5.2.1 Number of placement of outgoing students

Civil	05
CSE	33
EEE	21
ECE	58
MECH	92
Total	**209**

5.2.1 Number of placement of outgoing students during the year					
Year	**Name of student placed and contact details**	**Program graduated from**	**Name of the employer with contact details**	**Pay package at appointment**	**Page No**
2022	E.Thangai selvan 9025238769	B.E. Civil	Intellipaat Software solutions Pvt. Limited, Bengaluru	9 LPA	7
2022	G Thangaguru 9442143674	B.E. Civil	Riddh Engineering services, Chennai	0.9 LPA	10
2022	R Ravikumar 9361788415	B.E. Civil	Ramco Cements,Jayanthipuram	3.5 LPA	11
2022	B Jacksingh Dharma 9003382040	B.E. Civil	Ramco Cements, Kolimigundla	3.5 LPA	11
2022	P Karthickraja , 7397647817	B.E. Civil	CONSERVE, Chennai	2.75 LPA	13
2022	Abdul Malik S 8438874171	B.E. CSE	Mphasis,Chennai Wipro,Chennai	3.25 LPA,3.5LPA	14
2022	Abishek S 6379356844	B.E. CSE	TCS,Chennai	3.36 LPA	26
2022	Aravinth R 9566845556	B.E. CSE	Centizen,Tirunelveli Data Pattern,Chennai	4.0 LPA	47
2022	Aswini B 9344368778	B.E. CSE	Kaar Technology,Chennai	6.5 LPA	48
2022	Esakkiraja A 6381560612	B.E. CSE	Ramco cements,Chennai TCS,Chennai	3.4 LPA,3.36 LPA	51
2022	Gnanamoorthy Vidhia 9677093715	B.E. CSE	Aspire Systems,Chennai	3LPA	73
2022	Hemalatha S 8220597787	B.E. CSE	Kumaran Systems,Chennai	3.5 LPA	76
2022	Kannan B 8870171766	B.E. CSE	Mphasis,Chennai	3.25 LPA	89
2022	Mohan Babu S 6385522774	B.E. CSE	Mphasis ,Chennai Wipro,Chennai	3.25 LPA,3.50 LPA	91
2022	Mohan Kumar 7339481537	B.E. CSE	Lucid Imaging,Bangalore	3.20 LPA	103
2022	Nambirajan A 9384518911	B.E. CSE	Ramco cements,Chennai TCS,Chennai	3.4 LPA,3.36 LPA	104
2022	Nanneboina Sumanth 6303309765	B.E. CSE	Kaar Technology,Chennai	6.5 LPA	146
2022	Rahini G 9487996253	B.E. CSE	Ramco cements,Chennai TCS,Chennai	3.4 LPA,3.36 LPA	149
2022	Ram Babu B 8489988454	B.E. CSE	Mphasis,Chennai	3.25 LPA	171
2022	Ranjith Kumar M 6369531964	B.E. CSE	A to S Syntel,Tirunelveli	1.8 LPA	174
2022	Rithika M 6369563644	B.E. CSE	Vuram Technology,Chennai	4.5 LPA	178
2022	Samyuktha Vikashini S 9042945166	B.E. CSE	Ramco cements,Chennai Aspire Systems,Chennai	3.4 LPA,3 LPA	188
2022	Santhosh G 6379118367	B.E. CSE	Intellipaat,Bangalore	9.0 LPA	190
2022	Shalini P 9344064966	B.E. CSE	Centizen,Tirunelveli	4.0 LPA	191
2022	Shanthi Priya P 7708683756	B.E. CSE	TCS,Chennai	7 LPA	196
2022	Shivanesh S 9786534125	B.E. CSE	Ramco cements TCS,Wipro,Chennai	3.4 LPA,3.36 LPA,3.50 LPA	216
2022	Siva T 7904089754	B.E. CSE	TCS	3.36 LPA	218
2022	Sivabalan M 6382402640	B.E. CSE	Kumaran Systems,Chennai	3.5 LPA	238
2022	Vijayalakshmi S 6379893005	B.E. CSE	Focus Edumatics,Wipro,Chennai	1.8 LPA,3.50 LPA	240
2022	Sneka S 9344878962	B.E. CSE	Kumaran Systems,Chennai	3.5 LPA	252
2022	Vishnu Prabha 7825913755	B.E. CSE	Centizen,Tirunelveli Kumaran Systems,Chennai	4.0 LPA,3.5 LPA	254
2022	Vaishnavi A 9442832908	B.E. CSE	Vuram Technology,Chennai	4.5 LPA	256
2022	Umasudan G 9488348556	B.E. CSE	Wipro,Chennai	3.50 LPA	266
2022	Suryakumar S 8667489345	B.E. CSE	Zoho Internship,Tenkasi	7.4	278
2022	Suriyaa M 8072499767	B.E. CSE	Kumaran Systems,Chennai	3.5 LPA	284
2022	Sri Shankar 6382738633	B.E. CSE	Stradegi,Chennai	3.0 LPA	286

2022	Sri Darshini M B 8940411421	B.E. CSE	TCS,Chennai	3.36 LPA	296
2022	Sivasankar M 8056981738	B.E. CSE	Mphasis,Chennai Wipro,Chennai	3.25 LPA,3.50 LPA	316
2022	V. Divya Jeyashree, 6384021047	B.E. EEE	Mphasis	3.25 LPA	333
2022	M.Govindaraj, 7305367833	B.E. EEE	Rennova Solutions	2 LPA	336
2022	B.Jeya Krishna, 9360021962	B.E. EEE	Rennova Solutions	2 LPA	336
2022	B.Nanda Kumar, 6382229154	B.E. EEE	Rennova Solutions	2 LPA	336
2022	G.Hariharan	B.E. EEE	Mu Sigma	3 LPA	339
2022	M. Hari Ram, 7550384625	B.E. EEE	Focus Edumatics	2.16 LPA	346
2022	S.Keerthana, 6383319294	B.E. EEE	Capegemini/VPG sensors	4 LPA	347
2022	P.Krithika, 6382455629	B.E. EEE	TCS	3.36 LPA	350
2022	M.Lakshmi, 6369066714	B.E. EEE	Mphasis	3.25 LPA	370
2022	M.Mohamed Haji Ali, 9003650213	B.E. EEE	Infosys	3 LPA	373
2022	S.Muthu Krishnan, 8668048875	B.E. EEE	EmbedUR	2.4 to 4.8 LPA	384
2022	M.M.MuthuRani, 9361199594	B.E. EEE	Wipro	3.5 LPA	386
2022	R.Rakeshkannan, 9751019597	B.E. EEE	TCS	3.36 LPA	398
2022	M.I.Rohini, 6384946161	B.E. EEE	TCS	3.36 LPA	418
2022	K.Sathya	B.E. EEE	Data pattern	2.4 to 4.8 LPA	438
2022	P.Vishnuram, 9790362859	B.E. EEE	Data pattern	2.4 to 4.8 LPA	438
2022	S.Senthilkumar, 9629982782	B.E. EEE	BYDIndia Pvt Ltd	2.16 LPA	440
2022	A.Solai Priyadharshini, 6383664501	B.E. EEE	Six Phrase	3 LPA	443
2022	V.R.Ugesh, 6385496638	B.E. EEE	TCS	3.36 LPA	446
2022	S.Muthuganesan, 8012296772	B.E. EEE	RR Engg Company	2 LPA	466
2022	S.Vinodh, 7395867232	B.E. EEE	VPG sensors	2 LPA	469
2022	Uvasri S, 8525939319	B.E. ECE	Tessolve Semiconductor, Bangalore	3.36 LPA	470
2022	M Sathis Kannan, 6369409470	B.E. ECE	Tessolve Semiconductor, Bangalore	3.36 LPA	475
2022	Shriram V, 6383348952	B.E. ECE	Data Pattern, Chennai	2.4 LPA	480
2022	Raajasekar M, 9597417702	B.E. ECE	Maventic, Bangalore	3.5 LPA	482
2022	Deepika A, 8072295971	B.E. ECE	SmartDV, Bangalore	2.16 LPA	483
2022	Bala Kiruthika A, 6384672517	B.E. ECE	SmartDV, Bangalore	2.16 LPA	485
2022	Mirra S, 8778495816	B.E. ECE	SmartDV, Bangalore	2.16 LPA	487
2022	Santhoshraj M, 6374027226	B.E. ECE	Mphasis, Bangalore	2.5-3.25 LPA	489
2022	Kiruthika P, 6374424707	B.E. ECE	WIPRO, Chennai	3.5 LPA	491
2022	Monisha A, 6382706984	B.E. ECE	Tech Mahindra, Chennai	3.5 LPA	495
2022	Vishalini K, 9751688991	B.E. ECE	Mphasis, Bangalore	2.5-3.31 LPA	500
2022	Vishnupriya K, 6379220218	B.E. ECE	TCS, Chennai	3.36 LPA	505
2022	Suryakala A, 6374181685	B.E. ECE	WIPRO, Chennai	3.6 LPA	508
2022	Sukuna K, 9384274486	B.E. ECE	WIPRO, Chennai	3.6 LPA	510
2022	Gayathri R, 6379976083	B.E. ECE	TCS, Chennai	3.36 LPA	512
2022	Apineya Sri M, 6383687943	B.E. ECE	TCS, Chennai	3.36 LPA	515
2022	Nirmala L, 8637464075	B.E. ECE	Capgemini, chennai	3.5 LPA	518
2022	Gokul S, 8270737826	B.E. ECE	Focus Edumatics, Coimbatore	1.92 LPA	521
2022	Karthik R, 9344281843	B.E. ECE	SixPharse, Coimbatore	2.85 LPA	524
2022	Abubacker Siddiq A, 7904519018	B.E. ECE	SixPharse , Coimbatore	1.8 LPA	527
2022	Jebish Robin R, 6385805224	B.E. ECE	SixPharse, Coimbatore	1.8 LPA	530
2022	Balaji Raja K, 7397797215	B.E. ECE	Rennova Solutions, Bangalore	1.4 -2.4 LPA	533

2022	Ramkishore K R, 8056620743	B.E. ECE	Rennova Solutions, Bangalore	1.4 -2.4 LPA	533
2022	Dinesh R, 6383318692	B.E. ECE	Rennova Solutions, Bangalore	1.4 -2.4 LPA	533
2022	Arun K, 6382366755	B.E. ECE	VPG Sensors, Chennai	1.6 LPA	536
2022	Mahadevi G, 9360150662	B.E. ECE	VPG Sensors, Chennai	1.6 LPA	536
2022	Nunagoppula Shambhi Reddy, 9515429062	B.E. ECE	VPG Sensors, Chennai	1.6 LPA	536
2022	Sarath K, 9443952564	B.E. ECE	VPG Sensors, Chennai	1.6 LPA	536
2022	Sopna S , 6385318718	B.E. ECE	VPG Sensors, Chennai	1.6 LPA	536
2022	Venkatramanan M, 8525858897	B.E. ECE	VPG Sensors, Chennai	1.6 LPA	536
2022	Narmadhadevi M, 9003309251	B.E. ECE	Ramco Cements, Chennai	3.4 LPA	537
2022	P Madhav, 9493300656	B.E. ECE	Ramco Cements, Chennai	3.4 LPA	539
2022	Helanmary M, 7639208451	B.E. ECE	Ramco Cements, Chennai	3.4 LPA	541
2022	Aarthi K, 7397797200	B.E. ECE	Ramco Cements, Chennai	3.4 LPA	543
2022	Dhitchanaa R, 9384704590	B.E. ECE	Ramco Cements, Chennai	3.4 LPA	545
2022	Anusuya R, 9600670956	B.E. ECE	Ramco Cements, Chennai	3.4 LPA	547
2022	Anu Lakshmi K S, 7094108601	B.E. ECE	Ramco Cements, Chennai	3.4 LPA	549
2022	Venkatasubbu N, 6382367481	B.E. ECE	Tata Buisness Hub, Chennai	3.36 LPA	551
2022	Praveenkumar P, 6374387038	B.E. ECE	Admindroid, Chennai	4.2 LPA	554
2022	Mohanasudhan M, 8675799844	B.E. ECE	MaxEye Technologies, Bangalore	2.4 LPA	556
2022	Yashwanth K, 9597908962	B.E. ECE	WIPRO, Chennai	4.5 LPA	564
2022	Shunmuga Siva Chidambaram S, 6382404465	B.E. ECE	Caliber Interconnect, Coimbatore	2.85 LPA	572
2022	Santhosh R, 7904101767	B.E. ECE	Aspire Systems, Chennai	3.5 LPA	574
2022	Sai Siddarth R, 8778524243	B.E. ECE	TCS, Chennai	3.36 LPA	577
2022	Ramasuresh M, 8220958657	B.E. ECE	WIPRO, Chennai	3.5 LPA	590
2022	Manimala N, 6369927025	B.E. ECE	Focus Edumatics, Coimbatore	2.5 LPA	594
2022	Jayalakshmi S, 8220997172	B.E. ECE	Focus Edumatics, Coimbatore	2.5 LPA	596
2022	Krishna Veni S, 9344623648	B.E. ECE	SriMoohambikai Info Solution, Madurai	2.4 LPA	600
2022	Kiruthika T, 9025130340	B.E. ECE	R3D Engineering India Ltd.	2.4 LPA	602
2022	Sridhar G, 7558193541	B.E. ECE	WIPRO, Chennai	3.5 LPA	604
2022	Jayamadan K, 9842144181	B.E. ECE	Zoho, Chennai	6 LPA	612
2022	Kathir K, 8148156514	B.E. ECE	Focus Edumatics, Coimbatore	2.5 LPA	613
2022	Pavithra P, 6382751359	B.E. ECE	Focus Edumatics, Coimbatore	2.5 LPA	615
2022	Alphina Christy V, 9159858150	B.E. ECE	Kaar Technologies India Pvt. Ltd., Chennai	1.2 LPA	623
2022	Ninel Bert Costa J, 6383881461	B.E. ECE	Intellipaat, Bangalore	9 LPA	624
2022	Sundhar S, 9698639335	B.E. ECE	TCS, Chennai	3.36 LPA	625
2022	Nithish Balaji A. 8270940478	B.E. ECE	TCS, Chennai	3.36 LPA	631
2022	Vetriranjani G, 7094039294	B.E. ECE	Focus Edumatics, Coimbatore	2.5 LPA	632
2022	AAKASH M,9443391257	B.E. MECH	Ramco Cements	4.25 LPA	633
2022	AJMEER KAJA MOHIDEEN A, 9486004655	B.E. MECH	National Plastic Technologies	1.74 LPA	635
2022	ANANDH S, 8122120342	B.E. MECH	National Plastic Technologies	1.74 LPA	635
2022	KARTHICK PRABHU M, 9842196372	B.E. MECH	National Plastic Technologies	1.74 LPA	635
2022	ARUNKUMAR T, 9787632915	B.E. MECH	National Plastic Technologies	1.74 LPA	635
2022	MARISELVAM K, 8870244492	B.E. MECH	National Plastic Technologies, Ramco cements	4.25 LPA	635
2022	MANIKANDAN K, 9362769401	B.E. MECH	National Plastic Technologies	1.62 LPA	635
2022	ANANDH BABU B, 9944773412	B.E. MECH	Hyoseong Electric India pvt.ltd	1.62 LPA	638
2022	ASHOK A, 9003806542	B.E. MECH	Hyoseong Electric India pvt.ltd	1.62 LPA	638

2022	HARI RAMKUMAR G, 9360098667	B.E. MECH	Hyoseong Electric India pvt.ltd	1.62 LPA	638
2022	MARIRAJA S, 8056084665	B.E. MECH	Hyoseong Electric India pvt.ltd	1.62 LPA	638
2022	MOHAMED ASHRAF M, 9994403119	B.E. MECH	Hyoseong Electric India pvt.ltd	1.62 LPA	638
2022	HARIRAM M, 9025976950	B.E. MECH	Hyoseong Electric India pvt.ltd	1.62 LPA	638
2022	SIVARAJ E, 9600057338	B.E. MECH	Hyoseong Electric India pvt.ltd	1.62 LPA	638
2022	VIJAYPERUMAL M, 8903759879	B.E. MECH	Hyoseong Electric India pvt.ltd	1.62 LPA	638
2022	RISHWANTH S, 9443193514	B.E. MECH	Hyoseong Electric India pvt.ltd, chemplast sanmar	1.62 LPA	638
2022	ARAVIND S, 9965265505	B.E. MECH	VPG Sensors	1.62 LPA	639
2022	R RAMKUMAR, 9865928983	B.E. MECH	VPG Sensors	1.62 LPA	639
2022	VENUGOPAL M, 9842340679	B.E. MECH	VPG Sensors	1.62 LPA	639
2022	RANJITH KUMAR R, 9150565846	B.E. MECH	VPG Sensors	1.62 LPA	639
2022	JAYAKUMAR M, 9965456343	B.E. MECH	VPG Sensors	4.25 LPA	639
2022	TAMILARASAN M, 9894967610	B.E. MECH	Tsugami Precision Engg India Pvt ltd,VPG Sensors	1.62 LPA	639,799
2022	ASHOK G, 9488469362	B.E. MECH	Unitech Plasto Components Private Limited	1.74 LPA	640
2022	DHIYANESH C M, 9791662698	B.E. MECH	Unitech Plasto Components Private Limited	1.74 LPA	640
2022	MOHAMED RIYASHI S, 9842140098	B.E. MECH	Unitech Plasto Components Private Limited	1.74 LPA	640
2022	MANOKARAN M, 9942166946	B.E. MECH	Unitech Plasto Components Private Limited	1.74 LPA	640
2022	ASHVIN S, 9965265505	B.E. MECH	Unitech Plasto Components Private Limited	1.74 LPA	640
2022	PRAGATHEESWARAN A, 9865824553	B.E. MECH	Unitech Plasto Components Private Limited	1.74 LPA	640
2022	SHAGAMREDDY RAJASIMHA REDDY, 9948632188	B.E. MECH	Unitech Plasto Components Private Limited	1.74 LPA	640
2022	JUSTIN RAJ R, 9488973346	B.E. MECH	Unitech Plasto Components Private Limited	1.74 LPA	640
2022	RAGUL G R, 9486259444	B.E. MECH	Unitech Plasto Components Private Limited, Ramco Cements	1.74 LPA	640,852
2022	ASHOK R, 9894526954	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	LAKSHMANBABU B, 9486286952	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	BHUVANESWARAN G, 7339109634	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	GANESH A, 9894607350	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	SARVESH BALAJI V, 9787017541	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	THOJESH NANDHA M, 9994605815	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	VIGNESHKUMAR M, 8122560979	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	PRAVEEN KANNAN A, 7010325532	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	VISHNU G, 9047006373	B.E. MECH	CKB Preciway Engineering Pvt Ltd	2.46 LPA	643
2022	SAMRATH T, 8903930661	B.E. MECH	CKB Preciway Engineering Pvt Ltd, Rambal limited	2.46 LPA	643,736
2022	BALAJI G, 9894653102	B.E. MECH	CAPARO Engineering India Ltd	1.8 LPA	644
2022	BHARATH PRADEEP S, 9790318434	B.E. MECH	Besto Material Handling Equipments	1.62 LPA	645
2022	BHUVANESH KANNA R, 9443862478	B.E. MECH	Intellipaaat	9 LPA	646
2022	DHAMODHARA PANDIYAN U, 9943595647	B.E. MECH	Ramco Cements	4.25 LPA	647
2022	GURUSAMY K, 9786945118	B.E. MECH	Ramco Cements	4.25 LPA	649
2022	HARRISH J, 9003730179	B.E. MECH	WIPRO	3.5 LPA	657
2022	JEGEESH KUMAR S R, 9842009875	B.E. MECH	Focus Edumatics	2.27 LPA	668
2022	KAMALESHWARAN P, 9442717480	B.E. MECH	WIPRO	3.5 LPA	678
2022	KRISHNA KUMAR A, 9943684869	B.E. MECH	Perfect Gear Solutions	2.25 LPA	690
2022	MARIAPPAN G, 9384260576	B.E. MECH	Perfect Gears Solutions	2.25 LPA	690
2022	RAJAJOTHI M, 9047428741	B.E. MECH	Perfect Gears Solutions	2.25 LPA	690

