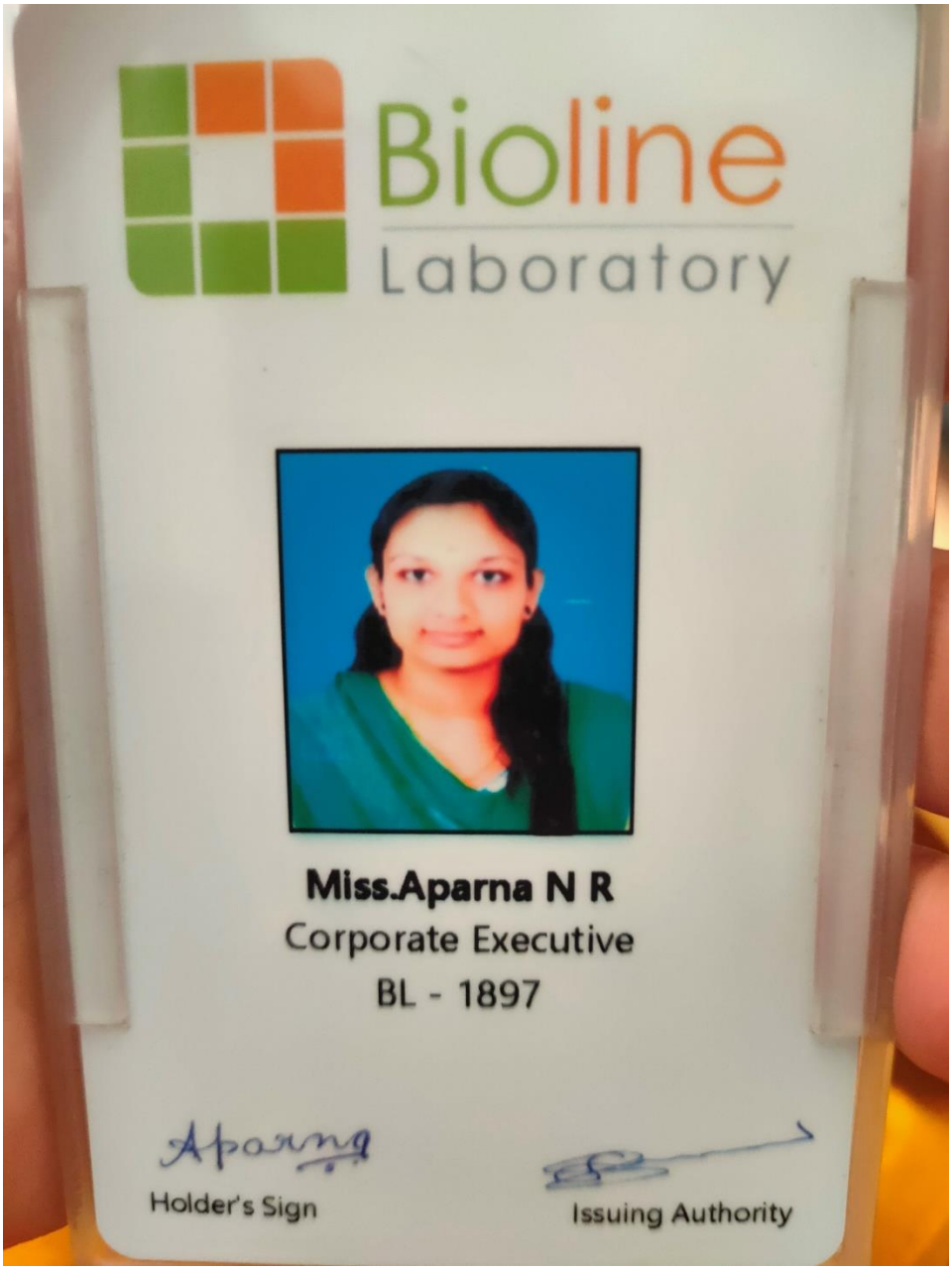
Yours sincerely,

For **Dr. AGARWAL'S EYE HOSPITAL LTD.,**

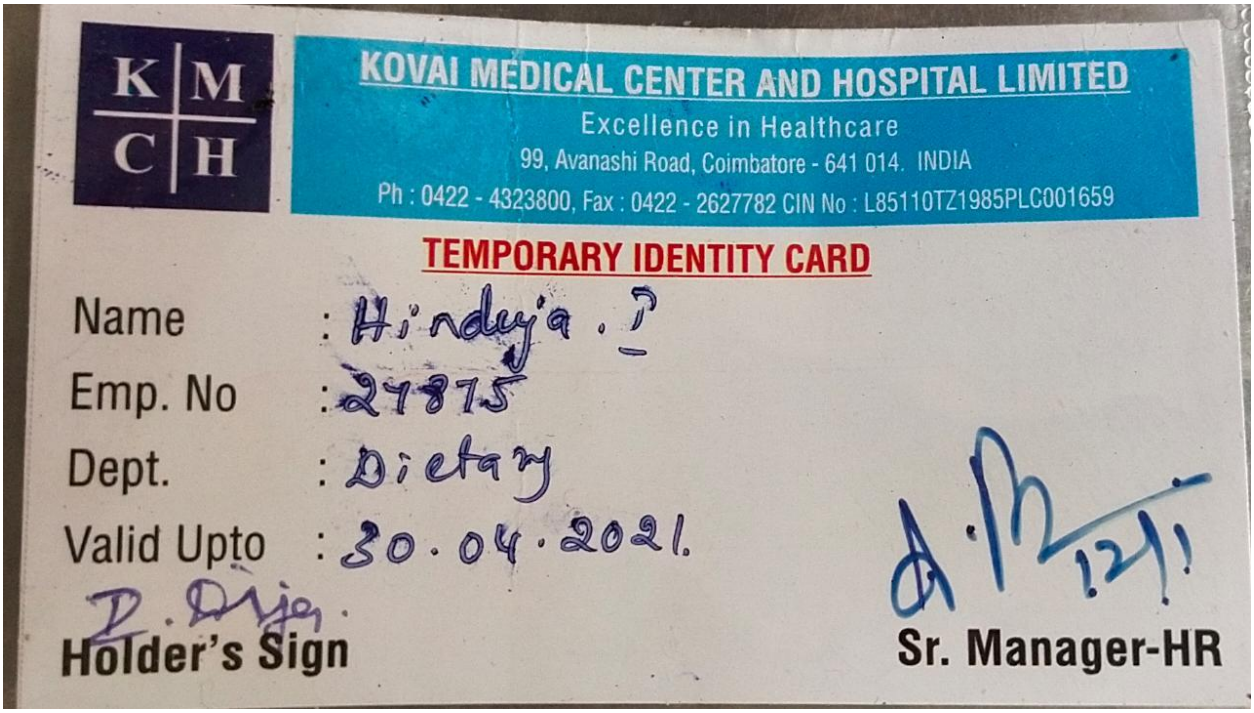
SUHASINI K
GENERAL MANAGER – HUMAN RESOURCES.

Dr. Agarwal's Eye Hospital Ltd.
Regd. & Corporate Office :
3rd Floor, Buhari Towers, No.4, Moores Road, Off Greams Road, Near Asan Memorial School, Chennai - 600 006.
Tel : +91-44-3991 6600 Fax : +91-44-3991 6645 CIN : L85110TN1994PLC027366 GST No. : 33AAACD2373G1Z2
Email : info@dragarwal.com | Website : www.dragarwal.com

APARNA N R – BIOLINE LABORATORY

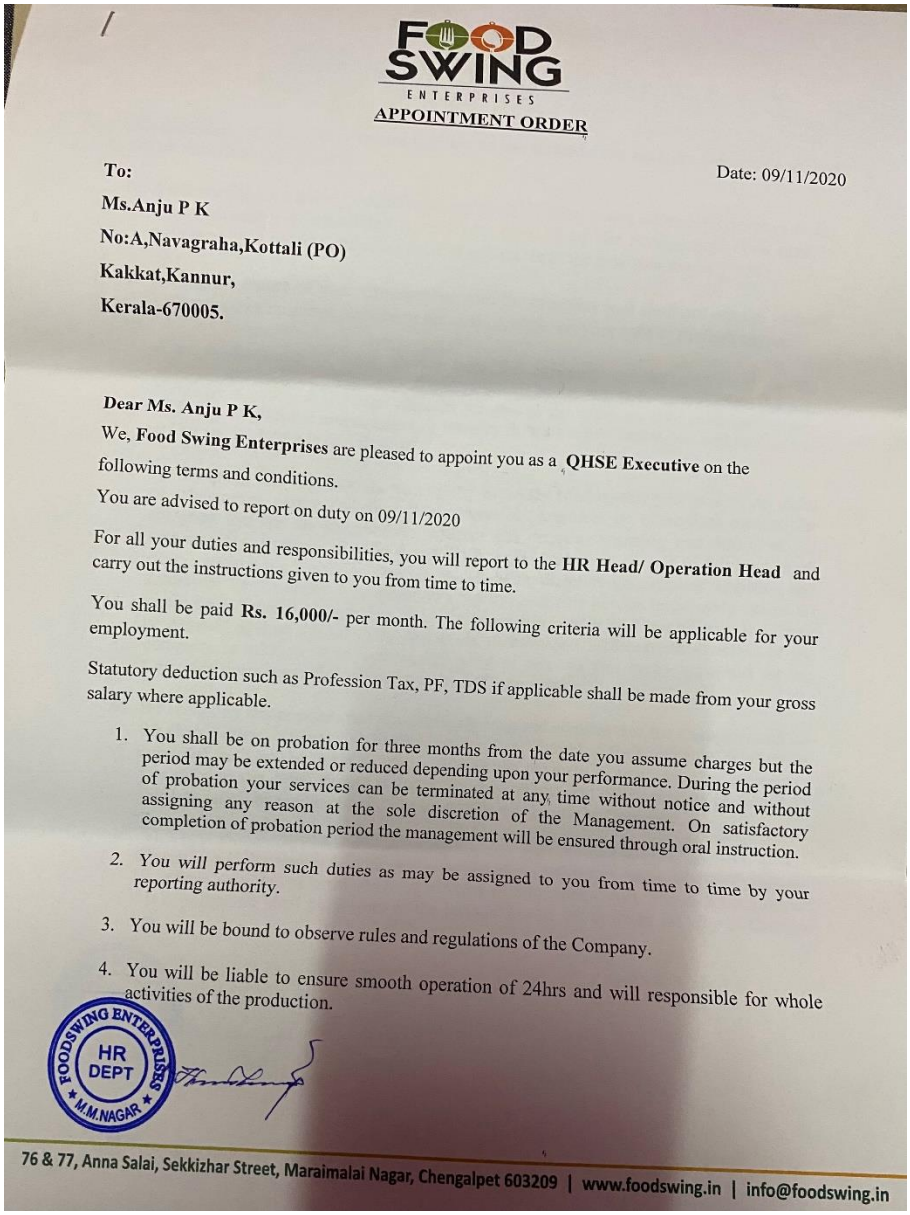


HINDHUJA L - DR. NGP ARTS AND SCIENCE COLLEGE



RUBA S - ROYAL CARE HOSPITAL

ANJU PK - FOOD SWING ENTERPRISES



FOOD SWING ENTERPRISES

APPOINTMENT ORDER

To:

Ms.Anju P K
No:A,Navagraha,Kottali (PO)
Kakkat,Kannur,
Kerala-670005.

Date: 09/11/2020

Dear Ms. Anju P K,

We, **Food Swing Enterprises** are pleased to appoint you as a **QHSE Executive** on the following terms and conditions.

You are advised to report on duty on 09/11/2020

For all your duties and responsibilities, you will report to the **HR Head/ Operation Head** and carry out the instructions given to you from time to time.

You shall be paid **Rs. 16,000/-** per month. The following criteria will be applicable for your employment.