2022	SHUNMUGASUNDARAM K T S T, 9442796403	B.E. MECH	Perfect Gears Solutions	2.25 LPA	690
2022	NANDHAKRISHNAN R, 9751219162	B.E. MECH	Perfect Gears Solutions	2.25 LPA	690
2022	PRAVEEN KUMAR M, 9894032947	B.E. MECH	Perfect Gears Solutions	2.25 LPA	690
2022	SHYAM SUNDAR S, 9894170667	B.E. MECH	Perfect Gears Solutions	2.25 LPA	690
2022	MADHAVAKANNAN R, 7397601405	B.E. MECH	Ramco Cements, working with Harita Techserv	4.25 LPA	691
2022	NALLIRAJ MADHAVAN M, 9865612343	B.E. MECH	Gowri Metal works rajapalayam, Arvi Hitech Pvt Ltd, chennai	2.7 LPA	694
2022	PRASANNA VENKATESH H, 9788674290	B.E. MECH	Soft Streak Technologies, Six Phase, Intellizign	1.87 LPA	703
2022	RAGHURAM K, 9626449165	B.E. MECH	ZOHO	4.6 LPA	722
2022	RAJASEKAR P, 9751003036	B.E. MECH	Ramco Cements	4.25 LPA	728
2022	RAM KUMAR T, 9842108248	B.E. MECH	Ramco Cements, WIPRO	4.25 LPA	730
2022	RISHIKESH K, 9150238907	B.E. MECH	Ramco Cements	3.5 LPA	732
2022	SANGILIKUMAR S, 9677873332	B.E. MECH	Rambal Limited	1.43 LPA	738
2022	SANTHOSH S, 9894353787	B.E. MECH	Ramco Cements	3.5 LPA	740
2022	SATHISH KUMAR M, 9487599456	B.E. MECH	Soft streak Technologies,Intellizign	1.87 LPA	743
2022	SEENIVASAN K, 9943630968	B.E. MECH	Hi-Tech ARAI Pvt.LtdBYJUS	5 LPA	758
2022	SIVA RAM KUMAR A, 9543746947	B.E. MECH	WIPRO	3.5 LPA	759
2022	SRIDHARAN S, 9865290096	B.E. MECH	L & T, Mumbai, Ramco Cements	4.25 LPA	761
2022	SRINIVAS PRASAD V G, 9442775700	B.E. MECH	Ramco Cements &Harita Techserv	4.25 LPA	784
2022	SUBRA BALA B, 8754549347	B.E. MECH	WIPRO	3.5 LPA	786
2022	SUBRAMANIYAN R, 9952241717	B.E. MECH	Ramco Cements	4.25 LPA	797
2022	VASU KRISHNA G L, 9442064592	B.E. MECH	Intellipaat Bangaluru, Ramco Cements	4.25 LPA	800
2022	VEERESWARAN N, 9498182384	B.E. MECH	WIPRO, Ramco Cements, Focus Edumatics	4.25 LPA	801
2022	VENGATESAN G, 9842384581	B.E. MECH	WIPRO	3.5 LPA	803
2022	VENKATESHWARAN A, 9585406515	B.E. MECH	Rambal Limited	1.43 LPA	814
2022	VISHNUSANKAR R, 8489483175	B.E. MECH	Capgemini Maharastra	4 LPA	816
2022	ABI BHARATH VIKREM S P B, 7695890002	B.E. MECH	Harita Techserv	1.8 LPA	819
2022	DINAKARAN R, 9486207104	B.E. MECH	Flender Chennai, Harita Techserv	1.8 LPA	822
2022	KOMMINI SAI RAM, 7339466833	B.E. MECH	Ramco Cements	4.25 LPA	830
2022	VIJAY KARTHIK G, 9566467511	B.E. MECH	Rambal Limited	1.43 LPA	832
2022	PALANI BHARATHI R, 9994092074	B.E. MECH	Ramco Cements	4.25 LPA	834
2022	CHANDRU K, 9003958028	B.E. MECH	Ramco Cements	4.25 LPA	837
2022	DHANAMKRISHNAN R, 9486556970	B.E. MECH	Harita Techserv	1.8 LPA	839
2022	AKAASH P S, 9443869923	B.E. MECH	Harita Techserv	1.8 LPA	839
2022	HEMANTHA KUMAR S, 8925686838	B.E. MECH	Focus Edumatics	2.1 LPA	840
2022	JERLIN NAFEL J R, 7598444280	B.E. MECH	WIPRO	3.5 LPA	850
2022	NISHANTH S, 9498176022	B.E. MECH	WIPRO	3.5 LPA	851
2022	RAM HARI PRASAD S, 9786230902	B.E. MECH	Arvi Hitech Pvt Ltd, chennai	2.7 LPA	854
2022	ARUNKUMAR S, 7598095181	B.E. MECH	Arvi Hitech Pvt Ltd, chennai	2.7 LPA	854
2022	SELVABALAJI M, 9952367215	B.E. MECH	SIX PHARSE	1.8 LPA	855
2022	GOMATHI NAYAGAM A L, 9994324531	B.E. MECH	Innowell Engineering International Pvt Ltd,	1.8 LPA	858

RAMCO INSTITUTE OF TECHNOLOGY

Chockalingam Tamilarasu <chockalingam@ritrjpm.ac.in>

Intellipaat - 07 Students Selected in 09 LAKHS CTC (2018 - 2022) Batch IV Yr

1 message

Ramco Institute Of Technology <placement@ritrjpm.ac.in> Sat, Oct 9, 2021 at 3:18 PM
To: Principal <principal@ritrjpm.ac.in>, Rajakarunakaran S <rajakarunakaran@ritrjpm.ac.in>, Chockalingam Tamilarasu <chockalingam@ritrjpm.ac.in>, SwarnaSudha M <swarna@ritrjpm.ac.in>, "A. S. VIGNESHWAR" <viigneshs@ritrjpm.ac.in>, Azhagujaisudhan pazhani <azhagujaisudhan@ritrjpm.ac.in>, Lakshmanan M <lakshmanan@ritrjpm.ac.in>, Sivagaminathan M <siva@ritrjpm.ac.in>, "Selvaraj K.S" <dgmadmin@ritrjpm.ac.in>

Dear Sir / Madam

Intellipaat - 07 Students (2018 - 2022) Selected for 9 Lakhs CTC .

We are pleased to announce that the below students are selected for the position of **Inside Sales Manager.CTC 9 LAKHS**

Compensation : 6 months Internship period 264,000 (Fixed Pay)+ 200,000(Variable Pay) Total CTC : 464,000 will be working as Business Development Trainee

After the successful completion of Internship period 500,000 INR(Fixed salary) + 400,000(Incentive) Total CTC : 900,000 will be working as Business Development Associate

NINEL BERT COSTA J - ECE
BHUVANESH KANNA R - MECH
THOJESH NANDHA M - MECH
VASU KRISHNA - MECH
E THANIGAI SELVAN - CIVIL
ABISHEK S - CSE
SANTHOSH G - CSE

From Placement Cell , we congratulate all the students on achieving & getting placed in the Highest CTC company .

Once the exact date for immediate joining is given from our side offer letter will be released
Thanking the entire placement team members for your fullest cooperation.

Summary

Department	Appeared	1st Round	2nd Round	3rd Round - Finalist
Civil	06	03	02	01
CSE	08	03	02	02
EEE	10	02	Nil	Nil
ECE	58	25	08	01
Mech	35	25	12	03
Total	**117**	**58**	**24**	**07**

Thanks
Regards

Uthra K. B.
Asst. Training and Placement Officer,
Training and Placement Center,
Ramco Institute of Technology,

Rajapalayam.

RAMCO INSTITUTE OF TECHNOLOGY

Chockalingam Tamilarasu <chockalingam@ritrjpm.ac.in>

RiDh - Civil - 2018 - 2022 - Selected student to join on 13th Dec 2021

1 message

Ramco Institute Of Technology <placement@ritrjpm.ac.in> Wed, Dec 8, 2021 at 10:03 AM
To: Principal <principal@ritrjpm.ac.in>, vice principal <vp@ritrjpm.ac.in>, Chockalingam Tamilarasu <chockalingam@ritrjpm.ac.in>, "A. S. VIGNESHWAR" <viigneshs@ritrjpm.ac.in>, Lakshmanan M <lakshmanan@ritrjpm.ac.in>

Dear Sir / Madam

Mail from Ridh Engineering Services.

With reference to the campus interview please find the final selected candidates for your reference.

	M/s.RIDH ENGINEERING SERVICES,CHENNAI	
SL.NO	**STUDENT NAME**	**COLLEGE NAME**
1	K.S.NAVEEN	GOVT POLYTECHNIC
2	PARTHASARATHY.T	NEC
3	MAREESWARAN.R	AGPC
4	APPANAPERUMAL.M	NEC
5	SNEHA ALEX	DMI
6	VIGNESH.V	EINSTEIN
7	K.MOHAN	NEC
8	SAKTHI YOGESH	AMIRTHA
9	PON MURUGAN.S	VSVN
10	SRIKRISHNA	GPT POLYTECHNIC
11	MUTHUKRISHNAN	NEC
12	RAGUL.K	NEC
13	MADESHKUMAR.K	NEC

14	AKIL RAM	AMIRTHA
15	THANGARAJU	RAMCO

We are hereby informing you that all the candidates(Excluding Polytechnic candidates) to be reported on the 13-12-2021 at Chennai office(Address below).

Ridh Engineering Services

No.122/34, KBR towers 2nd floor,

Mudichur road – Service road,

West Tambaram,

Chennai – 600045.

Landmark : Next to Sunshine Party Hall

Selected candidates will be considered as Ridh employee and they will undergo internship for the three months.

We wish to bring down the following few points for your reference.

1. The candidates will be hired for Internship for 3 months with stipend of Rs.7,500
2. Accommodation, Food shall be Taken care by Candidates.
3. Expected internship will be during December 2021 to January 2022
4. 2nd & 4th Saturday & Sundays will be Holiday – Internship Candidates shall plan their Academic accordingly.
5. Eligible for leave only with Prior permission from Institution.
6. After successful completion of Internship and their final exams – suitable candidates shall be eligible for enrollment in our company per Terms.
7. Candidates should work in our company for a Minimum period of 2 years (Mutually agreed Bond is a must).

Note : Placement Coordinator to get the student consent

Thanks
Regards

Uthra K. B.
Asst. Training and Placement Officer,
Training and Placement Center,
Ramco Institute of Technology,
Rajapalayam.

RAMCO INSTITUTE OF TECHNOLOGY

KALAI MANI <kalaimani@ritrjpm.ac.in>

Fwd: Ramco Cements Selected students offer acceptance mail - Civil , EEE , Mech - 2018 - 2022 Mail by today EOD

Chockalingam Tamilarasu <chockalingam@ritrjpm.ac.in> Fri, May 20, 2022 at 3:57 PM
To: KALAI MANI <kalaimani@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Ramco Institute Of Technology** <placement@ritrjpm.ac.in>
Date: Fri, May 20, 2022 at 2:00 PM
Subject: Ramco Cements Selected students offer acceptance mail - Civil , EEE , Mech - 2018 - 2022 Mail by today EOD
To: Principal <principal@ritrjpm.ac.in>, vice principal <vp@ritrjpm.ac.in>, Chockalingam Tamilarasu <chockalingam@ritrjpm.ac.in>, A. S. VIGNESHWAR <viigneshs@ritrjpm.ac.in>, Lakshmanan M <lakshmanan@ritrjpm.ac.in>, Sivagaminathan M <siva@ritrjpm.ac.in>

Dear Sir / Madam

Mail from Ramco Cements for 2018 - 2022 Batch

The selected students to send the mail from their own mail ID with Name Dept YOP that they accept the offer and will join in the location that's alloted for them .

Placement Coordinators to help the students in drafting the mail

To mail to : sushilkumar@ramcocements.co.in

CC : placement@ritrjpm.ac.in

Please find the following list of Candidate who were shortlisted for Graduate Engineer Trainee – Ramco Cements Limited

S.No	Name	Discipline	Location
1	Ravi Kumar R	Civil Engineering	Jayanthipuram
2	Rakesh Kannan	EEE	Jayanthipuram
3	Rishikesh K	Mechanical Engineering	RR Nagar
4	Santhosh S	Mechanical Engineering	Jayanthipuram
5	Jacksingh Dharma	Civil Engineering	Kolimigundla

Designation – Graduate Engineer Trainee

Training Period – 1 Year

Particular	Amount
Basic Salary	14500

Training Allowance	11680
Medical (Reimburs)	1208
PF	1740
Monthly CTC	29128
CTC In Lakhs	3.50

We tried reaching the candidate , Phone was not reachable.

We need your support in getting mail confirmation from all candidates individually by mentioning the above details and acceptance

Pls support

--
Thanks & Regards
T. Chockalingam
Assistant Professor
Department of Civil engineering
Ramco Institute of Technology
Rajapalayam

CONSERVE

Delivering Performance



P. Karthick Raja

Emp. No :

Authorised Signatory

Blood Group : O+

Address : Plot No 2, Panchayath Office Road, Perungudi, Chennai 600096

Mobile : +91 7397 647 817

Emergency Contact : +91 999 49 69 039

Notes :

1. Each Employee is expected to carry the card while on duty.
2. Card to be returned on relieving of service.
3. If found please return to the address below.

If found please return to address:

CONSERVE

Delivering Performance

No 181, First main road, OMR,
Nehru Nagar, Perungudi,
Chennai, Tamil Nadu 600096
www.conserveconsultants.com



APPOINTMENT LETTER

January 24, 2022

Dear ABDUL MALIK S,

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

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

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

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

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

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

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: ABDUL MALIK S

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

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

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team’s decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. **Leave Travel Allowance:**

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

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

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

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

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

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

4. **Education Allowance:**

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

5. **New Pension System:**

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

Retirement Benefits:

It consists of:

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

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

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

☑ Accept ☐ Decline

☑ **Signature** ABDUL MALIK S 24/1/2022 9:04 PM

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

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F :+91 (80) 2844 0054
E :info@wipro.com
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Software Solutions Pvt. Ltd.

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Tower B,Hongasandra Village,
Bommanahalli, Hosur Road,
Bengaluru-560068
(M):+917022374614
www.intellipaat.com

Date: October 13, 2021

To,

ABISHEK S,
Subject: Internship Letter

Dear Abishek S,

In reference to your application we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd**. Your work is scheduled to start from **18th October, 2021** for a period of 1 year. During this period, you will get paid Rs. 22,000/month (Rupees Twenty Thousand Only) and you will be working as an **'Business Development Trainee'**. The technical platform and job role will beshared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get 200,000/- Rupees per annum as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- After the successful completion of 1 year internship period, you are eligible to get 900,000/- Rupees per annum as a gross pay.
- You need to serve 1 month of notice period without fail, or else the management of Intellipaat can hold your salary/internship letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dev Bisht

Director – Human Resources

Offer: Computer Consultancy
Ref: TCSL/DT20218179924/Chennai
Date: 03/11/2021

Mr. Abishek S
2/163West Street,
Niraipandiyan Colony,Vijayakarisalkulam,
Sivakasi-626131,
Tamilnadu.
Tel# 91-6379356844

Dear Abishek 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.

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

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Abishek S**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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Data Patterns (India) Limited

Plot H9, Fourth Main Road, SIPCOT IT Park, Siruseri Chennai-603103.

PAYSLIP FOR THE MONTH OF DECEMBER 2022

EMPLOYEE NAME		BANK NAME	HDFC
EMPLOYEE CODE	2607	ACCOUNT NUMBER	50100465138522
DESIGNATION	Graduate Engineer Trainee SDG	PAN NUMBER	DXYPA7707J
DEPARTMENT	SDG	PF NUMBER	
GENDER	M	ESI NUMBER	
DATE OF BIRTH	24/12/2000	PAID DAYS	23.00
DATE OF JOINING	01/08/2022	LOP	8.00

Earnings	**Amount (Rs.)**	**Earnings YTD (Rs.)**	**Deductions**	**Amount (Rs.)**	**Deductions YTD (Rs.)**
BASIC	8856.00	51505.00	PROVIDENT FUND	1942.00	11103.00
HRA	3542.00	20600.00	LABOUR WELFARE FUND	20.00	20.00
SPECIAL ALLOWANCE	6593.00	38552.00	PROFESSIONAL TAX	0.00	690.00
BONUS	737.00	4289.00	MEALS RECOVERY	1500.00	3600.00
			TRANSPORT	500.00	1500.00
Gross Total	19728.00	114946.00	**Deduction Total**	3962.00	16913.00
Net Pay	**15766.00**				

(Rupees FIFETEEN THOUSAND SEVEN HUNDRED SIXTY SIX ONLY

*** This is computer generated payslip Requires no signature**

Kaar Technologies
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN : U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Date: 08-Sep-2021

Name of the Student: Aswini B

Name of the College: Ramco Institute of Technology

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the **"Trainee - SAP Sergeant"** role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears.** Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month. The internship program will start sometime between November 2021 and February 2022.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Priya.

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature B.Aswini
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. *(Subject to Change).*

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Aswini B
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	Annual	Monthly
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

25-June-2022

Mr. Esakkiraja
71/24 North Street,
Padalaiyarkulam Post,
Kalakad, Tamil Nadu
Pin - 627501

Mobile - 9442468436

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

THE RAMCO CEMENTS LIMITED

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

A.Esakkiraja
Signature
Accepted

Offer: Computer Consultancy
Ref: TCSL/DT20206572868/Chennai
Date: 04/11/2021

Mr. Esakkiraja A
76/21North Street Padalaiyarkulam,
Kalakad,
Tirunelveli-627501,
Tamilnadu.
Tel# 91-9442468436

Dear Esakkiraja A,

Sub: Letter of Offer

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

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Esakkiraja A**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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Decemeber 31, 2021

Mr. Vidhia Gnanamoorthy
Ramco Institute of Technology

Dear Vidhia Gnanamoorthy,

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.

You will be inducted as a "**Trainee"**. Your initial training will be done virtually as the Covid situation continues and your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and once the situation becomes normal, you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of 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 **Rs.3.60 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 : Vidhia Gnanamoorthy
Date :

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.

10. **Salary and Designation Changes**: Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "**Engineer**" and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your performance. For Eg: If your date of joining is August 11, 2021, then it works like this:

Duration	Salary (Per Month INR)	Comments
Training Salary	15,000	Training period (3 Months Max)
Post Training	30,000	Salary gets revised to 30,000
Post Probation	-	Confirmation,Promotion to Engineer
Post Training + 12 months	35,000	Salary gets revised to 35,000
Post Training + 18 Months	40,000	Salary gets revised to 40,000
Post Training + 24 Months	45,000	Salary gets revised to 45,000
Post Training + 30 Months	45,000 + Hike	Alignment with Org Cycle

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

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 : Vidhia Gnanamoorthy
Date :

31.08.2022

CONFIDENTIAL

To

Ms. Hemalatha Subburam
2/73,B,Middle Street
Zamin Devarkulam, Kovilpatti
Tamil Nadu - 628721.

LETTER OF OFFER OF EMPLOYMENT

Dear Hemalatha Subburam,

We refer to your candidature and further to our mutual discussions at the time of interview, we are pleased to offer you the position of **Trainee Programmer** at Kumaran Systems Private Ltd. ('Kumaran' or 'Company') on following terms and conditions.

Your work level will be **Band 1, Level TR.** Your Annual Total Compensation will be **Rs. 3,50,000/-** as detailed in **Annexure I.** The Terms and Conditions of Employment are annexed as **Annexure II** ('Employment Agreement') and govern your employment with the Company.

Your date of joining will be on **September 01, 2022** ('Joining Date'). You are requested to report at 9:30 am to complete the joining formalities

This offer is valid for a period of five (5) Business days from the date of this letter and shall automatically lapse on the expiry of this period.