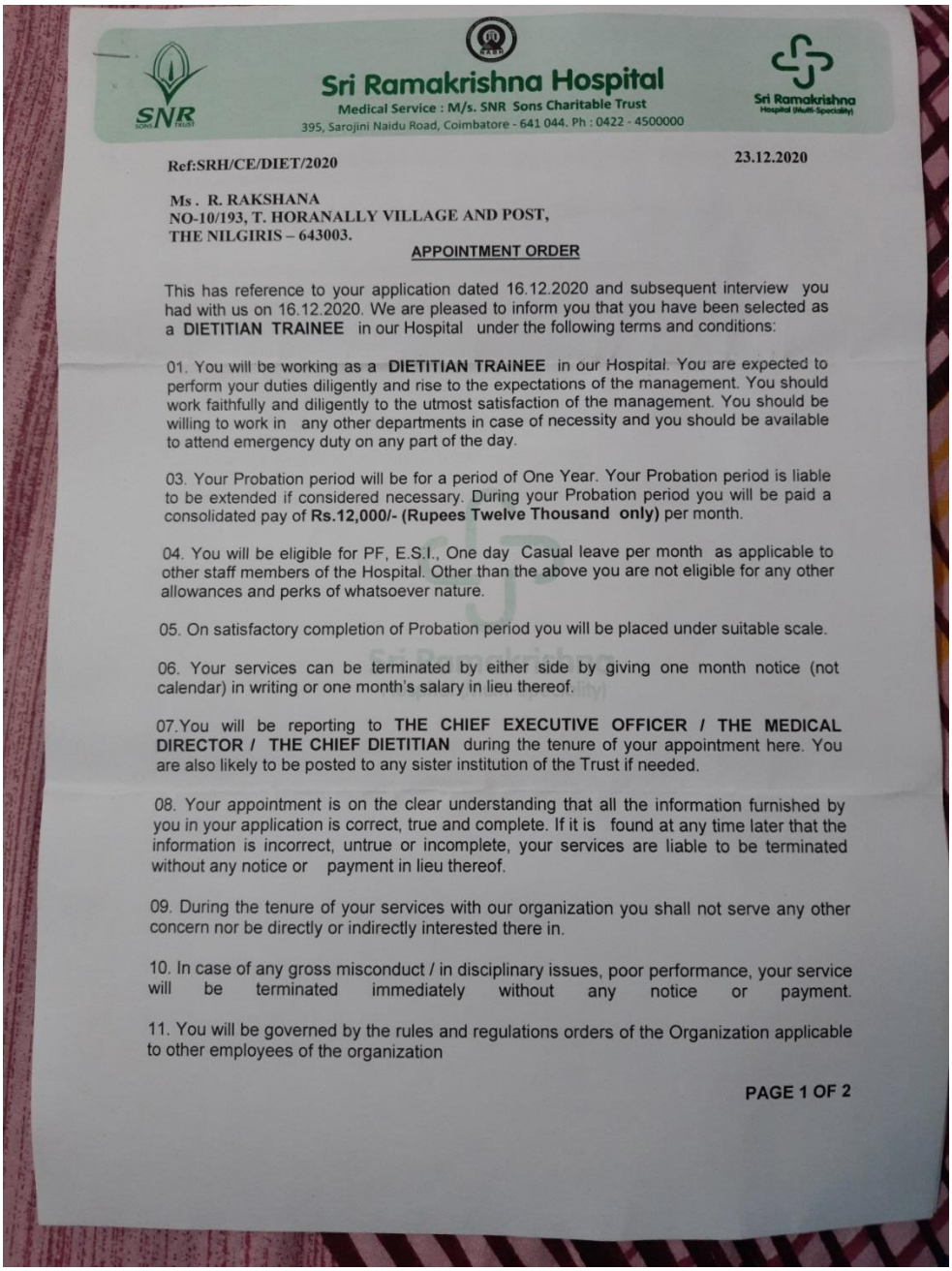
Statutory deduction such as Profession Tax, PF, TDS if applicable shall be made from your gross salary where applicable.

1. You shall be on probation for three months from the date you assume charges but the period may be extended or reduced depending upon your performance. During the period of probation your services can be terminated at any time without notice and without assigning any reason at the sole discretion of the Management. On satisfactory completion of probation period the management will be ensured through oral instruction.
2. *You will perform such duties as may be assigned to you from time to time by your reporting authority.*
3. You will be bound to observe rules and regulations of the Company.
4. You will be liable to ensure smooth operation of 24hrs and will responsible for whole activities of the production.

FOODSWING ENTERPRISES HR DEPT M.M.NAGAR

76 & 77, Anna Salai, Sekkizhar Street, Maraimalai Nagar, Chengalpet 603209 | www.foodswing.in | info@foodswing.in

RAKSHANA.R - RAMAKRISHNA MULTI SPECIALITY HOSPITAL



Sri Ramakrishna Hospital
Medical Service : M/s. SNR Sons Charitable Trust
395, Sarojini Naidu Road, Coimbatore - 641 044. Ph : 0422 - 4500000

Ref:SRH/CE/DIET/2020 — 23.12.2020

Ms . R. RAKSHANA
NO-10/193, T. HORANALLY VILLAGE AND POST,
THE NILGIRIS – 643003.

APPOINTMENT ORDER

This has reference to your application dated 16.12.2020 and subsequent interview you had with us on 16.12.2020. We are pleased to inform you that you have been selected as a **DIETITIAN TRAINEE** in our Hospital under the following terms and conditions:

01. You will be working as a **DIETITIAN TRAINEE** in our Hospital. You are expected to perform your duties diligently and rise to the expectations of the management. You should work faithfully and diligently to the utmost satisfaction of the management. You should be willing to work in any other departments in case of necessity and you should be available to attend emergency duty on any part of the day.

03. Your Probation period will be for a period of One Year. Your Probation period is liable to be extended if considered necessary. During your Probation period you will be paid a consolidated pay of **Rs.12,000/- (Rupees Twelve Thousand only)** per month.

04. You will be eligible for PF, E.S.I., One day Casual leave per month as applicable to other staff members of the Hospital. Other than the above you are not eligible for any other allowances and perks of whatsoever nature.

05. On satisfactory completion of Probation period you will be placed under suitable scale.

06. Your services can be terminated by either side by giving one month notice (not calendar) in writing or one month's salary in lieu thereof.

07.You will be reporting to **THE CHIEF EXECUTIVE OFFICER / THE MEDICAL DIRECTOR / THE CHIEF DIETITIAN** during the tenure of your appointment here. You are also likely to be posted to any sister institution of the Trust if needed.

08. Your appointment is on the clear understanding that all the information furnished by you in your application is correct, true and complete. If it is found at any time later that the information is incorrect, untrue or incomplete, your services are liable to be terminated without any notice or payment in lieu thereof.

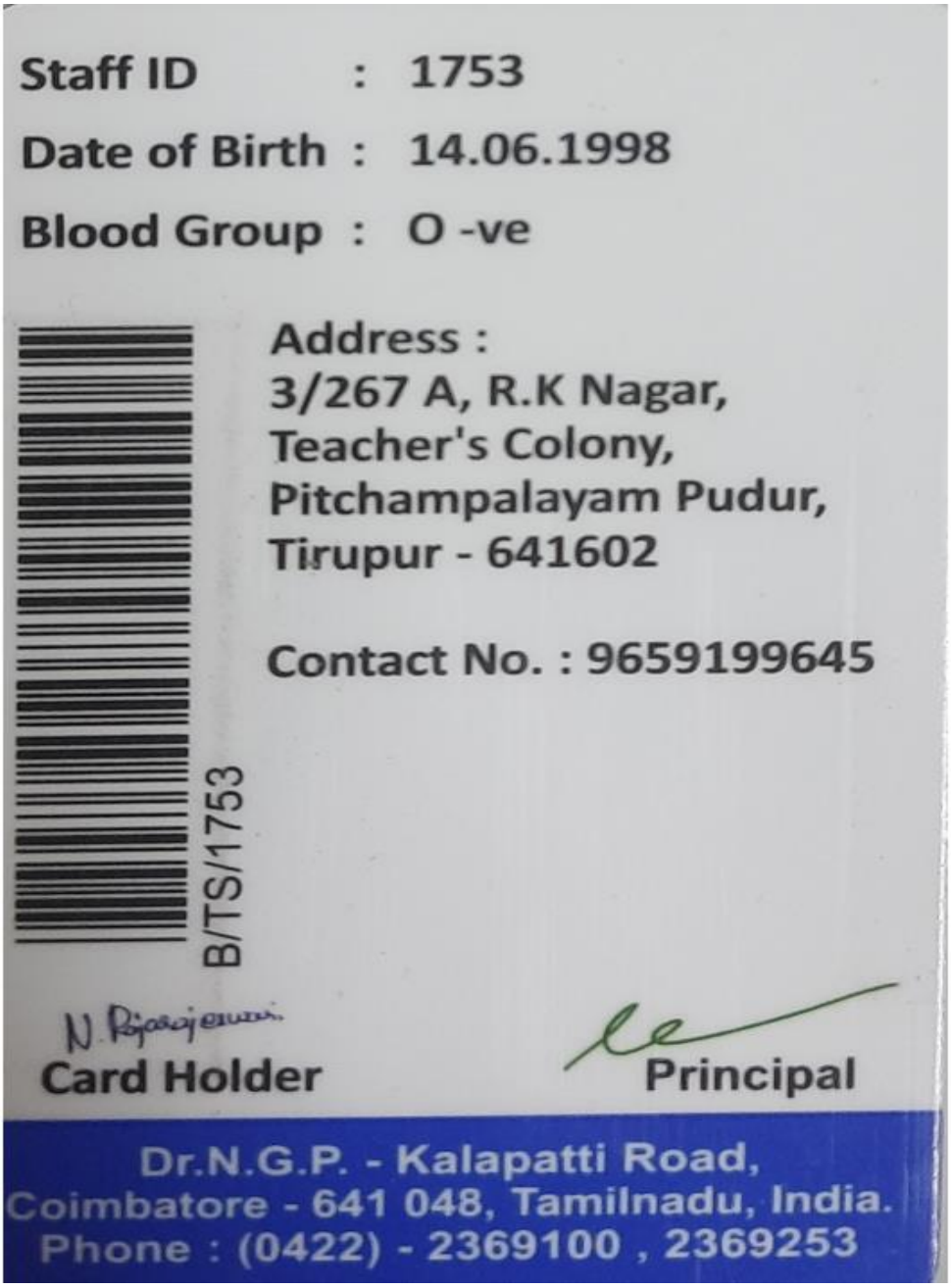
09. During the tenure of your services with our organization you shall not serve any other concern nor be directly or indirectly interested there in.

10. In case of any gross misconduct / in disciplinary issues, poor performance, your service will be terminated immediately without any notice or payment.

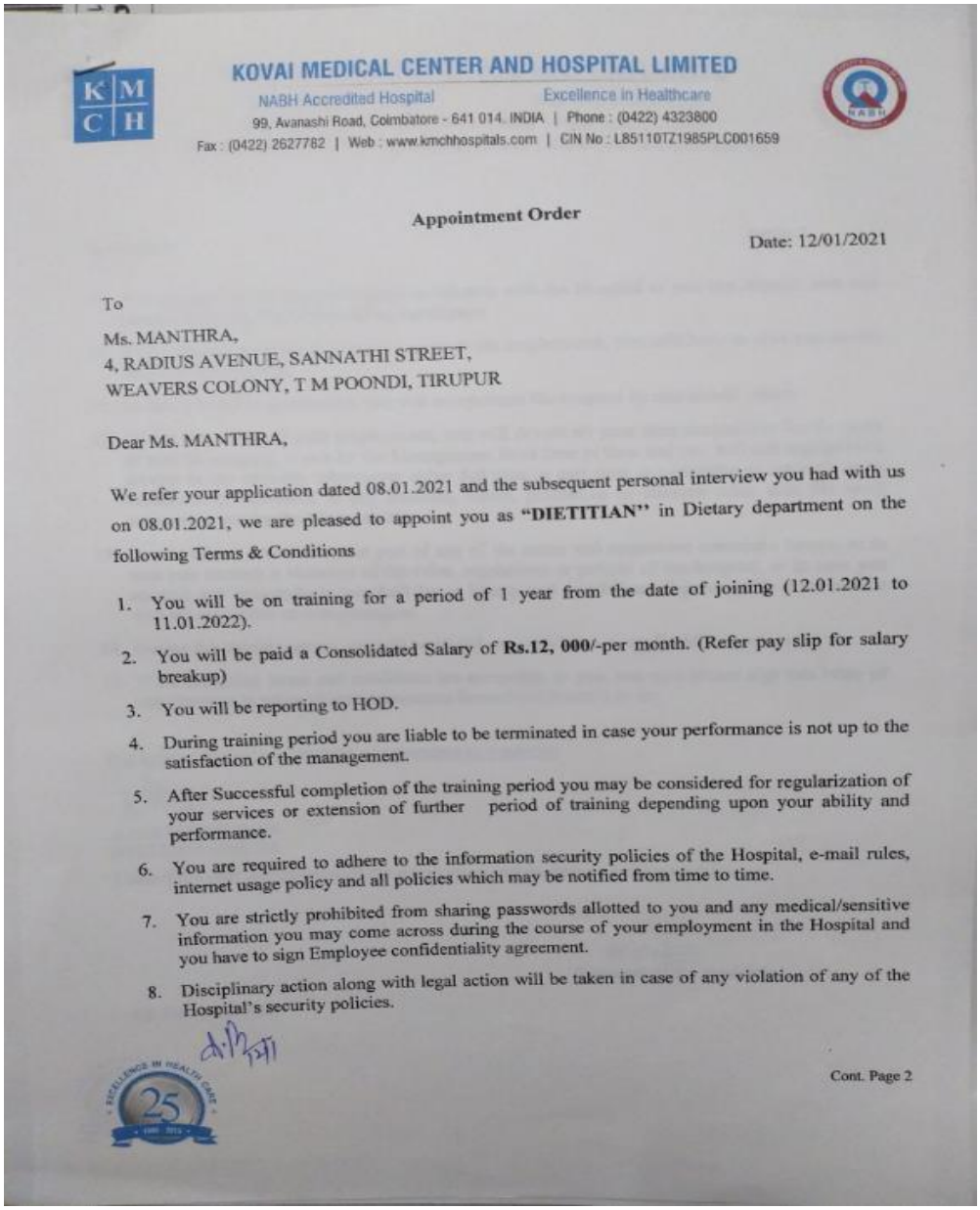
11. You will be governed by the rules and regulations orders of the Organization applicable to other employees of the organization

PAGE 1 OF 2

RAJARAJESWARI NAGARAJ - DR.NGP ARTS AND SCIENCE COLLEGE


Staff ID : 1753
Date of Birth : 14.06.1998
Blood Group : O -ve
Address :
3/267 A, R.K Nagar,
Teacher's Colony,
Pitchampalayam Pudur,
Tirupur - 641602
Contact No. : 9659199645
B/TS/1753
Card Holder
Principal
Dr.N.G.P. - Kalapatti Road,
Coimbatore - 641 048, Tamilnadu, India.
Phone : (0422) - 2369100 , 2369253

MANTHRA.K.S – KMCH



KOVAI MEDICAL CENTER AND HOSPITAL LIMITED
NABH Accredited Hospital — Excellence in Healthcare
99, Avanashi Road, Coimbatore - 641 014. INDIA | Phone : (0422) 4323800
Fax : (0422) 2627782 | Web : www.kmchhospitals.com | CIN No : L85110TZ1985PLC001659