You will be on Training period in the first year of joining and the immediate next year you will be on probation for Six (6) Months and the period of probation can be extended at the discretion of the management. Unsatisfactory performance during Training and Probation period can lead to discontinuance of Training and service. After successful completion of the Training and probation period, your services will be confirmed in writing.

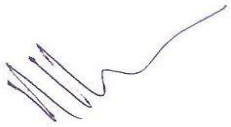
You have executed an agreement and bond for working with the company for Two (2) Years from the date of joining which includes the period of Training and Probation Period. The amount payable by you to the company for default in completing the bond period would be Rs. 2, 00,000/- together with any of the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

In case the company decides to terminate your association due to any reason during the period of Agreement, the company reserves the right to relieve you from the contract by written letter for the reasons stated in clause 42. Please note that in case you join the company before signing the legal bond, the stipend would be payable to you only after your completing the legal formalities in regard to the execution/signing of the Agreement from your end. On acceptance of all other Terms and Conditions set forth herein, you have to deposit with the Organisation a Cheque to the value of Liquidated Damages which shall be encashed by the Organisation in case of discontinuation of services within the agreement period of Two (2) Years computed from the date of joining the Organisation as a Trainee Programmer.

This offer is also conditional upon receipt of the documents listed below on or before the Joining Date. *Please note that you must present the originals of these documents for verification purposes on the Joining Date.*

a. Signed originals of this letter and Annexure I and Annexure II (these must be handed over to Kumaran)
b. Permanent Account Number and Aadhaar card as proof of identity
c. Duly self-attested copies of educational certificates (includes 10th, 12th, UG, PG mark sheets and degree certificates).
d. Any other technical certification as mentioned in the resume.
e. Duly self-attested copy passport

Regards
For Kumaran Systems Private Limited



Ramu. R
Chief Executive Officer

I understand, and agree to, the terms and conditions of this offer letter.

_____ 01/09/2022

Ms. Hemalatha Subburam **Date**

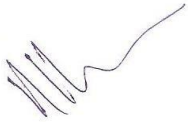
ANNEXURE- I

Compensation of Ms. Hemalatha Subburam

Designation **Trainee Programmer**

Monthly Salary	**INR**
A) Basic	15000
B) HRA	7500
C) Special Allowance	2245
D) Statutory Bonus	1400
Total = (A+B+C+D)	**26145**
II - Benefits (Monthly)	
E) Sodexho	0
Monthly Gross = (I+II)	**26145**
III - Benefits (Annual)	
F) Employer Provident Fund	21600
G) Gratuity	8658
H) Insurance Premium	6000
Total =(F+G+H)	**36258**
Investment to the Company Per Annum	**350000**

For Kumaran Systems Private Limited



Ramu R
Chief Executive Officer

NOTE:

1. Gratuity - In accordance with the Payment of Gratuity Act 1972, and rules of the company.
2. Mediclaim - Coverage with Insurance Company for Rs. 3.0 Lakhs as floater for self, spouse and upto 2 children.
3. Personal Accident Insurance - Rs.10 Lakhs.
4. Group Term Life Insurance - Rs.10 Lakhs.

ANNEXURE II

TERMS AND CONDITIONS OF EMPLOYEMENT

Designation and work

1. You will be employed by the Company in the designation and at the work level mentioned in the letter of offer. Upon joining you will report to the person to whom you are assigned by the management. The Company reserves the right to change the person you will report to, or your reporting lines generally, at any time during your employment.

2. The Company is entitled to add to, remove from, alter, or allocate your duties and responsibilities from time to time.

Compensation

3. Your salary and allowances shall be as detailed in the Annexure-I unless revised at the discretion of the Company.

4. The Company reserves the right to deduct any monies receivable or due from you to the Company at any time from your salary and allowances to the maximum extent permitted by the law. The Company will make all statutory deductions including tax and insurance etc. from your remuneration as required by the law. You are solely liable for tax payable on the salary and allowances you receive from the Company.

Date of commencement of employment and location

5. Your employment will commence on the Joining Date.

6. Your place of work will be at Company's premises at **Chennai.** The Company shall, at its sole discretion, second, depute, assign, and/or transfer your services to any other locations in India or abroad, to affiliates or third parties according to the Company's business requirements.

7. You shall abide by the laws of the country in which you are posted.

Probation Period

8. Your probation period shall start on successful completion of training period of one (1) year from the joining date and from there you will be on probation for the period of Six (6) months. The Company may extend the probation period at its discretion. Your performance during the probation period must be satisfactory to the Company. The Company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory during your probation period (including any extended period of probation).

9. The Company will issue a confirmation letter on your satisfactory completion of the probation period, and you will be confirmed in the services of the Company. Your probation shall continue till the issuance of the confirmation letter.

Pre-employment verification etc.

10. The Company is entitled to verify your documents, conduct background, pre-employment and reference checks through internal or external agencies. These may include your current/previous employment history, educational/ professional credentials, criminal records check and other background checks. Your services are liable to be terminated with immediate effect if you had given any false information, declaration or submitted false certificates or other documents or willfully suppressed any information in relation to or connected with your obtaining employment with the Company. You shall not be entitled to any notice or compensation. However, you shall be liable to compensate the Company for any loss or injury caused to Company and the Company is entitled to proceed against you legally at its discretion.

Performance of your duties

11. You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. In the event of your performance not measuring up to the expectations of your supervisor, then you will be considered to be in breach of the terms and conditions of employment with the Company and the Company reserves the right to take suitable recourse including termination of your services.

Working Hours and Paid Holidays

12. The Company's standard 45 hours of work time per week by excluding Saturday and Sunday as weekly holidays. The office hours are from 09:30 AM to 07:00 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. As a professional, you will be expected to work 45 hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

13. You will observe the working hours and holidays as followed by the department and location to which you are assigned.

14. You will be required to work in shifts (including night shifts) as and when required in the project you are assigned. You are expected to follow the client's working hours and holidays while on deputation to client's site in India or abroad.

Leave eligibility

15. You are entitled to leave benefits during your employment with the Company. In addition to any designated public holidays, your annual leave entitlement is twelve days (12) working days for the period of first calendar year. As the leave year commence on 1st April your entitlement for this year will be prorated based on your Joining Date. Any leave entitlement must be taken in accordance with Company Policy. Statutory Leave shall be taken first. Details and forms of leave, as applicable from time to time, can be obtained from the Human Resources. The Company reserves the right to amend its policies on non–statutory leave at its absolute discretion.

Medical fitness and benefits

16. You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. The Company is entitled to terminate your employment if you are found to be medically unfit for the job or the role assigned to you at any point in time during your employment with the Company. You shall submit yourself to medical check-up whenever required by the Company or its clients including but not limited to when assigned to work at a client's premises.

17. You will be eligible for medical benefits in accordance with the Company's scheme for your grade.

Service Rules

18. Your employment with the Company shall also be governed by the service rules and regulations, code of conduct, policies and employment related guidelines in force from time to time. The Company is entitled to change, update or replace all, any or any part of them from time to time. These are available on the Company's intranet. You are advised and instructed to go through these policies and adhere to them during your employment with the Company. You will not be individually notified of changes, updates, and replacement.

Full Time Work

19. You are in full time employment with the Company, and you shall devote yourself exclusively to the business of the Company. You shall not take up any other employment or work (part time or otherwise) for remuneration or otherwise in any capacity (whether advisory or otherwise) or be interested directly or indirectly in any other trade or business (whether or not conflicting with the business of the Company) during your employment with the Company.

Conflict of interest

20. You shall as far as possible avoid the happening or anticipated happening of any acts, event, or circumstances, whereby your interest is in conflict with the interests of the Company or is prejudicial or derogatory to the working, operation and business of the Company. In the event of any such conflict, you shall immediately inform the Company. In case of any such conflict of interest, the interests of the Company shall prevail over your interests and the Company shall be entitled to act accordingly. The Company reserves the right to proceed with any action, legal or otherwise, against you and recover any and all damages, where any such interest is sought to be protected by you, independent of the Company.

Code of Conduct

21. The Code of Conduct outlines the basic principle of business ethics and legal requirements applicable to Company's business. The Code of Conduct assists each employee in making decisions thereby ensuring that the business of the Company is conducted with utmost integrity, honesty and diligence, as well as in accordance with statutory requirements. You are expected to operate with the highest degree of initiative, economy, efficiency, and responsibility. You shall at all times act bearing in mind the best interests of the Company and shall not at any time do or say anything which compromises the Company's reputation or vision.

Confidentiality

22. You shall maintain utmost secrecy in regard to affairs of the Company and shall keep confidential and not disclose except in the course of your duties of employment with the Company any information of any kind whatsoever and which is not in the public domain including but not limited to trade secrets, confidential programming, system development processes, information relating to design, development and manufacturing of licensed product and data acquired or used by the Company in any form.

23. If required, you shall sign further non-disclosure agreements or confidentiality agreements to protect the interests of the Company and/or its clients.

Non-disclosure of compensation

24. You shall maintain the confidentiality of the terms and conditions of your employment with the Company including but not limited to your salary, allowance, or remuneration. You shall not discuss with or divulge these to any other employee, associate or any other person connected with the Company, any other company or Organisation. You shall discuss your compensation only with the human resources development or with any other person duly authorized by the Company.

Non-solicitation

25. You shall not during your employment with the Company and for a period of Twenty Four (24) Months thereafter, in any manner, either directly or indirectly, by yourself or with any other person or otherwise: (i) assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who has been a customer or client or who becomes customer or client of the Company during your employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company; (ii) solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

26. You shall not during your employment with the Company and for a period of Twenty-Four (24) Months thereafter, in any manner, either directly or indirectly, by yourself or with any other person or otherwise solicit, interfere with, induce, or procure any employee of the Company to commit any breach of employment with the Company.

27. You shall not during your employment with the Company and for a period of Twenty-Four (24) Months thereafter, in any manner, either directly or indirectly, by yourself or with any other person or otherwise: abet, induce, facilitate, contact, or deal with or engage any person an employee or a consultant of the Company at any time within the six (6) months prior to such solicitation or engagement.

28. You further agree to undertake that you will disclose the existence of these clauses to any person or agency where you would seek employment within two years from the date you ceased to be an employee of the Company.

Know How Right

29. Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the Company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the Company, shall be the sole and exclusive property of the Company.

Intellectual Property Rights and Moral Rights

30. As an employee you shall:

30.1 assign to the Company all existing and future Intellectual Property Rights.

30.2 acknowledge and represents that all such existing intellectual Property Rights in all the work(s) done by you during the time of your employment or contract or assignment in any manner with the Company and/or its clients shall be deemed as work done for hire and belong to the Company perpetually without any claim from you.

30.3acknowledge that you may have moral rights in respect of intellectual Property Rights.

30.4 In so far as you are able, waive your Moral Rights in respect of the intellectual Property Rights.

30.5 voluntarily and unconditionally consent to all or any acts or omissions by the Company, or persons authorized by the Company, which would otherwise infringe your moral Rights in respect of any intellectual Property Rights:

30.6 agree to disclose to the Company everything in which intellectual Property Rights may subsist; and

30.7 agree to do all things reasonably requested by the Company to enable the Company to exploit and further assure the rights assigned, and consents given, under this clause

31. The obligations on you in clause 30 above continue to apply to you even after termination of your employment for whatever reason.

32. For the purposes of the clauses 30 and 31 above,

(a) all Intellectual Property Rights means and includes:

- patents, copyright, registered designs, trademarks and the rights to have confidential information kept confidential; and

- any application or right to apply for registration of any of those rights, created or generated by you (whether alone or with any other persons) in the course of, in connection with or arising out of your employment with the Company including intellectual Property Rights created before this contract is signed; using, to any extent, the Group's property, computer systems or resources or confidential information; and/or outside working hours or outside the workplace; and

(b) Moral Rights means the following rights in respect of any intellectual Property Rights:

- The right of integrity of authorship (that is, not to have a work subjected to derogatory treatment);

- The right of attribution of authorship of a work; and

- The right not to have authorship of a work falsely attributed, and any other similar right capable of protection under the laws of any relevant jurisdiction.

ISMS (Information Security Management System)

33. You shall read and understand the information security policies and process of the Company and comply as per requirement from the date of joining, failing which appropriate disciplinary action as per the Company's policies may be initiated against you, including withholding of your salary.

Data Protection Policy

34. You acknowledge and agree by signing this contract you give your informed consent to the collection, holding, handling, processing, retention and transfer of any of your personal data for any purpose directly and indirectly relating to your employment or the administration of your employment or any benefit relating your employment. You also consent to the transfer of your personal data by the Company to any other party who may be assisting in any aspect of administration or other matters relating to your employment.

Passport

35. You are required to possess a valid passport. In case you do not already have one, you are required to obtain this, at your own time and expense, and intimate the same to HR within three months upon joining.

Suspension

36. The Company is entitled at any time during your employment to exclude you from the premises of the Company and require you not to attend work and/or not to undertake any or all of your duties, with or without pay, in accordance with applicable law ("Suspension Period")

37. During the Suspension Period, you continue to be an employee and shall remain readily contactable by the Company and, if so requested, you shall report for work at such time and place as the Company may require. Your obligations as an employee, including your duties of fidelity and confidentiality will continue through the Suspension Period.

38. Your absence without permission from work for a continuous period of more than three (3) days will be treated as absconding from duty, and in the event of your not reporting for work within ten (10) days from the date of absence, the same would be treated as "voluntary abandonment of service" and it shall be deemed that you are no longer interested in the employment. This will be considered as breach of contract, and the Company may take action accordingly.

Termination of Service

39. If you default in completing the bond period, the amount payable by you to the company would be Rs. 2,00,000/- together with any of the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

40. Post to the completion of the bond period, your services can be terminated by two month's notice on either side or salary in lieu thereof. Salary for purpose of this clause means basic salary. However, the decision to release you earlier than two months would be solely at the discretion of the Company's management.

41. If you breach the terms and conditions laid down in this document, the Company is entitled to terminate your employment without any notice, notwithstanding any other terms and conditions stipulated herein or within any other agreements that may arise between employee and the Company.

42. The Company may elect to terminate your employment summarily (i.e., without notice or wages in lieu) in the following circumstances: -

    (a) If you, in relation to your employment:

        (i) willfully disobey a lawful and reasonable order.
        (ii) engage in misconduct including conduct being inconsistent with the due and faithful discharge of your duties.
        (iii) are guilty of fraud or dishonesty; or are habitually neglectful in your duties; or
        (iv) Unsatisfactory performance can lead to discontinuance of service.

    (b) On any other ground on which the Company would be entitled to terminate your employment without notice.

43. Upon termination of employment, the employee shall return to the Company all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, Access cards, Company credit cards, mobile phones, visiting cards, records, Laptops, RSA Tokens, lists and any other information or property owned and belongs to the Company within employee's possession or control, including copies thereof.

Retirement Age

44. As per the Company's policy, you will superannuate on attaining the age of 58.

Dispute Resolution

45. Any doubt, difference, claim, or dispute arises out of or in relation to or connected with this Agreement (whether before or after its expiry or termination) including but not limited to disputes as to the interpretation of this agreement for or as to the breach or enforcement of the terms and conditions thereof shall be resolved through good faith negotiation.

46. Any doubt, difference, claim, or dispute which is not resolved within 15 Calendar days from the commencement of the negotiations shall be referred to arbitration by a sole arbitrator appointed by the Company. The arbitrator shall be an independent person. The provisions of the Arbitration and Conciliation Act, 1996 shall apply. The seat of the arbitration shall be Chennai city.

Miscellaneous

47. Assignment: This offer letter may be assigned by the Company and shall inure to the benefit of Company's successors and assigns.

48. Severance: If any terms and conditions of this offer letter along with Annexures are held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in this no way be affected, impaired or invalidated.

49. Communication Address: Your address as indicated in your application shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have served upon you. In case there is any change in your residenstial address, you will intimate the same in writing to the Company within three (3) days of such change and get the changes recorded.

50. Entirety: This terms and conditions of this letter of offer of employment, Annexure I and Annexure II contains the entire contract between the Company and you.

I understand, and agree to, the terms and conditions of this letter of offer of employment, Annexure I and Annexure II.

_____ 01/09/2022

Ms. Hemalatha Subburam **Date**

RAMCO INSTITUTE OF TECHNOLOGY

SwarnaSudha M <swarna@ritrjpm.ac.in>

Fwd: Mphasis_Letter of Intent!

2 messages

Vijayalakshmi B <vijayalakshmib@ritrjpm.ac.in> Thu, Oct 28, 2021 at 10:19 PM
To: SwarnaSudha M <swarna@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **kalapommies kannan** <kannan12122012@gmail.com>
Date: Thu, 28 Oct 2021, 6:46 pm
Subject: Re: Mphasis_Letter of Intent!
To: <vijayalakshmib@ritrjpm.ac.in>

On Thu, 28 Oct, 2021, 17:20 Mphasis - Campus Hiring, <campushires@mphasis.com> wrote:

> Ref.No- MPHTH_CD2022-2294
>
> Dear Kannan B,
>
> College Name: **Ramco Institute of Technology.**
>
> Greetings from Mphasis!!
>
> Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:
>
> - You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5**, **Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
> - Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
> - A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
> - You are required to work in **any shift** as per business requirement.
> - You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
> - You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.
>
> As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:
>
> - Equal strengths in APPs, ITO and BPO
> - Being a flat, open and communicative organization
> - Organization ethos that encourages, promotes and rewards empowerment
> - Flawless execution and leadership
>
> Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:
>
> 1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
>
> 2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
>
> 3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
>
> 4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

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kalapommies kannan <kannan12122012@gmail.com> Fri, May 20, 2022 at 1:58 PM
To: swarna@ritrjpm.ac.in

[Quoted text hidden]



APPOINTMENT LETTER

January 24, 2022

Dear mohan s,

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

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent

education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

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

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

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

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

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: mohan s

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

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

Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

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

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

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

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

4. **Education Allowance:**

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

5. **New Pension System:**

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

Retirement Benefits:

It consists of:

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

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging,

conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

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

☑ Accept ☐ Decline

☑ **Signature** mohan s 24/1/2022 8:56 PM

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

Registered Office:

Wipro Limited **T** :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur Road **E** :info@wipro.com

Bengaluru
560 035

India

W :wipro.com

C :L32102KA1945PLC020800

23160564

Dated 28 August ,2021

Mohan Kumar.D
S/O,Mr.Dhinakaran,
Pupal Nagar,
#1379, Kanjanayakkenpatti,Aruppukottai,
Virudhunagar, Tamilnadu-626101.

Subject-: Internship Offer

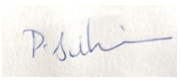
Dear Mohan Kumar,

Subsequent to the Interview you had with us, on behalf of Lucid Imaging, I am pleased to extend to you this Offer of Internship, under the guidance of **Mr.Arun Babu - Team Leader- Technical**. At the end of Internship, you are eligible to be considered for permanent Employment. You will begin your internship with the Company on September 6, 2021. Lucid works Monday to Friday and from 9.00 AM to 6 PM. A monthly stipend amount of Rs. 10,000 shall be paid at the end of every month deducting loss of pay due to absence. As an Intern, you will not receive any of the employee benefits that a permanent employee receives as per the Company's Policies. Your internship is expected to end on or before 6 May 2022. Your internship with the Company is "at-will", which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

During your employment, you may have access to confidential business information belonging to the Company. By accepting this offer for Internship, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it, publishing it in your resume, publishing it in Job Portals, Social Media or for your own purposes or from disclosing it to anyone outside the Company. The Company spends a considerable amount of time and resources to train you in your field of interest, and therefore I expect that you will be committed to learning and to contribute to the company after your internship programe. I trust that your period of Internship will be truly rewarding and successful. Welcome To Lucid Imaging.

Please indicate your acceptance of this offer by signing below and returning it to us. If you have any questions, do not hesitate to contact me.

Sincerely,



Subhashini
Assistant HR Manager,
Lucid Imaging Private Limited,

I accept Internship with Lucid Imaging Pvt. Ltd, on the terms and conditions set out in this letter.