Appointment Order

Date: 12/01/2021

To

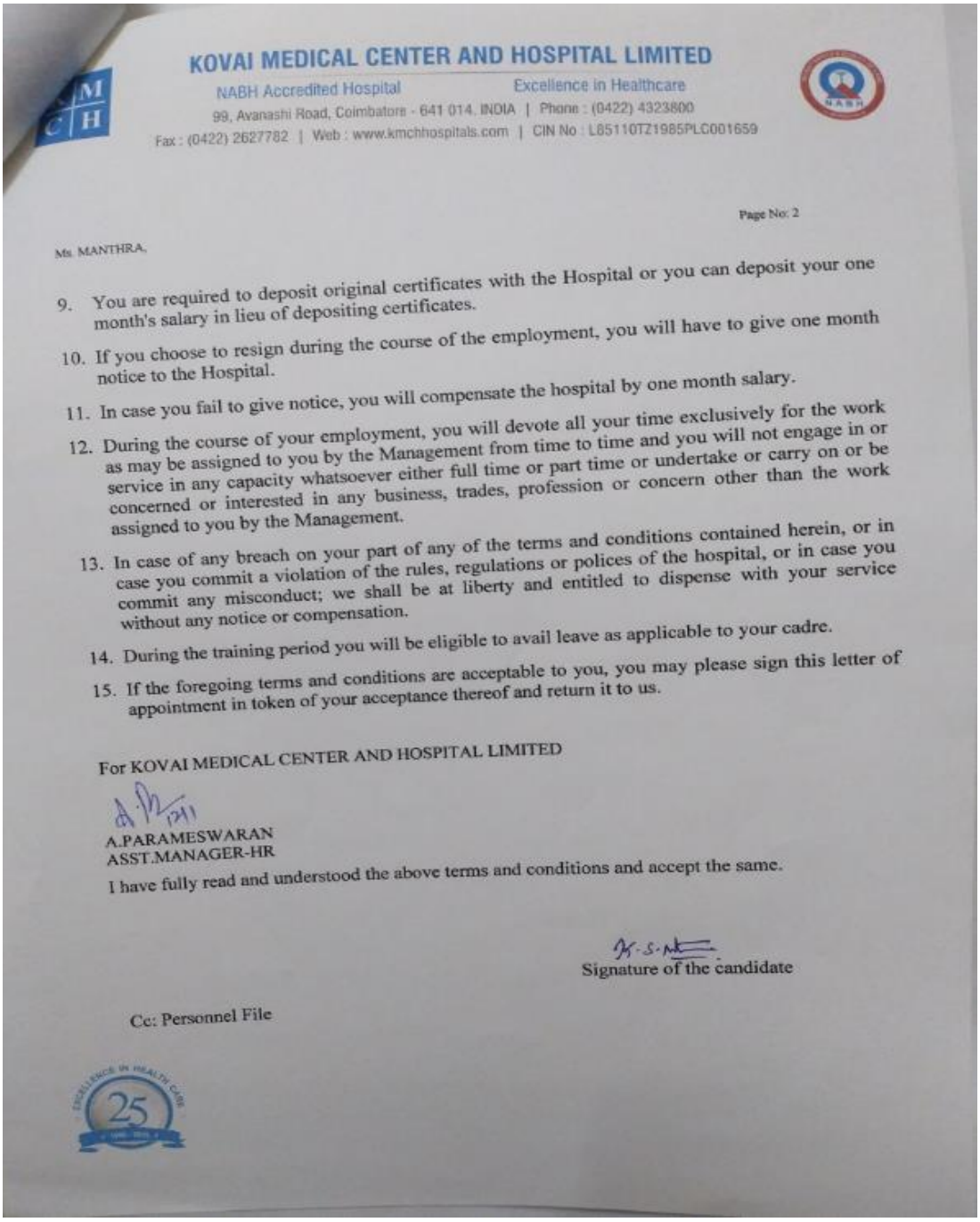
Ms. MANTHRA,
4, RADIUS AVENUE, SANNATHI STREET,
WEAVERS COLONY, T M POONDI, TIRUPUR

Dear Ms. MANTHRA,

We refer your application dated 08.01.2021 and the subsequent personal interview you had with us on 08.01.2021, we are pleased to appoint you as **"DIETITIAN"** in Dietary department on the following Terms & Conditions

1. You will be on training for a period of 1 year from the date of joining (12.01.2021 to 11.01.2022).
2. You will be paid a Consolidated Salary of **Rs.12, 000**/-per month. (Refer pay slip for salary breakup)
3. You will be reporting to HOD.
4. During training period you are liable to be terminated in case your performance is not up to the satisfaction of the management.
5. After Successful completion of the training period you may be considered for regularization of your services or extension of further period of training depending upon your ability and performance.
6. You are required to adhere to the information security policies of the Hospital, e-mail rules, internet usage policy and all policies which may be notified from time to time.
7. You are strictly prohibited from sharing passwords allotted to you and any medical/sensitive information you may come across during the course of your employment in the Hospital and you have to sign Employee confidentiality agreement.
8. Disciplinary action along with legal action will be taken in case of any violation of any of the Hospital's security policies.

Cont. Page 2



KOVAI MEDICAL CENTER AND HOSPITAL LIMITED

NABH Accredited Hospital — Excellence in Healthcare

99, Avanashi Road, Coimbatore - 641 014. INDIA | Phone : (0422) 4323800
Fax : (0422) 2627782 | Web : www.kmchhospitals.com | CIN No : L85110TZ1985PLC001659

Page No: 2

Ms. MANTHRA,

9. You are required to deposit original certificates with the Hospital or you can deposit your one month's salary in lieu of depositing certificates.
10. If you choose to resign during the course of the employment, you will have to give one month notice to the Hospital.
11. In case you fail to give notice, you will compensate the hospital by one month salary.
12. During the course of your employment, you will devote all your time exclusively for the work as may be assigned to you by the Management from time to time and you will not engage in or service in any capacity whatsoever either full time or part time or undertake or carry on or be concerned or interested in any business, trades, profession or concern other than the work assigned to you by the Management.
13. In case of any breach on your part of any of the terms and conditions contained herein, or in case you commit a violation of the rules, regulations or polices of the hospital, or in case you commit any misconduct; we shall be at liberty and entitled to dispense with your service without any notice or compensation.
14. During the training period you will be eligible to avail leave as applicable to your cadre.
15. If the foregoing terms and conditions are acceptable to you, you may please sign this letter of appointment in token of your acceptance thereof and return it to us.