Lucid Imaging Private Limited
315/A, 2nd Floor, 9th Main, 5th Block Jayanagar, Bangalore – 560 041. India
Tel: +91- 80- 22448252 / 53 Fax : +91-80-22448254
E-mail: info@lucidimaging.in Web: www.lucidimaging.in

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

THE RAMCO CEMENTS LIMITED

25-June-2022

Mr. Nambirajan
15Th South Street,
Keelapathai ,
Kalakad, Tamil Nadu
Pin - 627501

Mobile - 8778207509

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

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THE RAMCO CEMENTS LIMITED

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

A Nambi Rajan

Signature
Accepted

Scanned by TapScanner

Offer: Computer Consultancy
Ref: TCSL/DT20218219715/Chennai
Date: 04/11/2021

Mr. Nambirajan A
15South Street,
Pathai,
Tirnalveli-627501,
Tamilnadu.
Tel# 91-8778207509

Dear Nambirajan A,

Sub: Letter of Offer

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

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

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Nambirajan A**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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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



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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20218219715/Chennai
Date: 04/11/2021

Mr. Nambirajan A
15South Street,
Pathai,
Tirnalveli-627501,
Tamilnadu.
Tel# 91-8778207509

Dear Nambirajan A,

Sub: Letter of Offer

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

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Nambirajan A**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Date: 08-Sep-2021

Name of the Student: Nanneboina Sumanth

Name of the College: Ramco Institute of Technology

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "**Trainee - SAP Sergeant**" role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears.** Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month. The internship program will start sometime between November 2021 and February 2022.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

N. Sumanth

Candidate Signature
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Nanneboina Sumanth
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	Annual	Monthly
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	650000	

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

THE RAMCO CEMENTS LIMITED

25-Jun-2022

Ms. Rahini G
802 C/1, Mundagan Street,
Sivakasi., Tamil Nadu
Pin - 626123

Mobile - 9487996253

Dear Madam,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children).
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

Signature
Accepted

Offer: Computer Consultancy
Ref: TCSL/DT20207420931/Chennai
Date: 03/11/2021

Ms. Rahini G
802 C/1Mundagan Street,
Behind Jakama Kovil,
Sivakasi-626123,
Tamilnadu.
Tel# 91-9043386584

Dear Rahini 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.

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Rahini G**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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RAMCO INSTITUTE OF TECHNOLOGY

SwarnaSudha M <swarna@ritrjpm.ac.in>

Fwd: Mphasis_Letter of Intent!

Ram Babu B <rambabu.b026@gmail.com> Fri, May 20, 2022 at 1:27 PM
To: "swarna@ritrjpm.ac.in" <swarna@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Ram Babu B** <rambabu.b026@gmail.com>
Date: Sat, 30 Oct 2021, 1:43 pm
Subject: Re: Mphasis_Letter of Intent!
To: Mphasis - Campus Hiring <campushires@mphasis.com>

Dear Sir/Madam,
Thanks for the opportunity. I acknowledge the mail. I will ready for the on-boarding process.
Thank you
with regards

On Thu, Oct 28, 2021 at 5:20 PM Mphasis - Campus Hiring <campushires@mphasis.com> wrote:

> Ref.No- MPHTH_CD2022-2299
>
> Dear Ram Babu B,
>
> College Name: **Ramco Institute of Technology.**
>
> Greetings from Mphasis!!
>
> Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:
>
> - You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5**, **Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
> - Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
> - A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
> - You are required to work in **any shift** as per business requirement.
> - You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.

- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

Date: 1/06/2022

Intent to Offer

Dear Ranjith M,

Syntellect ID: ASB22276759

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

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 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 successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
c) You 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.

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 Software LLP,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	**Ranjith M**	
Designation:	**Associate Consultant**	
Band & Grade:	**GCM 1**	
	Annual	**Monthly**
Basic Salary	115,500	9,625
Basket of Allowances(BOA)	168,500	14,042
Gross Pay & Allowances	**284,000**	**23,667**
Provident Fund (PF)	21,600	1,800
Statutory Bonus	24,400	2,033
Statutory & Retirals Benefits	**46,000**	**3,833**
	330,000	**27,500**

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

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

September 28, 2021

Dear Rithika M,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a **"Associate Technical Consultant"**. We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

R. Prabhavathi

Prabhavathi Macheri Shanker
Director, Vuram

Services, Redefined.

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Virugambakkam Chennai 600 092 TN India
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CIN U72900TN2010PTC077255

Offer Details

Appointment & Compensation

1. Your employment start date will be informed.
2. You will be on training and probation for the first six full calendar months of your employment.
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary #	***21,900.00***
Employer PF Contribution	1,800.00
Total	***23,700.00***

Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF or Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

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9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
Gross Pay	**31,000.00**	**3,72,000.00**
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
Total		**4,50,884.00**

a. **Employer Provident Fund**
Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. **Bonus**
Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.
Bonus is paid based on your joining date.
You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

c. **Gratuity**
Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

d. **Insurance**
Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.

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You will be eligible for the group health insurance policy after completion of 3 months from your date of employment.

10. **Your total annual Cost to Company (CTC) is Rs. Four Lakhs Fifty Thousand Eight Hundred and Eighty-Four Indian Rupees (Rs. 4,50,884.00)**
11. During your employment with Vuram, you will also receive the following perquisites per annum.

Perquisites	Amount (INR)
Food & Beverages	**19,800.00**
Annual Perquisites Total	**19,800.00**

You will be eligible to opt for free breakfast and subsidized lunch (charged at Rs.40/day) at the office. The perk shown above is calculated assuming 220 workdays in a calendar year. This perk cannot be exchanged or traded for cash benefits.

12. Professional Tax, Income Tax and Employee PF contribution as applicable for your earnings will be deducted from your monthly salary. Your salary will be subject to all taxes as per the tax laws of India and other statutory fees.
13. **Salary Revision**
    The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.
    If you join Vuram on or before 31st August 2021, you will be eligible for a salary revision in the month of January 2022. In case your date of joining falls on or after 1st September 2021, your salary revision will happen only in the month of January 2023.
14. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
15. Your training location and job location will be at any of the Vuram-India offices. You might be required to work from the various offices from time to time.
16. There might be an occasional need to work during business days and hours of the customer.
17. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
18. This offer is valid till **30th of September 2021**, If you do not confirm the acceptance within this period, Vuram has right to withdraw the offer.
19. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
20. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
21. At the time of joining Vuram, please bring with you the following documents:
    a. Copy of signed Vuram offer letter
    b. Copy of 10th & 12th mark sheets

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c. Copy of Degree certificates
d. Copy of your passport.
e. Copy of your PAN Card.
f. Copy of your Aadhar Card
g. Copy of Bank passbook first page or cancelled cheque leaf.
h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
i. Medical fitness certificate
j. Passport Size Photograph

22. Your offer is contingent on you producing all the above documents. Vuram reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

Other Benefits

23. Vuram aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Vuram throughout the year that you can opt-in.
24. You will be entitled to the complimentary snack and beverage facilities in the premises.
25. You will be entitled to avail free transportation provided by Vuram for a pick-up and drop-off at a predetermined spot (Available only at Trichy office).
26. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
27. Under Vuram Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

Responsibilities

28. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
29. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Vuram, whether directly or indirectly.
30. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
31. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
32. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
33. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

Conflicts of Interest

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34. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
35. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
36. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
37. You are not to solicit, induce or encourage
    a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection
    b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
    c. Any existing employee to become associated with or perform services of any type for any third party.
38. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

Non-compete

39. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
40. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
41. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
42. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being

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in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

43. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.
44. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

45. **Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.**
46. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

Intellectual Property

47. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
48. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

Services, Redefined.

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Social Media Postings

49. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

50. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
51. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
52. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
53. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
54. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
55. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
56. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

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57. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
58. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
59. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

60. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
61. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
62. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
63. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
64. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
65. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, 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 Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
66. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
67. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to

Services, Redefined.

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their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

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

Yours Sincerely
For Vuram Technology Solutions Pvt Ltd

R. Prabhavathi

Prabhavathi Macheri Shanker
Director, Vuram

I, M. Rithika **agree to accept employment on the terms and conditions mentioned in the above letter.**

Date: 30/09/2021 **Signature:** M. Rithika

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

25-June-2022

Ms. S Samyuktha Vikashini
F-57 Trcl Colony
5Th Street Alathiyur,
Ariyalur(D/T),
Sendurai(T/K), Tamil Nadu
Pin - 621730

Mobile - 9042945166

Dear Madam,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

THE RAMCO CEMENTS LIMITED

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

Samyuktha vikashini. S

Signature
Accepted

IntelliPaat Software Solutions Pvt. Ltd.

AMR Tech Park 3,Ground Floor,
Tower B,Hongasandra Village,
Bommanahalli, Hosur Road,
Bengaluru-560068
(M):+917022374614
www.intellipaat.com

Date: October 13, 2021

To,

SANTHOSH G,
Subject: Internship Letter

Dear Santhosh G,

In reference to your application we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd**. Your work is scheduled to start from **18th October, 2021** for a period of 1 year. During this period, you will get paid Rs. 22,000/month (Rupees Twenty Thousand Only) and you will be working as an **'Business Development Trainee'**. The technical platform and job role will beshared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get 200,000/- Rupees per annum as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- After the successful completion of 1 year internship period, you are eligible to get 900,000/Rupees- per annum as a gross pay.
- You need to serve 1 month of notice period without fail, or else the management of Intellipaat can hold your salary/internship letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Intellipaat Software Solutions Pvt. Ltd. Bangalore

Dev Bisht

Director – Human Resources

Shalini P,

5-10/28c, Rajapalayam Main Road,

P. Reddiapatti,

Sankarankovil(TK), Tenkasi(Dist) - 627753

Dear Shalini,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationships with our clients that are the cornerstones of our organization.

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

Warm regards,

A JOSEPH
Vice President
Centizen Inc.

Shalini P,

5-10/28c, Rajapalayam Main Road,

P. Reddiapatti,

Sankarankovil(TK), Tenkasi(Dist) - 627753

Dear Shalini,

Congratulations! We are delighted to make you an offer as Software Engineer Intern and your role is **Software Engineer**.

Here are the terms and conditions of our offer:

Joining

Your tentative scheduled date of Joining Internship will be **1 December, 2021**. In case of inconvenience of either parties, adjustments can be made on the joining date.

Location

Your location of posting is Tirunelveli. 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.

Leave

You are entitled to Earned Leave for 12 working days annually, right from your date of joining.

Agreement

Our offer to you as Software Engineer is subject to the execution of the Service Agreement. The Service Agreement details i.e., the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Centizen Inc., from the date of your

joining and up to a period of 30 months including Internship period. 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.

Salary

Your Stipend for the Internship period of first six months will be **INR 7,500 per month (if you are asked to do internship at home, the stipend will be Rs. 5,000 only)** and Total Gross Salary for the training period of six months will be **INR 15,000 per month**. Total Gross Salary after training will be **INR 25,000 per month**. There will be an increment in your salary based on your performance after the completion of two years' service. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I and Annexure – II.

Notice period

During the service 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 months' 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 two months' notice period. Similarly, the Company can terminate your services by giving two months' notice or salary thereof.

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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 Centizen Inc. 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.

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive

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

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

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

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

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

Yours sincerely,

A JOSEPH
Vice President
Centizen Inc.

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

Date:

_____

Sign your name

_____ _____

Print your name Location

ANNEXURE – I
(Compensation after One Year)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	**Software Engineer**
ROLE DESIGNATION	**Software Engineer**
MONTHLY COMPONENTS	
BASIC SALARY	21,500
FIXED DEARNESS ALLOWANCE (FDA)	2,500
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	1,000
MONTHLY GROSS SALARY	**25,000**
Yearly bonus will be provided based on the individual performance (Variable)	**0 to 50,000 Per annum**
Yearly bonus will be provided based on the company performance (Variable)	**0 to 50,000 Per annum**

ANNEXURE-II
(Compensation for the first Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	**Software Engineer**
ROLE DESIGNATION	**Software Engineer Intern**
MONTHLY COMPONENTS	
STIPEND PER MONTH	**7,500**

(Compensation for the Training period of Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	**Software Engineer**
ROLE DESIGNATION	**Software Engineer Trainee**
MONTHLY COMPONENTS	
MONTHLY GROSS SALARY	**15,000**

Offer: Computer Consultancy
Ref: TCSL/DT20218156933/Chennai
Date: 03/11/2021

Ms. Shanthi Priya
470South Vaithiyanathapuram Street,
Sankarankovil Turning,
Rajapalayam-626117,
Tamilnadu.
Tel# 91-9486737833

Dear Shanthi Priya,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

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 INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **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.

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

4. **Personal Allowance**
   You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of INR **4,300/-**. 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.

Performance Bonus
Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** 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.

RETENTION INCENTIVE

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

XPLORE/ LEARNING INCENTIVES

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

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OTHER BENEFITS

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

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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

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

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

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

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

RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a

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

3. **Probation Period**
   You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

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

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

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

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

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

9. **Confidentiality Agreement**
   As part of your acceptance of this offer as an employee with TCS you are required to

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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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Work in SBWS mode

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

11. Overseas International Assignment Agreement

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

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. 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.

12. Terms and Conditions

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

13. TATA Code of Conduct

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

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14. Notice Period

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

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

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19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

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*Passport
*NSR E-Card

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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aspirations.

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

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Shanthi Priya**
Designation	**Systems Engineer**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis.

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

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

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

25-June-2022

Mr. Shivanesh S
513/9,Gandhi Nagar,
North Malaiyadiapatti,
Rajapalayam, Tamil Nadu
Pin - 626117

Mobile - 9786534125

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

Signature
Accepted

Offer: Computer Consultancy
Ref: TCSL/DT20218196382/Chennai
Date: 04/11/2021

Mr. Siva T
137/15High School Street,
Chatrapatti,
Rajapalayam-626102,
Tamil Nadu.
Tel# 91-7200206479

Dear Siva T,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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 this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Siva T**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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10/06/2021

Mr. Sivabalan Meenakshi Sundaram,
53/149, Thamba Pillai Street,
Rajapalayam- 626117

Dear Sivabalan Meenakshi Sundaram,

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from **10/07/2021** till **8/31/2022.**

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of **Rs.10, 000/- (Rupees Ten Thousand only)** including tax.

The salary range will be vary based on the individual performance during the internship period, and the fixed **CTC of Rs. 3.50 LPA to 4.50 LPA,**on successful completion of graduation within the academic year (2022), and qualifying our education criteria. An internship period shall be extended if any delay in conducting university exams and final semester results announcement. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Three (3) years which includes internship period of One (1) Year. The amount payable by you to the company for default in completing the bond period of three years would be Rs. 2,00,000/- together with any of the investments made by the Organization for providing on the job training to you including all

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expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.

Please sign and return the copy of this letter as a token of your acceptance.

With best wishes,

For-Kumaran Systems Private Limited

Ramu. R
Chief Operating Officer

I understand, and agreed to the terms and conditions.

11.Siv@..

Accepted: Sivabalan Meenakshi Sundaram,
Date: 10/07/2021

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APPOINTMENT LETTER

January 25, 2022

Dear VIJAYALAKSHMI S,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company’s Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited’s (hereinafter to as the “Company”) internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company’s Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as “UPSI”) about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company’s Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I VIJAYALAKSHMI S, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: VIJAYALAKSHMI S

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team’s decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** VIJAYALAKSHMI S 25/1/2022 11:42 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com

India **C** :L32102KA1945PLC020800

23160589

8/31/2021

Ms. Sneka Sankar
42/3,Main Street,Devathanam post,Kovilur
Virudhunagar district, Tamil Nadu-626121

Dear Sneka Sankar,

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from **9/1/2021** till **8/18/2022.**

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of **Rs.10, 000/- (Rupees Ten Thousand only)** including tax.

The compensation has been fixed **CTC of Rs. 350000 per annum**, on successful completion of graduation within the academic year (2022), and qualifying our education criteria. An internship period shall be extended if any delay in conducting university exams and final semester results announcement. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Three (3) years which includes internship period of One (1) Year. The amount payable by you to the company for default in completing the bond period of three years would be Rs. 2,00,000/- together with any of the investments made by the Organization for providing on the job training to you including all

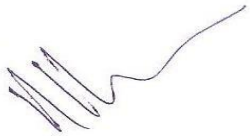
expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.

Please sign and return the copy of this letter as a token of your acceptance.

With best wishes,

For Kumaran Systems Private Limited



Ramu. R
Chief Operating Officer

I understand, and agreed to the terms and conditions.

Accepted: Sneka Sankar
Date: 9/1/2021

8/31/2021

Ms. Vishnu Praba Velautham
183A2,South Gnana Sammanthar Street, Mudangiar Road
Rajapalayam, Virudhunagar
Tamil Nadu, PIN code: 626117

Dear Vishnu Praba Velautham,

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from **9/1/2021** till **8/19/2022.**

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of **Rs.10, 000/- (Rupees Ten Thousand only)** including tax.

The compensation has been fixed **CTC of Rs. 350000 per annum**, on successful completion of graduation within the academic year (2022), and qualifying our education criteria. An internship period shall be extended if any delay in conducting university exams and final semester results announcement. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Three (3) years which includes internship period of One (1) Year. The amount payable by you to the company for default in completing the bond period of three years would be Rs. 2,00,000/- together with any of

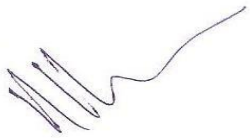
the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.

Please sign and return the copy of this letter as a token of your acceptance.

With best wishes,

For Kumaran Systems Private Limited



Ramu. R
Chief Operating Officer

I understand, and agreed to the terms and conditions.

Accepted: Vishnu Praba Velautham
Date: 9/1/2021

vuram
Services, Redefined.

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CIN U72900TN2010PTC077255

September 28, 2021

Dear Vaishnavi A,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a **"Associate Technical Consultant"**. We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

Prabhavathi Macheri Shanker
Director, Vuram

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Offer Details

Appointment & Compensation

1. Your employment start date will be informed.
2. You will be on training and probation for the first six full calendar months of your employment.
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary #	***21,900.00***
Employer PF Contribution	1,800.00
Total	***23,700.00***

Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF or Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

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9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
Gross Pay	**31,000.00**	**3,72,000.00**
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
Total		**4,50,884.00**

a. **Employer Provident Fund**
Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. **Bonus**
Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.
Bonus is paid based on your joining date.
You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

c. **Gratuity**
Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

d. **Insurance**
Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.

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You will be eligible for the group health insurance policy after completion of 3 months from your date of employment.

10. **Your total annual Cost to Company (CTC) is Rs. Four Lakhs Fifty Thousand Eight Hundred and Eighty-Four Indian Rupees (Rs. 4,50,884.00)**
11. During your employment with Vuram, you will also receive the following perquisites per annum.

Perquisites	Amount (INR)
Food & Beverages	19,800.00
Annual Perquisites Total	19,800.00

You will be eligible to opt for free breakfast and subsidized lunch (charged at Rs.40/day) at the office. The perk shown above is calculated assuming 220 workdays in a calendar year. This perk cannot be exchanged or traded for cash benefits.

12. Professional Tax, Income Tax and Employee PF contribution as applicable for your earnings will be deducted from your monthly salary. Your salary will be subject to all taxes as per the tax laws of India and other statutory fees.
13. **Salary Revision**
    The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.
    If you join Vuram on or before 31st August 2021, you will be eligible for a salary revision in the month of January 2022. In case your date of joining falls on or after 1st September 2021, your salary revision will happen only in the month of January 2023.
14. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
15. Your training location and job location will be at any of the Vuram-India offices. You might be required to work from the various offices from time to time.
16. There might be an occasional need to work during business days and hours of the customer.
17. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
18. This offer is valid till **30th of September 2021**, If you do not confirm the acceptance within this period, Vuram has right to withdraw the offer.
19. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
20. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
21. At the time of joining Vuram, please bring with you the following documents:
    a. Copy of signed Vuram offer letter
    b. Copy of 10th & 12th mark sheets

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c. Copy of Degree certificates
d. Copy of your passport.
e. Copy of your PAN Card.
f. Copy of your Aadhar Card
g. Copy of Bank passbook first page or cancelled cheque leaf.
h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
i. Medical fitness certificate
j. Passport Size Photograph

22. Your offer is contingent on you producing all the above documents. Vuram reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

Other Benefits

23. Vuram aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Vuram throughout the year that you can opt-in.
24. You will be entitled to the complimentary snack and beverage facilities in the premises.
25. You will be entitled to avail free transportation provided by Vuram for a pick-up and drop-off at a predetermined spot (Available only at Trichy office).
26. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
27. Under Vuram Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

Responsibilities

28. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
29. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Vuram, whether directly or indirectly.
30. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
31. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
32. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
33. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

Conflicts of Interest

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34. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
35. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
36. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
37. You are not to solicit, induce or encourage
    a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection
    b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
    c. Any existing employee to become associated with or perform services of any type for any third party.
38. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

Non-compete

39. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
40. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
41. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
42. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being

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in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

43. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.
44. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

45. **Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.**
46. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

Intellectual Property

47. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
48. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

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Social Media Postings

49. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

50. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
51. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
52. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
53. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
54. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
55. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
56. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

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57. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
58. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
59. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

60. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
61. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
62. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
63. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
64. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
65. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, 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 Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
66. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
67. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to

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their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely
For Vuram Technology Solutions Pvt Ltd

R. Prabhavathi

Prabhavathi Macheri Shanker
Director, Vuram

I, A. Vaishnavi **agree to accept employment on the terms and conditions mentioned in the above letter.**

Date: 30/09/2021 **Signature:** A. Vaishnavi



APPOINTMENT LETTER

January 24, 2022

Dear Umasudan G,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection

pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company

when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Umasudan G, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Umasudan G

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)

Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you

should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More

details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by

planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Umasudan G 24/1/2022 8:56 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
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Sarjapur Road
Bengaluru
560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
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23118060

Zoho Technologies Private Limited
Registered Office: Flat No: 2, 361, Avvai Shanmugam Salai,
Lloyds Road, Gopalapuram, Chennai, Tamilnadu, 600 086.
Ph: +91-44-6744 7070
www.zohocorp.com

Date: 02-May-2022

To

Mr.SURYAKUMAR S,
2/16, MIDDLE STREET, VETRILAIYURANI,
SIVAKASI,
VIRUDHUNAGAR-626128, TAMIL NADU.

Dear **Mr.SURYAKUMAR S,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO TECHNOLOGIES PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Technologies Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **09-May-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO TECHNOLOGIES PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: 

Name : Suryakumar S

Date of Offer acceptance:

Place :

ANNEXURE A

NAME : SURYAKUMAR S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
HRA	12000	144000
Other Allowance & Flexible component	21120	253440
Gross Salary	**57120**	**685440**
Employer Provident Fund (12% of Basic+TA)*	2880	34560
Cost To Company (CTC)	**60000**	**720000**
Prosperity Sharing Plan		120000
Compensation for the first year		**840000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.3600000/- (RUPEES THIRTY SIX LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

9/1/2021

Mr. Suriyaa Muthusamy
104, Pannaiyar Street, Chinna Suraikaipatti, Rajapalayam
Rajapalayam, Virudhunagar, Tamil Nadu, 626117

Dear Suriyaa Muthusamy,

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from **9/2/2021** till **8/20/2022.**

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of **Rs.10, 000/- (Rupees Ten Thousand only)** including tax.

The compensation has been fixed **CTC of Rs. 350000 per annum**, on successful completion of graduation within the academic year (2022), and qualifying our education criteria. An internship period shall be extended if any delay in conducting university exams and final semester results announcement. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Three (3) years which includes internship period of One (1) Year. The amount payable by you to the company for default in completing the bond period of three years would be Rs. 2,00,000/- together with any of the investments made by the Organization for providing on the job training to you including all

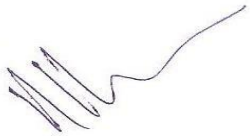
expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.

Please sign and return the copy of this letter as a token of your acceptance.

With best wishes,

For Kumaran Systems Private Limited



Ramu. R
Chief Operating Officer

I understand, and agreed to the terms and conditions.

Accepted: Suriyaa Muthusamy
Date: 9/2/2021

July 5, 2022

Internship Completion Letter

To

Srishankar Rathinavel

L5/57,TNHB Colony
Railar Nagar, Koodal Nagar
Madurai-625018
Tamilnadu

Dear Srishankar Rathinavel,

This is to confirm that you have successfully completed your internship with Stradegi Solutions India Pvt Ltd for the period between 01-Sep-2021 and 30-Jun-2022. On behalf of Stradegi, I would like to thank you for your support during your internship.

During your tenure with Stradegi, you managed the expectations well while delivering good quality work. It was great to have you on our team and you are a pleasure to work with.

Kindly note, that your regular employment with Stradegi as a Management Trainee will commence from 01-Jul-2022. All other terms and conditions will remain the same as per the offer letter given to you.

Wish you the best for future endeavors.

Please note that salary matters are highly confidential and hence you are asked not to discuss it with any of your colleagues.

Regards,

For Stradegi Solutions India Pvt Ltd

VINOD ANTONY
Head, Human Resources

August 19, 2021

Mr. Sri Shankar R
L5/57,TNHB Colony
Railar Nagar
Madurai-625018
Tamilnadu

Dear Mr. Sri Shankar R

LETTER OF APPOINTMENT

With reference to your application and the interview you had with Stradegi Solutions India Private Limited (hereafter referred to as Stradegi or Company), we have pleasure in offering you employment in Stradegi on the following terms and conditions, subject to you being found medically fit.

TERMS AND CONDITIONS

Designation	:	**Management Trainee**
Date of Joining	:	May 1, 2022 or as mutually agreed
Place of Posting	:	Chennai. To complete the responsibilities of your position, you will be required from time to time to be based on the client site for defined periods of time
Reporting To	:	Technical Lead
Stipend	:	Rs.3,00,000/- (Rupees Three Lakhs Only) per annum. A detailed breakup of your remuneration is provided in the annexure of this offer document.
Future Increments	:	Will depend on your performance and contribution to the Company as judged by the Management from time to time. Your salary will be reviewed upon you completing twelve months of training with us from your date of joining.
Medical/ESI	:	You and your family (your spouse and up to two children) will be provided with medical coverage, if you are not covered under ESI. This coverage will be from a reputed insurance company subject to ceiling of expenses fixed at the Management's discretion or as per rules in force from time to time. The coverage will commence from the date of your joining the Company. The Company reserves the right to change the provider of medical insurance cover and the nature of that cover at

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		any time. In case of sickness or other incapacity for work, you must notify the Company as early as is practicable on the first day of absence of the reason for absence, your condition, and likely date of return
Hours of Work	:	9:00 a.m. to 6:00 p.m. (Monday to Friday) Weekly Holiday : Saturday and Sunday
Leave	:	Sick Leave : 6 days per calendar year Privileged Leave : 12 days per calendar year Flexi Holiday : 1 day per calendar year (eligible only if on the rolls for the entire year) The leave entitlement will be pro-rated accordingly for any incomplete year of service. Accumulation/encashment of leave will be as per rules in force.
Training	:	The Training period for you as a trainee will be twelve months. Upon satisfactory completion of the training period, you will be absorbed in the regular rolls of the company. During your training period, we will evaluate your work to determine whether you are suitable for the position. Thus, your training period is liable to be extended at the discretion of the Company if your performance or conduct or attendance is not found satisfactory. On successful completion of your training, you will be confirmed on the regular rolls of the company. Unsuccessful completion of training will initiate termination.
Termination	:	In case of voluntary termination after six months, either parties are required to give 3 months' notice or payment of three months' pay in lieu thereof. During the first six months of training, the employment can be terminated with 30 days' notice. Involuntary separation is governed by the 'Employee Separation' policy of Stradegi. The last date of employment will however be at the discretion of the management in either case.
Transferability	:	Your services are liable to be transferred by the Company at its discretion to any of its departments/offices or any associated companies.

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Business Expense	:	The Company will reimburse all reasonable expenses incurred as defined by the Stradegi Entertainment and Travel policy. Your immediate manager should approve these in the agreed manner. You will be required to produce supporting vouchers in accordance with the Company's guidelines on a timely basis. The Company travel policy should be adhered to in determining the most appropriate mean and class of travel taking into account business efficiency and cost. You will be expected to adhere to any travel rules that may be established at any point by the Company
Competition	:	It is also understood and agreed that you will not at any time during your period of employment with the Company, without the prior consent of the Company, knowingly acquire any direct or indirect financial interest in, or perform any services for or on behalf of any business, person or enterprise which undertakes any business in substantial competition with the business of the Company or sell to or buy from or otherwise transacts business with the Company
Confidentiality	:	You will not (except as required in or consistent with the course of your employment with the Company), while in the employment of the Company or thereafter , communicate or divulge to or use for the benefit of yourself or any other person, firm, association or corporation without prior written consent of the Company, any confidential information owned, or used by the Company that may be communicated to, acquired by or learned of by you in the course of or as a result of your employment with the Company. All confidential information relating to the Company which you shall use or prepare or come into contact with, shall become the sole property of the Company. In the foregoing, confidential information means information, not generally known, about the Company's clients, process, services and products, whether written or not, including information relating to research, accounting, marketing, selling and the identity of current and prospective customers and other client information. All information disclosed to you, or to which you obtain access, during your employment at the Company, which you have reasonable basis to believe to be confidential information, or which is treated by the Company as being such, shall be presumed to be confidential. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the Company or its customers and employees

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Non-Solicitation : During the term of employment by the Company and for a period of twelve (12) months thereafter, you will not, directly or indirectly, without the prior written consent of the Company:

a) Solicit or induce any employee of the Company to leave the employment of the Company.
b) Hire for any purpose any employee of the Company or any employee who has left the employment of the Company within twelve months of the termination of said employee's employment with the Company.
c) Accept or solicit contracts or employment, directly or indirectly, from any customer of the Company, or its affiliates and parent company, to work on a project related to the products or services provided by the Company.
d) Engage in the business of designing, creating, manufacturing, marketing, selling, installing or servicing any product or services which would compete with any product or service offered by, or under development by, the Company, and its affiliates and parent company, during the course of employment. Such restriction shall include but not be limited to employment or contracting with, directly or indirectly, or otherwise performing any services for any current competitor of the Company (including parent and subsidiary entities) under whatever future name known and wherever located.
e) Interfere with the Company's, or its affiliates' or parent company's, relationship with any person, including any person who is an employee, contractor, supplier or customer of the Company.
f) Disparage the Company, its affiliates and parent company, or any of its shareholders, directors, officers, employees or agents. You agree to use best effort to promote and maintain the reputation of the Company, its affiliates and parent company, and not do anything that would have a contrary effect.

Copyright : Notwithstanding anything to the contrary, all copyright and other intellectual property rights in any work related to you during your employment with the Company shall belong to the Company and you hereby irrevocably assign all rights in such work to the Company.

It is also agreed between you and the Company that the Company is entitled to exploit in whatever form and extent, any and all works created by you for the Company during your employment and after your termination and that no award or compensation shall be paid to you for any such exploitation

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Contract	:	Your contract of employment will be with the Company, the following terms applying: • You will not undertake commercial appointments with non-Stradegi Companies. • You will be expected to confirm and comply with all resolutions, regulations and policies from time to time made or given by the Company.
Prior Agreement	:	This agreement is in substitution for and shall supersede any former and existing arrangements for the employment of yourself with the Company
Others	:	You may be required to work in shifts depending upon the exigencies of the business.

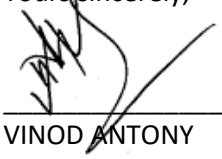
Authorization of Terms & conditions (the Company):

The above conditions are subject to review and change. You will be guided by the Company's policies that may change from time to time.

Please sign and return a copy of this letter in token of your acceptance on or before August 21, 2021 if the terms and conditions specified above are acceptable to you.

We welcome you to Stradegi Solutions India Private Limited and look forward to your contribution to the success and growth of the Company.

Yours sincerely,



VINOD ANTONY
Head, Human Resources

I have read and accepted the detailed terms and conditions of employment as laid out above:

Signed: Dated:

Sri Shankar R

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Annexure – A: Salary Details (All figures in INR)

Compensation Details	Position
Mr. Sri Shankar R	**Management Trainee**
Monthly :	
BASIC	12500
HRA	3750
TRANSPORT ALLOWANCE	1600
SPECIAL ALLOWANCE	749
LTA	1042
MEDICAL	1250
BONUS	875
Total*	**21766**
Sub-total "a"	261192
Retirals (Company contribution) :	
PF	21600
Gratuity	7208
Sub-total "b"	**28808**
ESI/Medical Insurance "c"	**10000**
Total per annum "a"+"b"+"c"	**300000**

*Please note that your net take home will be after deducting employee's contribution towards statutory obligations from your gross total per month.

VINOD ANTONY
Head, Human Resources

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Dear Mr. Sri Shankar R

At the time of joining please report to Head, Human Resources, Stradegi Solutions India Private Limited, with the following original documents:

i) Proof of age (SSLC (or) Equivalent certificate)
ii) Certificates/testimonials of your qualifications
iii) Service Certificates indicating the last drawn pay from previous employers
iv) Release letter from the previous employer

A copy of the above documents and other documents given in the checklist enclosed herewith may also be brought at the time of joining for the purpose of our record. Please exercise due care and diligence in this matter. The company reserves the right to take action as per the policy in the event of any incorrect/false information.

The offer of appointment is a document of trust between you and Company, and please do not disclose/part with this information.

Please do not hesitate to contact me in the event of any difficulty.

Yours sincerely,

VINOD ANTONY
Head, Human Resources

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Background Check Authorization

The information contained in my CV is correct to the best of my knowledge and is supported with the enclosed proofs.

I hereby authorize Stradegi Solutions and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report/ investigative consumer report may include but is not limited to the following areas: verification of credit reports, current and previous residences; employment history, education background, character references; civil and criminal history records from any court of law or police authorities; birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to Stradegi Solutions or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. Stradegi Solutions and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses and dates of birth.

I also understand and authorize Stradegi Solutions to take necessary action whatsoever deemed as per the policy against me, in the event of the company finding the outcome of any verification unfavorable to it.

Signed: Dated:

Sri Shankar R

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LIST OF DOCUMENTS REQUIRED AT THE TIME OF JOINING

S No	PARTICULARS	Check Box
	ONE SET OF PHOTOCOPY OF FOLLOWING DOCUMENTS:	
1	Copy of your CV	
2	Copy of Pan Card or Acknowledgement Slip of Form 49, if applied for Pan No.	
3	Copy of Aadhaar Card	
4	Copy of full set of Offer Letter, self-attested on all the pages.	
5	Professional / Educational Certificates & Mark sheets: ▪ 10th std or equivalent marks card and certificate ▪ 12th std, Diploma or equivalent mark sheets and certificate, ▪ Graduation mark sheets and certificate ▪ Post-graduation Certificate marks card and certificate ▪ Other relevant educational or skill certifications as given in your CV	
6	Resignation/Relieving Letter from last two employers (if applicable)	
7	Latest Pay-slip / Salary Certificate from the last two employers (if applicable)	
8	Permanent & current Residential address proof (Ration Card / Voter ID Card / License Copy etc.,)	
9	2 COLOUR PASSPORT SIZE PHOTOGRAPHS with LIGHT BLUE BACKGROUND (Name & blood group to be mentioned at the back of photographs).	
10	Bank Account Details (Enclose a cancelled cheque with copy of bank passbook giving details of bank name, branch, account holder name, a/c no & IFSC)	
11	Blood Group of Self and Family	

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Offer: Computer Consultancy
Ref: TCSL/DT20206747520/Chennai
Date: 04/11/2021

Ms. Sri Darshini M B
242Naicker New Street,
Opposite To Sakthi Sivam Theatre,
Madurai-625001,
Tamilnadu.
Tel# 91-9677323385

Dear Sri Darshini M B,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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 Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

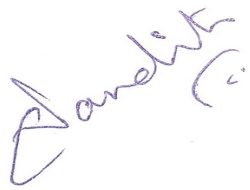
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Sri Darshini M B**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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 Serviceline: 1800 209 3111 Email: careers@tcs.com



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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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APPOINTMENT LETTER

January 24, 2022

Dear sivasankar M,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company’s Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited’s (hereinafter to as the “Company”) internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company’s Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as “UPSI”) about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company’s Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I sivasankar M, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: sivasankar M

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team’s decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** sivasankar M 24/1/2022 8:56 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com

India **C** :L32102KA1945PLC020800

23160428

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

2018495 / ELTP-CAMPUS / 2022 **27-Jan-2022**

Subject: Letter of Intent

Dear Sivasankar,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

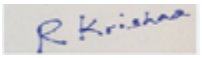
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **27-Jul-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

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Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use **tmlfh.udemy.com** link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total....(A)	**248313**
Additional Benefits....(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) ------(A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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CIN L64200MH1986PLC041370

Annexure C

Total Cost to Company (TCC) (Per Annum)	**325000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	**312206**
Additional Benefits....(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) ------(A) + (B)	**325000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary. **(*)** Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **INR 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

RAMCO INSTITUTE OF TECHNOLOGY

Vigneshwar A S <viigneshs@ritrjpm.ac.in>

Fwd: Mphasis_Letter of Intent!

Divya Jeyashree <divyajeyashree2001@gmail.com> Sat, Oct 30, 2021 at 10:12 AM
To: viigneshs@ritrjpm.ac.in

---------- Forwarded message ---------
From: **Mphasis - Campus Hiring** <campushires@mphasis.com>
Date: Thu, 28 Oct 2021, 5:20 pm
Subject: Mphasis_Letter of Intent!
To: divyajeyashree2001@gmail.com <divyajeyashree2001@gmail.com>
Cc: placement@ritrjpm.ac.in <placement@ritrjpm.ac.in>

Ref.No- MPHTH_CD2022-2304

Dear V. Divya Jeyashree,

College Name: **Ramco Institute of Technology.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5**, **Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of

building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

RENNOVA SOLUTIONS

#14, Gangothri Colony, Krishnagiri Road, Hosur-635109

To

Placement Officer,
Training and Placement Center,
Ramco Institute of Technology,
Rajapalayam.
Ph . No. 6380514008

REN-HR-IL/02-22/01

01-04-2022

Internship Offer Letter – Development Engineer Intern

Dear Placement Officer,

We are pleased to inform you that below listed students of Ramco Institute of Technology have been selected for Internship program with **Rennova Solutions**. They will be serving as Project Interns on the following terms and conditions

1. Selected Candidates:

1. K.BALAJI RAJA ECE
2. K.R.RAMKISHORE ECE
3. M.GOVINDARAJ EEE
4. B.NANDA KUMAR EEE
5. R.DINESH ECE
6. JEYA KRISHNA EEE

2. Duration of Internship

Internship period is 4th April, 2022 to 30th July, 2022.

3. Compensation

Compensation during the Internship period is Rs.7000/- per Month.

4. Place of Posting

Internship location will be Rennova Solutions, Hosur.

5. Hours of Work

The normal working days are Monday to Saturday. As per current policy, 1st and 3rd Saturday of a month are declared as Holidays. You will be required to work for such hours as necessary for the proper discharge of Internship Engineer duties to the Company. The normal working hours are from 9:00 AM to 6:00 PM.

6. Leave

During Internship period no leaves are permitted. For the exam and academic related activities in college, Intern Engineer shall inform one week in advance to the reporting manager at Rennova.

7. Nature of duties

Each Intern to carry out the assignments diligently and ensure completeness and correctness of the assignment. Basic guidance will be provided to carryout the assignment.

8. Company property

Intern will always maintain in good condition Company property, which may be entrusted to you for official use during the course of Internship period and shall return all such property to the Company prior to relinquishment of Internship Engineer charge, failing which the cost of the same will be recovered from the intern by the Company.

9. Termination

The Company reserves the right to terminate Internship summarily without any notice period or termination payment, if it has reasonable ground to believe the Internship engineer is/are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

On the termination of Internship for whatever reason, Intern Engineer have to return all the Company properties; ie., Laptop, Software source Code, Software documents, Data, Licenses if any, etc., and Confidential Information relating to the project executed during Internship or to clients' business affairs.