For KOVAI MEDICAL CENTER AND HOSPITAL LIMITED

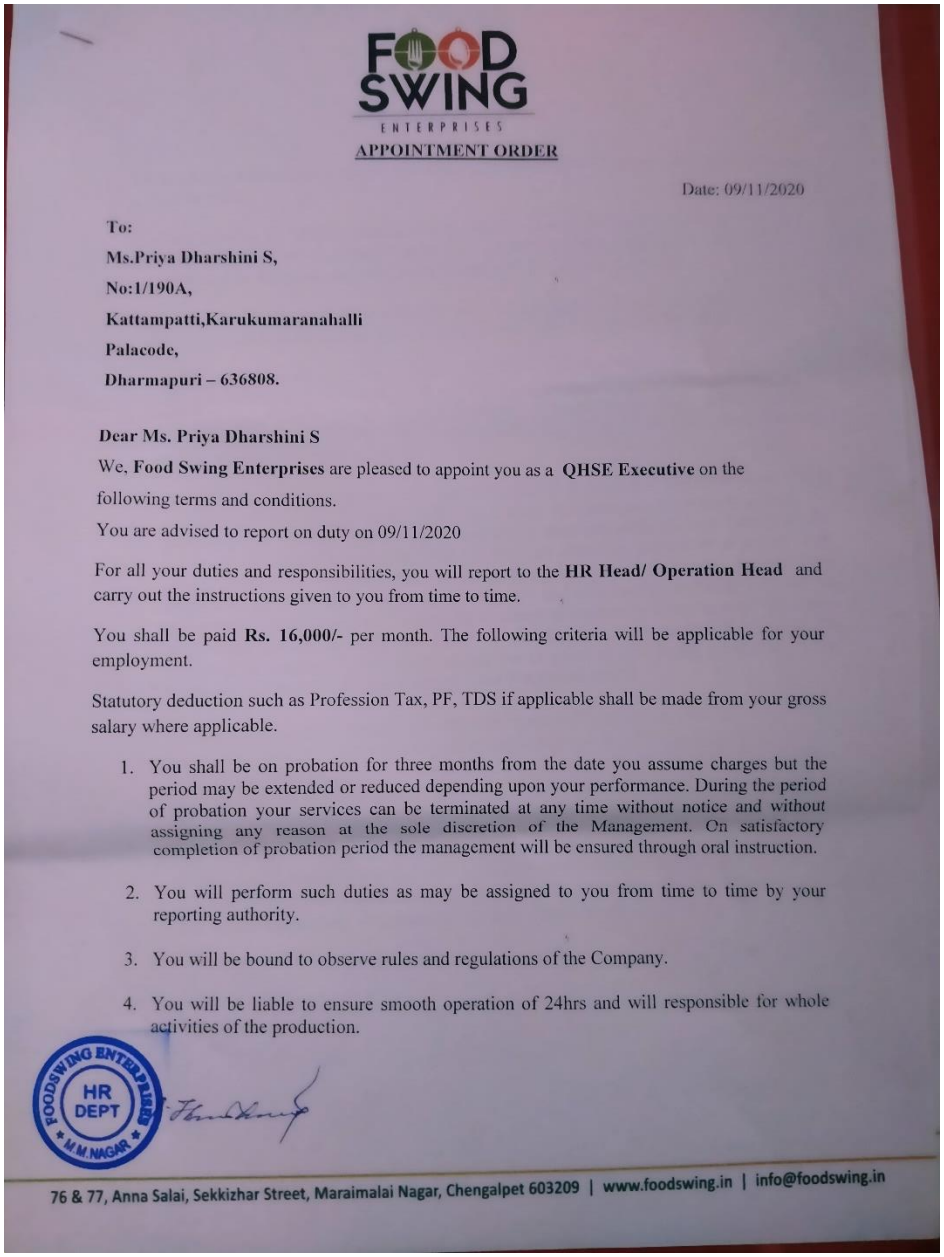
A.PARAMESWARAN
ASST.MANAGER-HR

I have fully read and understood the above terms and conditions and accept the same.

Signature of the candidate

Cc: Personnel File

PRIYA DHARSHINI. S - FOOD SWING ENTERPRISES



FOOD SWING
ENTERPRISES

APPOINTMENT ORDER

Date: 09/11/2020

To:
Ms.Priya Dharshini S,
No:1/190A,
Kattampatti,Karukumaranahalli
Palacode,
Dharmapuri – 636808.

Dear Ms. Priya Dharshini S

We, **Food Swing Enterprises** are pleased to appoint you as a **QHSE Executive** on the following terms and conditions.

You are advised to report on duty on 09/11/2020

For all your duties and responsibilities, you will report to the **HR Head/ Operation Head** and carry out the instructions given to you from time to time.

You shall be paid **Rs. 16,000/-** per month. The following criteria will be applicable for your employment.

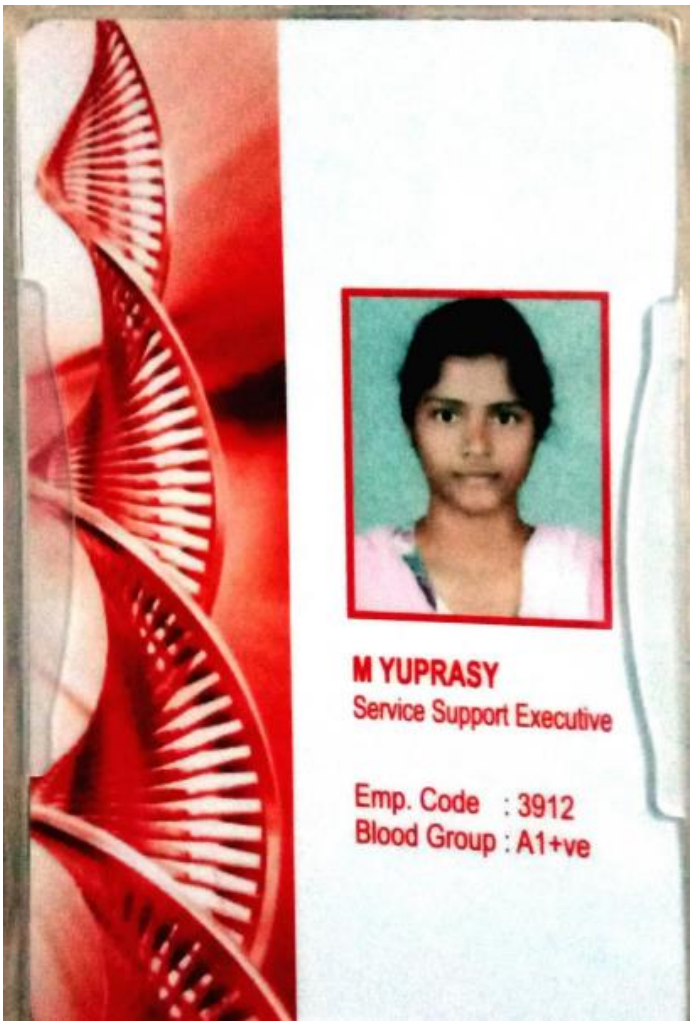
Statutory deduction such as Profession Tax, PF, TDS if applicable shall be made from your gross salary where applicable.