10. Employment Policy

During the Internship period, performance of each Intern Engineer will be evaluated diligently and Employment offer will be made by Rennova Solutions. In case of performance issue, appropriate feedback will be provided to the candidate and final decision of employment will solely be made by Rennova Solutions.

RENNOVA SOLUTIONS
#14, Gangothri Colony, Krishnagiri Road, Hosur-635109

We wish all the selected candidates to have great learning experience and to utilize the skills,knowledge to meet Rennova's expectation and project demands.

Yours Sincerely,
V.Premkumar
Business Development Head,
Rennova Solutions.

Mu Sigma

Date: October 10, 2022

Hariharan G
F2022346

Dear Hariharan,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with Mu Sigma Business Solutions Private Limited ('Company') with a tentative start date from **November 07, 2022** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.

- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

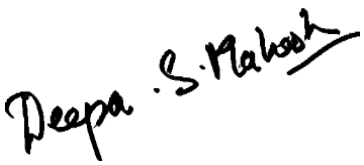
Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,



Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

_____	_____	_____
Candidate name	Signature	Date

Mu Sigma

Annexure 1

TOTAL Cost to Company Breakup (in INR)						
S.No	**Particulars**	**2022**	**2024**	**2025**	**2026**	**CTC over 4 jumps**
1	**Total compensation on Joining till Dec 2023**	**3,00,000**				
2	1st guaranteed year-end bonus (paid in Jan 2024) on proration from DOJ	**50,000****				
3	**1st Jump - Jan 2024** Compensation Revision		**5,00,000**			
4	2nd guaranteed year-end bonus (paid in Jan 2025)		**1,00,000****			
5	**2nd Jump - Jan 2025** Compensation revision			**7,00,000**		
6	3rd guaranteed year-end bonus (paid in Jan 2026)			**1,50,000****		
7	**3rd Jump - Jan 2026** Compensation revision				**10,00,000**	
8	4th guaranteed year-end bonus (paid in Jan 2027)				**2,00,000****	
9	**Total Cost to Company** (Training cost & salary over four jumps)					**30,00,000**
**Guaranteed bonus is applicable and paid after completion of 1 year of service						

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Selected candidates are required to bring following items alongwith their luggage on the day of despatch: -

(a) Candidates will wear Mufti dress (white shirt, black pant, black belt and formal black shoes) while reporting to ARO.

(b) One bag or preferably suitcase with lock and chain.

(c) 01 plate, spoon, glass and other eatable items as per their requirement

(d) Mosquito net, bed sheet, blanket (as per location of training centre)

(e) Shaving kit.

(f) Two pairs of civil dress

(g) One pair of sports shoes.

(h) Money as per their requirement but not more than Rs 5,000/-.

(j) No candidate will wear ring, gold chain watch as any other valuable items.

(h) **Unmarried Certificate** as per **Agniveer Recruitment Rally, Nagercoil Notification Appendix 'E'** signed by **Village Sarpanch/ Ward Master/SDM/ Tehsildar**.

(j) **Online Police Verification** affixed with recent colour passport size photograph.

(k) **NCC certificate A/B/C** and **state level or above Sports Certificate** (if applicable).

(l) **Relationship Certificate** from Records Office in original and father's **discharge book/pay book in original** (Son of Servicemen/Son of Ex-servicemen/Son of Widow/Son of War Widow).

(m) Misc documents (Photocopy of **Aadhar Card, PAN Card, Bank Details** (Single & Joint with Mother).

(n) Twenty passport size recent colour photographs.

(o) **Character certificate** from **Headmaster/Principal** as per copy attached.

(p) **Pre-Verification Form from Police Station** concerned as per copy attached

(q) **Affidavit** for details of family members as per copy attached.

(r) **Character/Pre-Verification Certificate from Village Administrative Officer (VAO)** alongwith proof of date of birth of brothers below 18 years of age as per copy attached.

(s) **Family Group photo** of all members, duly verified by the village Sarpanch with his stamp affixed and pasted on the reverse side of the Character/ Pre Verification Certificate. The candidate must write the names of each member of his family below the photograph with relationship and sign it.

4. It is further informed that **No cutting or overwriting on certificates** will be accepted. Only amendments if any will be permitted if signed by issuing authority duly affixed the same stamp as the original.

5. **All particulars of candidate and all stamps should be in English language.**

6. **Name of candidate and date of birth should be as per SSLC marks sheet. Father's Name as per Nativity Certificate, Caste as per Community Certificate and address as per Nativity Certificate.**

7. All candidates to carry money for train reservation from Tiruchirappalli to training centre.

8. Your final selection will depend on your remaining physically/medically fit and production of genuine certificates as mentioned above prior to dispatch to Training Centre.

Army Recruiting Office Tiruchirappalli PIN:900452

Major
Adm Offr
Army Recruiting Office
Tiruchirappalli

Telephone 2412254

Army Recruiting Office
Garuda Lines
Cantonment
Tiruchirappalli-620001

D/431/Desp/ Call Letter/Nagercoil 30 Nov 2022

RMDS NO - 2155

Name HARI RAM M S/o MANIKANDAN
House No Street
Vill ANANTHAPURAN Post AYKUDI
Tehsil TENKASI Distt TENKASI
Pin 627852 State TN
Ph No &

CALL LETTER: AGNIVEER

1. Please refer Common Entrance Examination on 13 November 2022 results of ARO Tiruchirappalli declared on 26 Nov 2022 on joinindianarmy nic.in website and Roll No CHE/TR/AGI/13122/175014

2. It is intimated that you have been declared successful in the said examination and tentatively selected for enrolment in the Army.

3. You are advised to submit the following documents duly completed in all respect to this office by 05 Dec 2022 for our further checking/compilation for enrolment and despatch to training centre. Despatch date will be intimated on completion of the documentation in all respects.

(a) Original **Education Certificate** and two Xerox copies duly **attested** by **Headmaster/Principal**.

(b) Original **Transfer Certificate** and two Xerox copies duly **attested** by **Headmaster/Principal**.

(c) **Nativity Certificate** duly affixed with recent colour passport size photograph and **attested** by **District authorities** with two Xerox copies of each certificate duly attested.

(d) **Community Certificate** duly affixed with recent colour passport size photograph and **attested** by **District authorities** with two Xerox of each certificate duly attested

(e) Original **Religion Certificate (if not mentioned in Community Certificate)** affixed with recent colour passport size photograph and two Xerox copies duly **attested** by **Executive Magistrate/ Sub Divisional Magistrate** of the concerned Tehsil with round stamp should sign it.

(f) **Parent Consent Certificate** (Only for those who are below 18 years age duly signed by **parent/guardian and countersigned by a Gazetted Officer**)

(g) **Fresh Affidavit** giving his personal details as per **Agniveer Recruitment Rally, Nagercoil Notification Appendix 'D'** duly attested by **Executive Magistrate/ Sub Divisional Magistrate** of the concerned Tehsil with round stamp should sign it.

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1485387

Letter of Intent ("LOI")

Dear KEERTHANA S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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 accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1485387**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1485387**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1485387**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

KEERTHANA S
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Offer: Computer Consultancy
Ref: TCSL/DT20218156450/Chennai
Date: 03/11/2021

Ms. Krithika P
7/3Satha Perumal Chettiar Street, Mamsapuram,
Vinayagar Temple,
Srivilliputtur-626110,
Tamil Nadu.
Tel# 91-6374698730

Dear Krithika P,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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 Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

TATA CONSULTANCY SERVICES
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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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 this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Krithika P**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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415/21-24, 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 Serviceline: 1800 209 3111 Email: careers@tcs.com

RAMCO INSTITUTE OF TECHNOLOGY

Vigneshwar A S <viigneshs@ritrjpm.ac.in>

Fwd: Mphasis_Letter of Intent!

Lakshmi M <rkmlakshmi2000@gmail.com> Tue, Dec 13, 2022 at 2:31 PM
To: viigneshs@ritrjpm.ac.in

---------- Forwarded message ---------
From: **Lakshmi M** <rkmlakshmi2000@gmail.com>
Date: Sat, Oct 30, 2021, 10:49
Subject: Re: Mphasis_Letter of Intent!
To: Mphasis - Campus Hiring <campushires@mphasis.com>

Respected sir/madam,

Thanks for opportunity given to me.

I am agreed for all the terms and conditions mentioned in letter of intent.I am eargly looking forward to join in our company. I am accepting the offer.

Thanks and regards

Lakshmi M,
Final Year Student- Department of EEE,
Ramco Institute of Technology,
Rajapalayam , Virudhunagar,
Tamilnadu, India - 626117.
Contact No: 6369066714.

On Thu, Oct 28, 2021, 5:21 PM Mphasis - Campus Hiring <campushires@mphasis.com> wrote:

> Ref.No- MPHTH_CD2022-2296
>
> Dear Lakshmi M,
>
> College Name: **Ramco Institute of Technology.**
>
> Greetings from Mphasis!!
>
> Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:
>
> - You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5**, **Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
> - Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation

will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.

- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com.**

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.

HRD/3T/1003446180/22-23 June 23, 2022

Mr. Mohamed Haji Ali M
No.64/173A,
Mount Road,
Tenkasi-627811
India

Ph: +91-9003650213

Dear Mohamed Haji Ali,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 13:47:33 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

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1003446180/22-23 June 23, 2022

Mr. Mohamed Haji Ali M
No.64/173A,
Mount Road,
Tenkasi-627811
India

Ph: +91-9003650213

Dear Mohamed Haji Ali,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **28-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 13:47:33 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohamed Haji Ali M**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohamed Haji Ali M**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

RAMCO INSTITUTE OF TECHNOLOGY

Vigneshwar A S <viigneshs@ritrjpm.ac.in>

Fwd: embedUR systems: Documents Required

E THANGAM <thangam@ritrjpm.ac.in> Mon, Nov 14, 2022 at 9:17 AM
To: "A. S. VIGNESHWAR" <viigneshs@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **MUTHU KRISHNAN** <muthukrishnan.office@gmail.com>
Date: Fri, Nov 11, 2022 at 5:25 PM
Subject: Fwd: embedUR systems: Documents Required
To: <thangam@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Hariharasudhan Palaninathan** <hari.palani@embedur.com>
Date: Thu, 28 Jul, 2022, 5:50 pm
Subject: embedUR systems: Documents Required
To: muthukrishnan.office@gmail.com <muthukrishnan.office@gmail.com>
Cc: Venkatesh M <VenkateshM@embedur.com>

Dear Muthu krishnan,

Congratulations! for your successful completion of the selection process with embedUR.

As discussed, please share the below documents to process the offer letter.

1. Mindset scorecard (your self-ratings at Column "O")
2. Secondary, Senior Secondary, Diploma Certificates (SSLC, HSLC)
3. Degree/Provisional Certificate (UG)/Marksheets
4. Pan card
5. Address proof document (Passport/Aadhar)
6. Updated resume

Please share all the required documents as early as possible.

Please feel free to contact me for queries, if any.

Warm regards,

Hariharasudhan P

Human Resources

+919840482417

hari.palani@embedur.com

www.embedur.com

Logo Description automatically generated

2 attachments



image001.png
11K



image001.png
11K



APPOINTMENT LETTER

January 24, 2022

Dear MuthuRani MM,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company’s Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited’s (hereinafter to as the “Company”) internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company’s Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as “UPSI”) about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company’s Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I MuthuRani MM, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: MuthuRani MM

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team’s decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** MuthuRani MM 24/1/2022 12:11 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com

India **C** :L32102KA1945PLC020800

23159200

Offer: Computer Consultancy
Ref: TCSL/DT20218158641/Chennai
Date: 04/11/2021

Mr. Rakeshkannan R
368 A,
Somaiyapuram Street,
Rajapalayam-626117,
Tamil Nadu.
Tel# 91-9944252940

Dear Rakeshkannan 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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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 Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

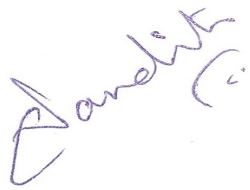
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Rakeshkannan R**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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



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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20206796614/Chennai
Date: 03/11/2021

Ms. Rohini M I
Q1Tneb Quartres,
Bykara,
Madurai-625004,
Tamil Nadu.
Tel# -

Dear Rohini M I,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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 this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Rohini M I**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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RAMCO INSTITUTE OF TECHNOLOGY

Vigneshwar A S <viigneshs@ritrjpm.ac.in>

Data Pattern - CSE , EEE , ECE - 2018 - 2022 - Results Announced for 21.08.2021 Interview .

3 messages

Ramco Institute Of Technology <placement@ritrjpm.ac.in> Mon, Aug 23, 2021 at 5:11 PM
To: Principal <principal@ritrjpm.ac.in>, Rajakarunakaran S <rajakarunakaran@ritrjpm.ac.in>, SwarnaSudha M <swarna@ritrjpm.ac.in>, "A. S. VIGNESHWAR" <viigneshs@ritrjpm.ac.in>, Azhagujaisudhan pazhani <azhagujaisudhan@ritrjpm.ac.in>
Cc: Lakshmanan M <lakshmanan@ritrjpm.ac.in>

Dear Sir / Madam
Data Pattern - Selected students from 21.08.2021 Final Interview
Software Cadre
CSE - 01
EEE - 01
ECE - Nil
Hardware Cadre
EEE - 03
ECE - Nil

Mail from Data Pattern

Please block all of them for Data Patterns (India) Pvt Ltd.

All of them have to join us on 1st September 2021 (Wednesday) @ 9.00 am for 10 months Internship.

S.no	Login name	Test Date	FirstName	LastName	Nationality	Gender	Dob	Mobile	EmailId1	TestCity	Graduation Education	Graduation Specialization	Test name	Campus Name
1	AA06720C	2021-08-16	VISHNURAM	PETCHIMUTHU	Indian	Male	2000-Aug-23	91-9790362859	vishnurocky2000@gmail.com	SATTUR	B.E	Electrical & Electronics Engineering	HDD Test	RAMCO
2	AA0671Z2	2021-08-16	mohamedhajiali	mohamedhajiali	Indian	Male	2000-Nov-03	91-9003650213	mohamed.hajiali00311@gmail.com	tenkasi	B.E	Electronics & Electrical Engineering	HDD Test	RAMCO
3	AA06723T	2021-08-16	HARIHARAN G		Indian	Male	2001-Jul-17	91-6379533510	haranhari1707@gmail.com	Sivakasi	B.E	Electrical & Electronics Engineering	HDD Test	RAMCO

S.no	Login name	Test Date	FirstName	LastName	Nationality	Gender	Dob	Mobile	EmailId1	TestCity	Graduation Education	Graduation Specialization	Test name	Campus Name
1	AA0672G7	2021-08-16	sathya		Indian	Male	2001-Nov-28	91-6374601562	sathya28112001@gmail.com	kanyakumari	B.E	Electrical & Electronics Engineering	SDG Test	Ramco
2	AA0672EP	2021-08-16	Aravinth	Rajalingam	Indian	Male	2000-Jan-24	91-9566845556	aravinth24122000@gmail.com	Srivilliputtur	B.E	Computer Science & Engineering	SDG Test	Ramco

Summary

S. No	Department	Eligible Participants Software	Round 1 Online Test Shortlisted	Finalist	Eligible Participants Hardware	Round 1 Online Test Shortlisted	Finalist
1	CSE	14	04	01	-	-	-
2	EEE	06	04	01	08	03	03
3	ECE	16	01	-	06	03	-
	Total	36	09	02	14	06	03

Thanks
Regards

Uthra K. B.
Asst. Training and Placement Officer,
Training and Placement Center,
Ramco Institute of Technology,
Rajapalayam.

A. S. VIGNESHWAR <viigneshs@ritrjpm.ac.in> Mon, Aug 23, 2021 at 6:40 PM
To: eee2018@ritrjpm.ac.in
Cc: eeefaculty@ritrjpm.ac.in

[Quoted text hidden]

A. S. VIGNESHWAR <viigneshs@ritrjpm.ac.in> Mon, Aug 23, 2021 at 6:43 PM
To: eee2019@ritrjpm.ac.in, eee2020@ritrjpm.ac.in
Cc: eeefaculty@ritrjpm.ac.in

For your information only.

---------- Forwarded message ---------
From: **Ramco Institute Of Technology** <placement@ritrjpm.ac.in>
Date: Mon, Aug 23, 2021, 5:14 PM
Subject: Data Pattern - CSE , EEE , ECE - 2018 - 2022 - Results Announced for 21.08.2021 Interview .

To: Principal <principal@ritrjpm.ac.in>, Rajakarunakaran S <rajakarunakaran@ritrjpm.ac.in>, SwarnaSudha M <swarna@ritrjpm.ac.in>, A. S. VIGNESHWAR <viigneshs@ritrjpm.ac.in>, Azhagujaisudhan pazhani <azhagujaisudhan@ritrjpm.ac.in>
Cc: Lakshmanan M <lakshmanan@ritrjpm.ac.in>

[Quoted text hidden]

BYD Electronics

BYD INDIA PRIVATE LIMITED
CIN: U31909TN2007PTC062621
Regd.Office & Plant: Plot No.OZ-7, SIPCOT Industrial Growth Centre,
Oragadam, Panruti Village, Sriperumbudur Taluk, Kanchipuram District,
Tamil Nadu - 631604, India. Ph: 044 - 67181999, Email: bydoragadam@byd.com

Date: 09/08/2022

Mr. Senthilkumar S
5428959

Sub: APPOINTMENT LETTER

With reference to the interview you had with us, we have pleasure in offering to engage you as an **"Graduate Engineer Trainee"** in our Organization on the following terms and conditions:

1. Your period of training will be one year w.e.f **09/08/2022**.As per the Trainee scheme of the company. It may extend for another one year time based on your performance.

2. During the said training period of one year, the company will pay you an all-inclusive Stipend **Rs.15000 /-(Fifteen Thousand Rupees only)** per month.

   A. Basic : Rs.11000/- Per Month
   B. Other Allowances : Rs. 4000/- Per Month

3. You will be given "on –the- job" training and their related instructions. Your performance during the training period will be reviewed periodically by the company. For this Purpose, you will have to attend all the related instruction at shop floor/training classes and appears in evaluation as organized by the Company from time to time.

4. On completion of your training your training period shall be lapsed automatically unless confirmed or extended to you in writing.

5. You will at all times obey the lawful orders of your superiors in the Company and will not divulge or communicate to any person or persons, natural or juristic, any information "whether of technical, commercial or general nature" about the affairs of the Company or of their Management.

6. You will at all times well and truly account for and shall whenever required, make over to responsible authority all money's / properties and things belonging to the company, or of any unit which may have been placed in your custody or under your superintendence or may, otherwise have come into your possession or under your control.

7. Your training shall be subject to transfer from one place to another or from one department to another or to other offices/units/ subsidiaries/associate companies of the company, to work at any in India either in existence or which may come into existence at the time of transfer. Your working time will be determined by the office or Factory to which you are so posted from time to time. You will be required to reside at the place where you are posted and to make your own arrangements for residence at that place.

8. You will keep the Management informed of any change in your address from time to time in writing.

9. Your training will be governed by the policies, Rules and Regulations or standing orders or office orders of the company, which may be in force at the time of your joining or amended from time to time during your service with the company.

10. While entry and exit of the factory premises you will be liable to search by the company security whether occasionally or regularly and it is expected that you will ensure yourself to follow the company's safety system and use all the Protective equipment's to protect yourself from any kind of accident.

11. Your appointment and continuation in the training will always be subject to your remaining physically and mentally fit and alert. The management / establishment may send you for Medical check-up or examination to any Doctor / Registered Medical Practitioner at any time during the course of training. The decision of the Doctor in this behalf shall be final and binding upon you.

12. You will disclose and assign to the company forth with any discoveries, improvements, developments and inventions made by you during the tenure of your training with the company and such discoveries, improvements, developments and invention will be the sole property of the company. You have no legal right on any of the above.

13. Any UN - authorized absenteeism by yourself of three continuous days, it will be assumed that you are not interested in the continuity of the training in the company and your training will be ceased immediately and you will lose all your right of continuity in the company.

14. On cessation of continuity of the training in the company either by way of resignation, termination or superannuation, you shall not use either for personal use or for the other company, any discoveries, improvements, developments and invention made during your training period. You shall not disclose Technical information or Business information or any other proprietary information that are in your preview during training, to other company. If organization came to know that you have disclosed information, you are liable for legal proceedings and company has the right to recover damages.

15. Not–with–standing anything to the contrary, this contract shall be deemed to have been concluded at Chennai location for all intents and purposes.

16. You will be provided the leaves as per company policy and it is expected that while going on leave you will get the same approved in advance from your immediate superior. Submitting application/asking leave does not mean that your leave is approved /sanctioned, you have to get it approved from your superior.

17. Your annual increments are subject to your performance, discipline, behavior and punctuality in the organization. The Management has full right to stop your increment in case if they find your performance, discipline, behavior and punctuality is not up to the mark.

18. Completion of training doesn't automatically confess any right to employment in the organization employment after training is at the sole discretion of the management.

19. You shall not at any time, engage in or be concerned with or be interested , directly or indirectly in any business work or activity other than that of the Company or commit any act prejudicial to the interest of the company and or /its business , the Company being the sole judge thereof.

20. You shall be refrained from indulgence in any employee concerted activities which is otherwise not in the interest of the organization. However, management expects from you to concentrate on your training.

21. Contract of the Trainee can be terminated at any time during the training period without assigning any reason.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions of your training.

Thanking You,

Yours faithfully,

For **BYDINDIA PRIVATE LIMITED**

BYD INDIA PRIVATE LIMITED ORAGADAM

DIRECTOR

I have carefully read the terms and conditions of the above letter of appointment and hereby confirm my acceptance of the same.

_____ (SIGNATURE)

_____ (DATE)

SIX PHRASE — The Finishing School

93A GKD Nagar P.N.Palayam Coimbatore – 641037
Prabhu N D – 99946 75750
www.sixphrase.com | sixphrase@gmail.com

LETTER OF INTERNSHIP

Date: 28 February 2022

Name: A.solai Priyadharshini
Address: 34,karrupan chettiyar street, Mamsapuram,
Srivilliputhur, virudhunagar.
Email: solai20122000@gmail.com
Ph no.: 6383664501

Dear A.solai Priyadharshini,

Sub: Provisional Offer Letter

We are pleased to welcome you on board - Six Phrase - The Finishing School.

After careful consideration, Six Phrase - The Finishing School has decided to offer you Internship in our firm. You will be designated "Junior Intern - Trainer".

The employment is subject to the following conditions:

1) You will be required to serve a probation period of 6 months. Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
2) Your Salary during the probation period will be Rs.41,500/- per month (Cost to Company). You will be eligible for PF and ESI deductions as per statutory norms.
3) You Salary will be revised after the Internship period based on the Internship Exit Exam Scores and Feedback from Institutions.
4) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company's prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
5) The salary will be paid on or before the 10th of every month.
6) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Collection of Payment, Work related to marketing and promotion, preparation of promotional material, general administration work and other activities that the company requires.

7) Your base Job Location will be in **Coimbatore or Chennai** (based on your choice) and you will be required to travel to places outside of your **base location** also. Six Phrase will take care of your Travel and Accommodation for Training programs outside of your base location. Within the base location you will be required to take care of your Travel and Accommodation.
8) Maximum of two 1 hour permissions can be taken in a month. This permission can be availed at any time of the day but the duration should not exceed 1 hour and the maximum number of times cannot exceed 2 times in a month.
9) Maximum of 1 day paid leave can be availed every month. Leave exceeding 1 day a month will be on Loss of Pay.
10) Should you require being absent from work for reasons of sickness, injury or any other reason your must either personally or through another person notify Six Phrase immediately of this and also of when you expect to be able to return to work. In case of leave exceeding more than 2 days you will be entitled to submit necessary documents pertaining to the reason for leave.
11) In case you wish to resign / leave the service of the company, you will be required to give **three month** notice in writing failing which SIX PHRASE is entitled to recover amount equal to 3 months salary by way of agreed liquidated damages. The company at its sole discretion may accept one month's salary, or part thereof, in lieu of the notice. The company reserves the right to terminate you from operations without giving any notice during the contract period.
12) Please bring along the below listed documents / details on your day of joining
    - ✓2 passport size and 1 stamp size color photographs.
    - ✓Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)
    - ✓Proof of address - Ration Card / Passport / Voters ID (Photocopy)

Yours truly,

For SIX PHRASE FINISHING SCHOOL

Offer of Employment Accepted:

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same. I also declare that all the certificates and documents provided by me to SIX PHRASE - FINISHING SCHOOL are true, genuine and correct.

_____

Signed

A.SOLAI PRIYADHARSHINI

Offer: Computer Consultancy
Ref: TCSL/DT20218175785/Chennai
Date: 04/11/2021

Mr. Ugesh V R
7/11Mudankiyar Road,
V O C Nagar,
Rajapalayam-626117,
Tamlnadu.
Tel# 91-9487606571

Dear Ugesh V 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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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 this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Ugesh V R**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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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, 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, Glaxy 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, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(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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R.R. ENGINEERING COMPANY
ENGINEERS & CONTRACTORS

UNIT No. B-3, IDA,
AUTONAGAR,
VISAKHAPATNAM-530 012
ANDHRA PRADESH

Phone : 0891-2766799
e-mail: rrengg97@gmail.com
www.rrenggco.com

August 23, 2022

Muthuganesan S
S/o Sankaranarayanan,
10A-2, Old Rastha Street,
Vasudevanallur, Sivagiri, Tirunelveli
Tamilnadu – 627 758.

Mobile: +91 80122 96772

Dear Shri Muthuganesan S

With reference to your application and the discussion you had with us, we are pleased to offer you the position of **Junior Engineer** in our company on the following terms and conditions of service:

1. You will be paid a salary of Rs. 10,000/- per month
2. You will be eligible for the following allowances as per the company rule:
   a. House Rent allowances Rs. 2,000/- per month
   b. Food allowances of Rs. 1,500/- per month
3. If food & accommodation provided by the company, the above allowances (Point no. 2 a & b) will not be paid.
4. Yearly bonus, performance incentives, increments and promotions etc., shall be as per the company rules and performance of your service.
5. Effective date: August 24, 2022.
6. You will be eligible for leave as per rules of the company.
7. You will be under probation for a period of 06 months. The probationary period may be extended at the discretion of the management for such further period of periods as it may deem fit. On satisfactory completion of your probationary period, you will be considered for confirmation in the post.
8. Your place of work will be initially at Chennai.

R.R. ENGINEERING COMPANY CHENNAI

9. This appointment is terminable by giving one month notice or one month pay in lieu thereof, by either party. However, acceptance of salary in lieu of notice will be at the discretion of the company.

10. Your services are liable to be transferred to any other section/department or unit of the company that may be existing acquired in future anywhere in the territory of India at management's sole discretion.

11. You shall not engage yourself in any outside work over and above your legitimate work in the company, on duty days, on holidays and when you are on leave.

12. Your hours of attendance shall be regulated to suit duties entrusted to you from time to time.

13. While in company's services you will not engage yourself in any studies or professional course without prior written permission, which shall be granted at sole discretion of the management.

14. In the event of breach of any of the terms and conditions pertaining to studies, secrecy and outside occupation of this appointment letter, your services could be terminated forthwith. Decision of the management on breach of any of the aforesaid condition will be final and binding.

15. You shall maintain confidentiality on all such information that may adversely affect the business of the company upon disclosure. Such information may be with respect to the clients, drawing, quotations, documentation, manufacturing process, technology, addresses and telephone numbers of parties associated with the company etc., though the list shall not be conclusive.

16. You shall not have any pecuniary benefits from any person with whom you may be having official dealings.

17. If you are not present during working hours, without obtaining prior sanction, you shall be deemed to be absent from duty.in case you remain absent from work for seven consecutive days without obtaining prior sanction, it will be deemed that you have abandoned and abscond from your work spot. If you overstay on the sanctioned leave, it will also be deemed that you have abandoned and abscond from your work spot. Under such circumstances you will have no lien on the job and your name is liable to be struck off from the rolls of the company.

18. Your continuation in employment is and will be subject to you remaining medically fit. The management has a right to get you examined or re-examined from any registered medical practitioner whose decision shall be final and will be binding on you.

19. You will retire from the services of the company on attaining the age of 58 years.



20. you will be governed by rules and regulations applicable from time to time to your category of employees.
21. Your appointment will take effect from the date on which you report for duty in our company.

You are requested to produce the copy of your provisional certificate and mark sheets within 3 days from the joining date.

If you are agreeable to the above terms, please return to us the duplicate copy of this letter indicating your acceptance and the date of joining.

We wish you happy and long association with our company to mutual advantage

Yours faithfully
For RR Engineering company

Authorized Signatory

S. Uthaman
Accepted

PERFORMANCE THROUGH PRECISION

Date: 2/2/2022

Letter of Intent

Dear Placement Team,
We are pleased to inform that the following students are being hired for the post of **Government Apprenticeship**.

1. Keerthana S
2. Vinodh S
3. Arun K
4. Mahadevi G
5. Nirmala L
6. Nunagoppula Shambhi Reddy
7. Sarath K
8. Sopna S
9. Vidhula T
10. Venkatramanan M
11. Palani Bharathi R
12. Ranjith Kumar
13. Ram Kumar R
14. Venugopal M
15. Gurusamy K
16. Tamilarasan M
17. Jayakumar M
18. Chandran
19. Aravind S

This letter is intended only as an overview of the potential offer from Vishay Precision Transducers India Private Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein

Proposed Stipend : **12000 Per month + Canteen & Transportation Free**

Proposed Date of Joining / Place : **Will be Intimated**

Students are asked to submit the following docs at the time of Joining

- Copy of Class 10th Certificate & Class 12th Certificate & Degree / Graduation certificates.
- Copy of Residence proof
- Copy of Aadhar Card (Mandatory)
- Copy Bank Passbook

Please note this letter is not an offer or a legally binding contract of employment. An offer for employment shall be made to all at the sole discretion of the company and there is no obligation on the company to do so.

Please note the candidate who are not reporting on the said Joining date the offer will be nullified and stands cancelled. Cannot be considered further.

Sincerely,
For Vishay Precision Transducers India Pvt Ltd

Baskar A
Manager HR

A HERO ELECTRONIX VENTURE

16th August 2021

UVASRI S

Dear UVASRI S,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **ñTest Engineer 1ò** as per the terms and conditions given below:

1. You are required to undergo Technical Training beginning with six months Internship at a stipend of Rs.5000 (Rupees Five Thousand Only) followed by six months Internship period at a stipend of Rs.10000 (Rupees Ten Thousand Only). The salary and other emoluments and benefits, as per Annexure, will be applicable upon successful completion of one year Internship.

2. The details pertaining to your appointment letter and salary are strictly confidential between you and the company and you should not discuss these details with anyone within or outside the company, except your Senior Manager or the HR in-charge.

3. You shall be on probation for a period of six months, with effect from the date of completion of Technical Training. Should your work be found satisfactory at the end of the period of probation, your appointment will be confirmed in writing. Unless so confirmed in writing, you shall continue to be on probation. The probation period is extendable at the sole discretion of the management.

4. From the probation period start date, you will abide by the Provident Fund, Medical and LTA and Leave Rules, as applicable to you.

5. During the probationary period and after confirmation, your service will be terminable at the discretion of the company on giving ninety days of notice or on payment of ninety days pay in lieu of such notice. If you wish to resign from the services of the company during probation period and after confirmation, you will do so by giving ninety days prior notice.

6. During the period of your employment with the company you shall not secure or try to secure any other employment, whether full time or part time, or engage in any commercial business or pursuit on your own account or as an agent for others. During your employment with the company, you shall not undertake any course or study without getting permission from the management.

7. During the period of your employment with the company you may be required to work on customer projects. If you were to resign from the services of the company, you shall not work for the same customer or customer's customer (for the projects handled within last one year) either directly as an employee/contractor or through another organization, for a period of six months from your separation from the company.

8. You agree not to solicit any employee of Tessolve either directly or indirectly for employment with other firms. Employee also agrees not to assist any other person or firm in identifying or hiring Tessolve employee. This restriction will be in force for at least 12 months from date of relieving and any violation will lead to legal action with demand for compensation and a penalty of INR 10 Lakhs.

9. You shall not at any time, without the consent of the company, disclose, divulge or make public, except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, technical know-how, security arrangements, administration, accounts of any other dealings of the company known to you in the course of your service or otherwise.

10. You shall abide by the Rules and Regulations of the company which are in force and / or which may be framed from time to time.

11. You shall be responsible for the safekeeping and return in good condition and order of all the company's property, which may be in your use, custody or charge.

12. You will work under the supervision of such officers, as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.

13. You are required to maintain yourself in a state of medical/physical, mental fitness and ensure annual medical checkups. Any neglect on your part in this regard may render your service liable for termination with immediate effect.

14. If at any time in the opinion of the company, which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission, violation of any company policies or of any other conduct considered by the company as detrimental to its interests or of violation of one or more terms of this appointment, you would either be subject to strict disciplinary action or your services may be terminated without notice, based on the severity of the violation.

15. You are liable to be transferred to any place of business of the organization whether existing or acquired later on or from any one department to another or from one job to another as the management may consider it necessary in its discretion, from time to time without detriment to your status or emoluments.

16. You shall keep the company informed of any change in your residential address or any civil status.

17. The retirement age as per the company's policy is 60 years

18. Your initial place of posting will be at **Bangalore**.

19. At the time of joining, you are requested to produce the original certificates in proof of (a) age, (b) Qualification, (c) Relieving Order from the present employer, if applicable (or) copy of your resignation letter to the previous employer.

20. In case your written acceptance of this offer is not received within 30 days of issue, this offer will be treated as withdrawn and cancelled, without any further reference to you.

21. In case you do not report for duty within 10 days of the joining date indicated by you in the duplicate copy of the letter, the offer will be treated as withdrawn and canceled, without any further reference to you.

21. Please sign and return the duplicate copy of this letter enclosed as a token of your acceptance of the above mentioned terms and conditions and indicate your date of joining the company.

22. You are expected to work with Tessolve for a minimum period of three years from the date of joining. In accordance to this requirement, you are required to sign a Service agreement confirming your commitment for a minimum period of 3 years (Three Years) with Tessolve.

We welcome you to **Tessolve** family and look forward to a long, successful and mutually beneficial association.

With Best Wishes

FOR TESSOLVE SEMICONDUCTOR PVT LTD



Thirumalesh Babu
Director ï HR & Operations

I have read, understood and accept the above-mentioned terms and conditions and I will join duty on _____

Signature : Date :

TESSOLVE

A HERO ELECTRONIX VENTURE

Annexure - Emoluments & Benefits

Name: UVASRI S
Designation: Test Engineer 1 ***Grade:*** ***T7-B***
Location: Bangalore ***Job Category:*** ***Technical***
WEF: 5/2/2022

Salary	***Cost to Company In Indian Rupees Per Month***	***Per Annum***
Basic	10000	120000
HRA @ 50% of Basic	5000	60000
LTA	833	9996
Flexible Benefit Plan	7367	88404
Total (A)	**23200**	**278400**
Company Contribution		
Provident Fund	1800	21600
Total (B)	**25000**	**300000**
Gratuity *	481	5772
Health & Personal Accident Insurance *	500	6000
Statutory Bonus *	1400	16800
Leave Benefits *	666	7992
Total Emoluments (A + B + C)	**28047**	**336564**

FOR TESSOLVE SEMICONDUCTOR PVT LTD

Thirumalesh Babu

Director ï HR & Operations

Other Benefits

1) (*) as per prevailing company policy
2) From total A Component, employee contribution of PF, Professional Tax and Income Tax, as applicable, will be deducted.
3) Salary Revision: Upon successful completion of One year internship you will be eligible for 10% increase on Gross pay (B).

TESSOLVE

A HERO ELECTRONIX VENTURE

Non-disclosure and Non-compete Agreement

This Non-disclosure and Non-compete agreement is made effective as of 5/2/2022 by and between M/s. Tessolve Semiconductor Pvt. Ltd. ("The Company") and UVASRI S ("The Employee").

The Employee and the Company has entered into an agreement providing for the Company's Employment of Employee (the "Employment Agreement") and deem it in their respective interests to enter into an agreement providing the obligation of non-disclosure and non-compete for the Employee.

In consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows.

At all times while this agreement is in force and after its expiration or termination, the Employee agrees to use his / her best efforts to abide by the non-disclosure and non-compete terms of this agreement mentioned below.

a) The Employee agrees to refrain from disclosing the Company's customer lists, patents, trademarks, trade secrets, or other confidential material, and to take reasonable security measures to prevent accidental disclosure and industrial espionage.

b) In case of separation from the Company, the Employee agrees to not join the same customer or customer's customer (for the projects handled within last one year), either directly as an employee/contractor or through another organization, at least for a period of six months after separation from the Company.

c) In case of separation from the Company, the Employee agrees to not use the research done in the course of work done for the Company, at least for a period of six months after separation from the Company.

d) In case of violation of any of the above are proven or admitted, the Employee agrees to pay a sum of Rupees two lakhs as liquidated damages to the Company, and will also be liable for further prosecution by the Company.

IN WITNESS WHEREOF, M/s. Tessolve Semiconductor Pvt. Ltd. and the Employee have signed this agreement.



_____	_____
[For M/s. Tessolve Semiconductor Pvt. Ltd.]	UVASRI S
Date:	Date:

TESSOLVE

A HERO ELECTRONIX VENTURE

16th August 2021

M SATHIS KANNAN

Dear M SATHIS KANNAN,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **ñTest Engineer 1ò** as per the terms and conditions given below:

1. You are required to undergo Technical Training beginning with six months Internship at a stipend of Rs.5000 (Rupees Five Thousand Only) followed by six months Internship period at a stipend of Rs.10000 (Rupees Ten Thousand Only). The salary and other emoluments and benefits, as per Annexure, will be applicable upon successful completion of one year Internship.

2. The details pertaining to your appointment letter and salary are strictly confidential between you and the company and you should not discuss these details with anyone within or outside the company, except your Senior Manager or the HR in-charge.

3. You shall be on probation for a period of six months, with effect from the date of completion of Technical Training. Should your work be found satisfactory at the end of the period of probation, your appointment will be confirmed in writing. Unless so confirmed in writing, you shall continue to be on probation. The probation period is extendable at the sole discretion of the management.

4. From the probation period start date, you will abide by the Provident Fund, Medical and LTA and Leave Rules, as applicable to you.

5. During the probationary period and after confirmation, your service will be terminable at the discretion of the company on giving ninety days of notice or on payment of ninety days pay in lieu of such notice. If you wish to resign from the services of the company during probation period and after confirmation, you will do so by giving ninety days prior notice.

6. During the period of your employment with the company you shall not secure or try to secure any other employment, whether full time or part time, or engage in any commercial business or pursuit on your own account or as an agent for others. During your employment with the company, you shall not undertake any course or study without getting permission from the management.

7. During the period of your employment with the company you may be required to work on customer projects. If you were to resign from the services of the company, you shall not work for the same customer or customer's customer (for the projects handled within last one year) either directly as an employee/contractor or through another organization, for a period of six months from your separation from the company.

8. You agree not to solicit any employee of Tessolve either directly or indirectly for employment with other firms. Employee also agrees not to assist any other person or firm in identifying or hiring Tessolve employee. This restriction will be in force for at least 12 months from date of relieving and any violation will lead to legal action with demand for compensation and a penalty of INR 10 Lakhs.

9. You shall not at any time, without the consent of the company, disclose, divulge or make public, except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, technical know-how, security arrangements, administration, accounts of any other dealings of the company known to you in the course of your service or otherwise.

10. You shall abide by the Rules and Regulations of the company which are in force and / or which may be framed from time to time.