1. You shall be on probation for three months from the date you assume charges but the period may be extended or reduced depending upon your performance. During the period of probation your services can be terminated at any time without notice and without assigning any reason at the sole discretion of the Management. On satisfactory completion of probation period the management will be ensured through oral instruction.
2. You will perform such duties as may be assigned to you from time to time by your reporting authority.
3. You will be bound to observe rules and regulations of the Company.
4. You will be liable to ensure smooth operation of 24hrs and will responsible for whole activities of the production.

FOODSWING ENTERPRISES HR DEPT M.M.NAGAR

76 & 77, Anna Salai, Sekkizhar Street, Maraimalai Nagar, Chengalpet 603209 | www.foodswing.in | info@foodswing.in

YUPRASY – KVB OUTSOURCE E-DATA LAB



SUMITHA C - ENOAH ISOLUTION PVT LTD

29.10.2020

Sumitha Chandrasekaran
#261/162, Gobi Main Road,
Nambiyur,
Erode - 638458
Tamil Nadu

Dear Sumitha Chandrasekaran,

Re: Letter of Appointment

We at **eNoah iSolution India Private Ltd.** are pleased to offer you employment in our organization as **Associate** for **Non Voice KPS** practice at **L1** level, effective on your joining date **29.10.2020.** Refer **Annexure-1.**

Your Cost To Company ("CTC") would be **INR 192000/-** per annum. The details of the same are given in Annexure 1. You shall be paid your monthly salary subject to such withholdings as may be required under law. You shall be responsible to bear all taxes on any income earned by you as a result of employment with the company.

The terms and conditions of the offer are as follows:

1) Your initial place of work will be at our **Coimbatore** Office. However, your services are transferable and can be seconded or deputed by the Company to :
   a) Any Company operation in India or abroad; whether existing as on date of your appointment or to be established thereafter at the option of the Company.
   b) Any operations in India or abroad under the management and / or ownership of **eNoah**.
2) In addition, you will be reimbursed all official expenses incurred as per the Company policy, as laid down from time to time.
3) You will report to **Mr.Subramaniam MV,** or to such other person nominated by him.
4) You will be on probation for a period of six (6) month from the date of joining, but if the company is not satisfied with your work and conduct, your services shall be liable to termination without notice at any time during or / on completion of the probationary period . The confirmation of probation will happen automatically once you complete 6 months from your Date Of Joining, this period of probation will be liable to such extension(s) as the company may deem fit in its sole discretion.
5) During the probationary period, should you wish to terminate your service, you may do so by giving 60 days notice in writing or payment of salary in lieu thereof, as may be determined by the company.
6) We hope your association with us will be a very long one. Your services may be terminated by giving two (2) months notice in writing applicable upon your reporting senior's approval or payment of salary in lieu thereof, as may be determined by the company. The company has the discretion to terminate your services without any compensation or notice thereof, if you are in moral breach of your responsibilities, during notice period.
7) During notice period, you cannot avail leave without the approval of your reporting senior in writing or through email with advance notice as per eNoah HR policy. In the event of leave being sanctioned after submission of resignation, these approved leaves will be extended in your notice period.
8) Absence for a continuous period of three days without prior approval of your superior (including overstay of leave), would be deemed to be abandonment of employment by you and your service with Company shall automatically come to an end with proper notice & intimation.
9) You will automatically retire on attaining the age of 58 years. An extension may however, be given at the discretion of the management.

eNoah iSolution India Private Limited
Regd. Office: Elnet Software City, 3rd Floor, Rajiv Gandhi salai, Taramani, Chennai-6001 13, India. Phone: +91-44- 40286900
Coimbatore Office: Classic Towers, I& Floor, Door No. 101, 1547, Trichy Road, Coimbatore - 641018, India. Phone: +91-442-2301714
Indore Office: NRK Business Park, Flobr, 6038, Block No.B 1, Scheme No.54, PU, Indore - 452010

eNoah
Your Trusted Partner

10) You will be governed by the rules and regulations as applicable, enforced, amended or altered from time to time during the course of your employment. Company has all rights to take disciplinary action in-case of any violation of ISMS policy or HIPAA policy or code of conduct, which may even lead to termination of your employment.

11) You further agree that you shall perform your duties with diligence, devotion and discretion and the Company may hold you liable for gross negligence. While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part time basis or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior consent of the Company and faithfully observe all the rules, regulations and arrangements applicable to you.

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

13) CONFIDENTIALITY

a) The position held by you is of strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, for any reason any information about the interest or business of the Company or any affiliated Companies.

b) You shall not communicate to public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company except with the prior approval of the Management.

c) Any invention, development, process discovery, formulae, plan, specification, program, design, process adaptation or improvement in procedure or other matters of work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made developed or discovered by the employee either alone or jointly with any person or persons while in employment of the Company, in connection with or any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company.

d) Upon termination of your employment with the Company, you shall forthwith return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

e) Should you cease to be an employee for whatever reason, you shall not engage or associate yourself in any manner for a period of (12) months from the date of resignation, with any company / firm or body of persons or their agents / consultants, who may be engaged in competitive lines of business or eNoah's clients handled by eNoah.

f) The terms of this offer are strictly confidential between you and the Company and any breach of this confidence, will be viewed with utmost seriousness.

g) Your appointment will be effective at a mutually agreeable date subject to medical fitness. We would, however, be pleased to make this appointment effective from the earliest possible date convenient to you.

14) Your appointment is subject to satisfactory reference checks & clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

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Indore Office: NRK Business Park, Flobr, 6038, Block No.B 1, Scheme No.54, PU, Indore - 452010

EXIT RECOVERY - RECRUITMENT & TRAINING COST

a) If any employee leaves the organization within first 6 months of joining the company, on their own or due to lack of performance or termination or any such exit reasons, the expenses spent like Recruitment Cost, Training Cost and other costs for Antecedent Verification, Pre-employment Medical Checkup, Drug test and any other expenses incurred for the employment reasons will be recovered from the Full & Final Settlement of the employee.
b) If any employee is given onsite opportunity (assignment in a foreign country) to work with eNoah's client is supposed to serve minimum one year of service with eNoah after he/she returns to native country.

15) You are required to sign and submit a copy of this letter of appointment as a token of your acceptance of our terms and conditions after successful completion of the following HR procedures within 15 days from your Date of Joining, failing which this letter of appointment will be treated as withdrawn.

a. Work experience Verification - Last 3 employments (If applicable)
b. Educational qualification verification (If applicable)
c. Criminal & Court record check verification (If applicable)
d. Global Database Check (If applicable)
e. Medical examination report (Mandatory)
f. Drug Test (If applicable)

16) The Annual Merit Increase would be applicable as per the eligibility criteria as set in the policy.

17) The Night Shift Allowance will be paid purely on the basis of attendance in the night shift. In case of transfer of an employee from night shift to day shift, he/she is not eligible to obtain the Night Shift Allowance.

The relieving / resignation acceptance letter from your previous organization has to be submitted on your joining the company. Any extension of the same will require a formal approval from your reporting authority which in case should happen before disbursement of your first monthly salary.

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such. Any tax liability arising out of your compensation should be borne by you and it will be as per Income Tax rules.

This employment agreement shall be governed by the substantive laws of Chennai, Tamil Nadu, India, notwithstanding any conflict of laws or choice of forum principles to the contrary. Any judicial proceeding related to or arising out of this agreement shall be brought in the State or federal courts of Chennai, Tamil Nadu, and parties consent to Chennai, Tamil Nadu's court's exercise of personal jurisdiction over them, and agree to waive objections to venue in Chennai, Tamil Nadu.

We welcome you to **eNoah** & look forward to your contribution to the growth of the organization & yourself.

Yours sincerely,

For **eNoah iSolution India Private Limited**

Rajesh Kumar G
Senior Manager - Human Resources

Agreed & Accepted (Date)

Encl: Compensation details

eNoah
Your Trusted Partner

Annexure - 1

Name: Sumitha Chandrasekaran Emp.ID: 4445
Designation: Associate Level: L1

Business Unit:	ITES	Practice:	Non Voice KPS
Department:	KPS	Skill Set:	Medical Record Underwriting

Pay components	Monthly Amount (Rs.)	Annual Amount (Rs.)
Basic Pay	8000	96000
House Rent Allowance *	2400	28800
Vehicle Maintenance Allowance *	0	0
Professional Development *	0	0
Telephone Allowance *	0	0
Books & Periodicals *	0	0
Food Allowance *	0	0
Driver Allowance *	0	0
Statutory Bonus	584	7008
Voice Allowance	0	0
Special Allowance	3559	42708
Gross Salary	**14543**	**174516**
Deferrals / Retirement Benefits		
Provident Fund (Employer Contribution)	1457	17484
Others		
VP / RB / PI (Yearly) **	0	0
Cost To Company	**16000**	**192000**
Employee Contribution		
Provident Fund	1457	17484
Employee State Insurance	109	1308
Total Deductions	**1566**	**18792**
**Nett Salary ** **	**12977**	**155724**
NSA (Based On Attendance)**	**0**	**0**

* - **Flexible Benefits Plan** can be claimed (a) wholly as supplementary allowance or (b) partly as Supplementary allowance and partly as benefits or (c) wholly as benefits.
** - Subject to Income Tax / Professional Tax & VCS contribution as applicable.

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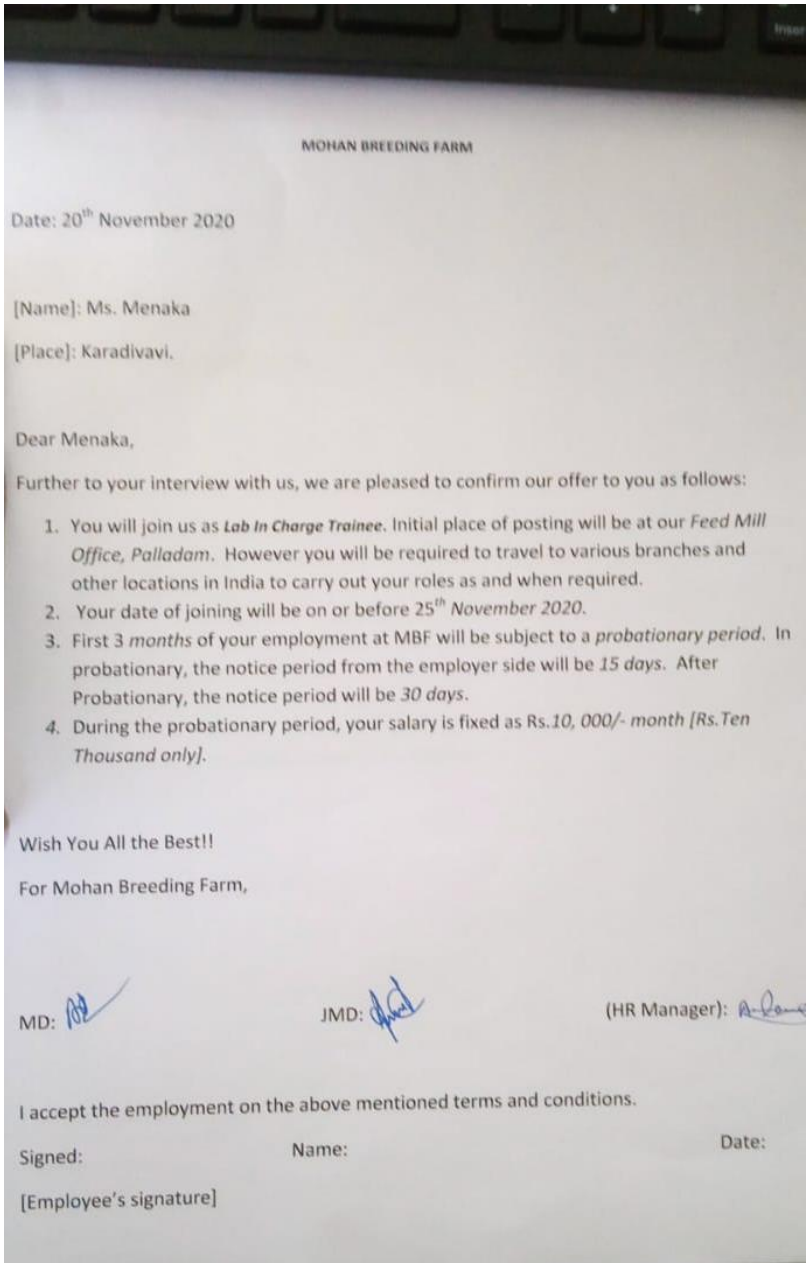
MENAKA RANGASAMY – MOHAN BREEDING FARM



MOHAN BREEDING FARM

Date: 20th November 2020

[Name]: Ms. Menaka

[Place]: Karadivavi.

Dear Menaka,

Further to your interview with us, we are pleased to confirm our offer to you as follows:

1. You will join us as ***Lab In Charge Trainee***. Initial place of posting will be at our *Feed Mill Office, Palladam*. However you will be required to travel to various branches and other locations in India to carry out your roles as and when required.
2. Your date of joining will be on or before 25th *November 2020*.
3. First 3 *months* of your employment at MBF will be subject to a *probationary period*. In probationary, the notice period from the employer side will be *15 days*. After Probationary, the notice period will be *30 days*.
4. During the probationary period, your salary is fixed as Rs.*10, 000/- month [Rs.Ten Thousand only]*.

Wish You All the Best!!

For Mohan Breeding Farm,

MD: JMD: (HR Manager):

I accept the employment on the above mentioned terms and conditions.

Signed: Name: Date:

[Employee's signature]