11. You shall be responsible for the safekeeping and return in good condition and order of all the company's property, which may be in your use, custody or charge.

12. You will work under the supervision of such officers, as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.

13. You are required to maintain yourself in a state of medical/physical, mental fitness and ensure annual medical checkups. Any neglect on your part in this regard may render your service liable for termination with immediate effect.

14. If at any time in the opinion of the company, which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission, violation of any company policies or of any other conduct considered by the company as detrimental to its interests or of violation of one or more terms of this appointment, you would either be subject to strict disciplinary action or your services may be terminated without notice, based on the severity of the violation.

15. You are liable to be transferred to any place of business of the organization whether existing or acquired later on or from any one department to another or from one job to another as the management may consider it necessary in its discretion, from time to time without detriment to your status or emoluments.

16. You shall keep the company informed of any change in your residential address or any civil status.

17. The retirement age as per the company's policy is 60 years

18. Your initial place of posting will be at **Bangalore**.

19. At the time of joining, you are requested to produce the original certificates in proof of (a) age, (b) Qualification, (c) Relieving Order from the present employer, if applicable (or) copy of your resignation letter to the previous employer.

20. In case your written acceptance of this offer is not received within 30 days of issue, this offer will be treated as withdrawn and cancelled, without any further reference to you.

21. In case you do not report for duty within 10 days of the joining date indicated by you in the duplicate copy of the letter, the offer will be treated as withdrawn and canceled, without any further reference to you.

21. Please sign and return the duplicate copy of this letter enclosed as a token of your acceptance of the above mentioned terms and conditions and indicate your date of joining the company.

22. You are expected to work with Tessolve for a minimum period of three years from the date of joining. In accordance to this requirement, you are required to sign a Service agreement confirming your commitment for a minimum period of 3 years (Three Years) with Tessolve.

We welcome you to **Tessolve** family and look forward to a long, successful and mutually beneficial association.

With Best Wishes

FOR TESSOLVE SEMICONDUCTOR PVT LTD



Thirumalesh Babu
Director ï HR & Operations

I have read, understood and accept the above-mentioned terms and conditions and I will join duty on _____

Signature : Date :

TESSOLVE

A HERO ELECTRONIX VENTURE

Annexure - Emoluments & Benefits

Name: M SATHIS KANNAN
Designation: Test Engineer 1 ***Grade:*** ***T7-B***
Location: Bangalore ***Job Category:*** ***Technical***
WEF: 5/2/2022

Salary	***Cost to Company In Indian Rupees Per Month***	***Per Annum***
Basic	10000	120000
HRA @ 50% of Basic	5000	60000
LTA	833	9996
Flexible Benefit Plan	7367	88404
Total (A)	**23200**	**278400**
Company Contribution		
Provident Fund	1800	21600
Total (B)	**25000**	**300000**
Gratuity *	481	5772
Health & Personal Accident Insurance *	500	6000
Statutory Bonus *	1400	16800
Leave Benefits *	666	7992
Total Emoluments (A + B + C)	**28047**	**336564**

FOR TESSOLVE SEMICONDUCTOR PVT LTD



Thirumalesh Babu

Director ï HR & Operations

Other Benefits

1) (*) as per prevailing company policy
2) From total A Component, employee contribution of PF, Professional Tax and Income Tax, as applicable, will be deducted.
3) Salary Revision: Upon successful completion of One year internship you will be eligible for 10% increase on Gross pay (B).

TESSOLVE

A HERO ELECTRONIX VENTURE

Non-disclosure and Non-compete Agreement

This Non-disclosure and Non-compete agreement is made effective as of 5/2/2022 by and between M/s. Tessolve Semiconductor Pvt. Ltd. (“The Company”) and M SATHIS KANNAN (“The Employee”).

The Employee and the Company has entered into an agreement providing for the Company's Employment of Employee (the "Employment Agreement") and deem it in their respective interests to enter into an agreement providing the obligation of non-disclosure and non-compete for the Employee.

In consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows.

At all times while this agreement is in force and after its expiration or termination, the Employee agrees to use his / her best efforts to abide by the non-disclosure and non-compete terms of this agreement mentioned below.

a) The Employee agrees to refrain from disclosing the Company’s customer lists, patents, trademarks, trade secrets, or other confidential material, and to take reasonable security measures to prevent accidental disclosure and industrial espionage.

b) In case of separation from the Company, the Employee agrees to not join the same customer or customer's customer (for the projects handled within last one year), either directly as an employee/contractor or through another organization, at least for a period of six months after separation from the Company.

c) In case of separation from the Company, the Employee agrees to not use the research done in the course of work done for the Company, at least for a period of six months after separation from the Company.

d) In case of violation of any of the above are proven or admitted, the Employee agrees to pay a sum of Rupees two lakhs as liquidated damages to the Company, and will also be liable for further prosecution by the Company.

IN WITNESS WHEREOF, M/s. Tessolve Semiconductor Pvt. Ltd. and the Employee have signed this agreement.



_____	_____
[For M/s. Tessolve Semiconductor Pvt. Ltd.]	M SATHIS KANNAN
Date:	Date:

RAMCO INSTITUTE OF TECHNOLOGY

Gunasekaran P <gunasekaran@ritrjpm.ac.in>

(no subject)

1 message

SHRIRAM V <953618106058@ritrjpm.ac.in> Fri, Jan 7, 2022 at 5:55 PM
To: Gunasekaran P <gunasekaran@ritrjpm.ac.in>

Dear Candidate,

Greetings from Data Patterns (India) Pvt Ltd !!!!!!!!!!!!!!!!

This is with reference to your application and the subsequent interview you had with us recently.

We are pleased to inform you that we are offering you the position of **Project Trainee** in our organization.

Your date of Joining will be 1st September 2021 (Wednesday) @ 9.00 am

During the training you will be paid stipend of Rs. 12,000 /- per month

During project period transport will be charge Rs.250 (Below 25 Kms) & Rs.500 for (Above 25 Kms) and lunch will be charged @ Rs. 10 /- per day. If you don't want to use our lunch facility, you can bring lunch from your Hostel / PG / Home.

You need to sign a **Service Agreement (46 months)** at the time of joining **1st September 2021 (Wednesday)**

(10 Months Project Trainee + 36 Months Regular Employment)

Attached is the list documents you have to bring on **1st September 2021 (Wednesday)**

Please confirm your acceptance through mail with the following content without changing the subject line:

Your Name :

Guarantor's Name :

Guarantor's Father's name :

Guarantor's permanent address :

You have to be in chennai on 31st Aug 2021 (morning) , you have to be in quarantine for one days.You need to bring your covid test report on 1st Sep 2021,kindly plan your travel accordingly

Please note that the guarantor has to be only your father/mother, if alive. Else, please contact us for other options.

Looking forward to hear from you

Regards
V.Udayakumar
Lead HR
Indus Teqsite Pvt Ltd
H-9 , 4th Main Road
SIPCOT IT Park
Off Rajiv Gandhi Salai (OMR)
Siruseri ,Chennai - 603103
Tel: +91-44-47414000 Extn:4071
Mob No - +917708024414
Email Id: Udaya.kumar@industeqsite.com
Web site: www.Industeqsite.com

maventic

Date: 29-Sep-2021

Dear Raajasekar,

Congratulations! We are very pleased to offer you the position of **Trainee Developer** with **Maventic Innovative Solutions Pvt. Ltd.**

This program is of Six months duration effective from 01-Oct-2021 or Completion of your graduation course whichever is higher. You will be going through the following program during the trainee period:

- Classroom trainings(Online or at office)
- Case studies and developing internal projects.
- Working as a shadow developer with experienced developers.
- Working on an actual project depending on skills acquired and available opportunities.

You will be reporting to Ms. Abhipsa Parija or a project lead assigned during this period.

Please note that a stipend of Rs. 15,000/- per month will be paid to you (Inclusive of all and Statutory deductions as per the laws of the land).

Post the completion of training period:

- You will become a developer. Your compensation will be as per the developer offer letter.
- In case you are not able to complete the training as required, you may be given an extension for training or your offer letter may be cancelled.

Kindly acknowledge the copy of the document for office records.

We look forward to a fruitful association.

Thanking You,

For Maventic Innovative Solutions Pvt. Ltd.,

I hereby accept the Developer Trainee offer

Authorized Signatory

Raajasekar Mohanraj
Signature of Trainee

Maventic
593, 60 ft Rd, AECS Layout, Brookfield's
Bangalore 560037, India
Phone:+91(80)41688340
Fax:+91(80)41688341
E-mail:maven@maventic.com
www.maventic.com

SmartDV Technologies India Private Limited

ASIC Design And Verification Research Labs

To,

November 10, 2021
Bangalore

Deepika A,
12/1 N.R.Nagar,
Near Rajiv Gandhi Nagar,
Srivilliputhur-626135,
Virudhunagar District, TN.

Dear **Deepika A,**

I am pleased to offer you employment with SmartDV Technologies India Private Limited ("the Company") as **Verification Engineer Trainee** at our development office located in Bangalore, India on the following terms and conditions:

1 Your appointment will be effective from the date of your joining the Company.

2 This offer is valid only after you signing **3 Years** Bond with SmartDV Technologies India Private Limited ("the Company")

3 Pursuant to this appointment, you will carry out all the work and services that will be entrusted to you by the Company and shall devote your entire time and effort to the same. You will not be entitled to render any work or services to any others, unless so requested by the Company.

4 Your position is subject to your commitment of service for **3 Years** during which your performance and suitability for employment will be evaluated. Employment may be terminated at any time in this period without notice or pay in lieu of such notice.

5 Your appointment will continue unless terminated by company by one month written notice, once your completion of **3 Years** of bond period should you desire to resign from the Company you shall provide the company with a prior written notice of three months after your completion of such resignation or payment in lieu. Thereof compensation equal to the consideration then payable to you for a period of three months. However, in case any disciplinary proceedings are either contemplated or pending against you, the company shall have the right not to accept your resignation.

6 Company will not provide relieving or experience letter until you serve the company for **3 Years** as per your commitment.

7 Compensation:

a During first 6 months of training, you will be paid **CTC Rupees. 18700/-** per month and later on based on your performance your CTC will be revised.

8 You will be entitled to leave and other employee benefits as per the rules framed by the Company from time to time and the policies of the Company.

9 In consideration of your appointment as aforesaid and the consideration paid to you, you agree, that all rights, title and interested in any intellectual property whatsoever, pertaining to any matters, made, created, developed, written or conceived by you during the term of your appointment with this Company, whether within or outside the Company's office premises or your normal working hours, will belong to the

Company and, to the extend it does not or cannot so below to the Company, is hereby assigned by you in the Company's favor. Your further agree, that you will keep completely confidential all information pertaining to the Company, its directors, employees and clients and its and their respective business, activities, income, accounts etc. and shall not disclose the same to any person except those legitimately concerned with Company and who have a need to know the same for the business of the Company. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us informed if you are bound by any confidentiality agreements with any other of you previous employers, you hereby indemnify us and shall keep us fully indemnified and harmless against any breach by you of such agreements.

b You will abide by rules and regulations of the Company, which are in force from time to time and breach by you of any terms and conditions contained herein will result in termination of your employment without notice or compensation in lieu thereof.

c In case any information furnished by you during the selection process if found to be incorrect or false, and / or it is found that you have suppressed any information in respect of your qualifications and past experience, the Company reserves the right to terminate your services at any time without notice or compensation in lieu thereof.

We take great pleasure in welcoming you to SmartDV Technologies and we feel that your skills and experience will be a valuable asset to our technical team.

Sincerely,

T-Deepakum

SmartDV Technologies India Private Limited

Deepak Kumar Tala
Managing Director
SmartDV Technologies India Private Limited
Bangalore

I Accept this Offer

A. Ajika
Signature

SmartDV Technologies India Private Limited

ASIC Design And Verification Research Labs

To,

November 10, 2021
Bangalore

Bala Kiruthikaa,
94 A ,Cholaraja Coil Street,
Ozhuginasery,
Nagercoil -629001,
Kaniya Kumari District,TN.

Dear **Bala Kiruthikaa,**

I am pleased to offer you employment with SmartDV Technologies India Private Limited ("the Company") as **Verification Engineer Trainee** at our development office located in Bangalore, India on the following terms and conditions:

1 Your appointment will be effective from the date of your joining the Company.

2 This offer is valid only after you signing **3 Years** Bond with SmartDV Technologies India Private Limited ("the Company")

3 Pursuant to this appointment, you will carry out all the work and services that will be entrusted to you by the Company and shall devote your entire time and effort to the same. You will not be entitled to render any work or services to any others, unless so requested by the Company.

4 Your position is subject to your commitment of service for **3 Years** during which your performance and suitability for employment will be evaluated. Employment may be terminated at any time in this period without notice or pay in lieu of such notice.

5 Your appointment will continue unless terminated by company by one month written notice, once your completion of **3 Years** of bond period should you desire to resign from the Company you shall provide the company with a prior written notice of three months after your completion of such resignation or payment in lieu. Thereof compensation equal to the consideration then payable to you for a period of three months. However, in case any disciplinary proceedings are either contemplated or pending against you, the company shall have the right not to accept your resignation.

6 Company will not provide relieving or experience letter until you serve the company for **3 Years** as per your commitment.

7 Compensation:

a During first 6 months of training, you will be paid **CTC Rupees. 18700/-** per month and later on based on your performance your CTC will be revised.

8 You will be entitled to leave and other employee benefits as per the rules framed by the Company from time to time and the policies of the Company.

9 In consideration of your appointment as aforesaid and the consideration paid to you, you agree, that all rights, title and interested in any intellectual property whatsoever, pertaining to any matters, made, created, developed, written or conceived by you during the term of your appointment with this Company, whether within or outside the Company's office premises or your normal working hours, will belong to the

Company and, to the extend it does not or cannot so below to the Company, is hereby assigned by you in the Company's favor. Your further agree, that you will keep completely confidential all information pertaining to the Company, its directors, employees and clients and its and their respective business, activities, income, accounts etc. and shall not disclose the same to any person except those legitimately concerned with Company and who have a need to know the same for the business of the Company. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us informed if you are bound by any confidentiality agreements with any other of you previous employers, you hereby indemnify us and shall keep us fully indemnified and harmless against any breach by you of such agreements.

b You will abide by rules and regulations of the Company, which are in force from time to time and breach by you of any terms and conditions contained herein will result in termination of your employment without notice or compensation in lieu thereof.

c In case any information furnished by you during the selection process if found to be incorrect or false, and / or it is found that you have suppressed any information in respect of your qualifications and past experience, the Company reserves the right to terminate your services at any time without notice or compensation in lieu thereof.

We take great pleasure in welcoming you to SmartDV Technologies and we feel that your skills and experience will be a valuable asset to our technical team.

Sincerely,

T. Deepak

Deepak Kumar Tala
Managing Director
SmartDV Technologies India Private Limited
Bangalore

I accept the offer.

A. Bala Kiruthika

Signature

SmartDV Technologies India Private Limited

ASIC Design And Verification Research Labs

To,

November 10, 2021
Bangalore

Mirra S,
79,Mariamman Kovil Street,
Srivilliputtur-626125,
Virudhunagar District,TN.

Dear **Mirra S,**

I am pleased to offer you employment with SmartDV Technologies India Private Limited ("the Company") as **Verification Engineer Trainee** at our development office located in Bangalore, India on the following terms and conditions:

1 Your appointment will be effective from the date of your joining the Company.

2 This offer is valid only after you signing **3 Years** Bond with SmartDV Technologies India Private Limited ("the Company")

3 Pursuant to this appointment, you will carry out all the work and services that will be entrusted to you by the Company and shall devote your entire time and effort to the same. You will not be entitled to render any work or services to any others, unless so requested by the Company.

4 Your position is subject to your commitment of service for **3 Years** during which your performance and suitability for employment will be evaluated. Employment may be terminated at any time in this period without notice or pay in lieu of such notice.

5 Your appointment will continue unless terminated by company by one month written notice, once your completion of **3 Years** of bond period should you desire to resign from the Company you shall provide the company with a prior written notice of three months after your completion of such resignation or payment in lieu. Thereof compensation equal to the consideration then payable to you for a period of three months. However, in case any disciplinary proceedings are either contemplated or pending against you, the company shall have the right not to accept your resignation.

6 Company will not provide relieving or experience letter until you serve the company for **3 Years** as per your commitment.

7 Compensation:

a During first 6 months of training, you will be paid **CTC Rupees. 18700/-** per month and later on based on your performance your CTC will be revised.

8 You will be entitled to leave and other employee benefits as per the rules framed by the Company from time to time and the policies of the Company.

9 In consideration of your appointment as aforesaid and the consideration paid to you, you agree, that all rights, title and interested in any intellectual property whatsoever, pertaining to any matters, made, created, developed, written or conceived by you during the term of your appointment with this Company, whether within or outside the Company's office premises or your normal working hours, will belong to the

Company and, to the extend it does not or cannot so below to the Company, is hereby assigned by you in the Company's favor. Your further agree, that you will keep completely confidential all information pertaining to the Company, its directors, employees and clients and its and their respective business, activities, income, accounts etc. and shall not disclose the same to any person except those legitimately concerned with Company and who have a need to know the same for the business of the Company. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us informed if you are bound by any confidentiality agreements with any other of you previous employers, you hereby indemnify us and shall keep us fully indemnified and harmless against any breach by you of such agreements.

b You will abide by rules and regulations of the Company, which are in force from time to time and breach by you of any terms and conditions contained herein will result in termination of your employment without notice or compensation in lieu thereof.

c In case any information furnished by you during the selection process if found to be incorrect or false, and / or it is found that you have suppressed any information in respect of your qualifications and past experience, the Company reserves the right to terminate your services at any time without notice or compensation in lieu thereof.

We take great pleasure in welcoming you to SmartDV Technologies and we feel that your skills and experience will be a valuable asset to our technical team.

Sincerely,

T. Deepak

Deepak Kumar Tala
Managing Director
SmartDV Technologies India Private Limited
Bangalore

I accept the offer.

S. Mitra

Mphasis_Letter of Intent!

1 message

Mphasis - Campus Hiring <campushires@mphasis.com> Thu, 28 Oct 2021 at 5:20 pm
To: santhoshraj3591@gmail.com <santhoshraj3591@gmail.com>
Cc: placement@ritrjpm.ac.in <placement@ritrjpm.ac.in>

Ref.No- MPHTH_CD2022-2301

Dear Santhosh Raj,

College Name: **Ramco Institute of Technology.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5**, **Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to **campushires@mphasis.com**.

Thanks and Regards

Mphasis – Campus Team

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at mailmaster@mphasis.com and delete this mail from your records.



APPOINTMENT LETTER

January 24, 2022

Dear KIRUTHIKA P,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

2018497 / ELTP-CAMPUS / 2022 **27-Jan-2022**

Subject: Letter of Intent

Dear Monisha,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

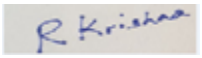
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **27-Jul-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
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Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use **tmlfh.udemy.com** link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total....(A)	**248313**
Additional Benefits....(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) ------(A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
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Registered Office:
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www.techmahindra.com
CIN L64200MH1986PLC041370

Annexure C

Total Cost to Company (TCC) (Per Annum)	**325000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	**312206**
Additional Benefits....(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) ------(A) + (B)	**325000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary. **(*)** Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
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Mphasis_Letter of Intent! Inbox

Mphasis - Campus H... 28/10/2021

to me, placement@ritrjpm.ac.in

Ref.No- MPHTH_CD2022-2306

Dear Vishalini K,

College Name: **Ramco Institute of Technology.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**

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- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
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As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

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- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations

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3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

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Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

a. PAN card
b. Aadhar card
c. Passport
d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campushires@mphasis.com.

Thanks and Regards

Scanned by TapScanner

Mphasis – Campus Team

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Scanned by TapScanner

Offer: Computer Consultancy
Ref: TCSL/DT20218156356/Chennai
Date: 04/11/2021

Ms. Vishnupriya K
18 JTower Street,
Near Andal Temple,
Srivilliputhur-626125,
Tamil Nadu.
Tel# 91-9245855566

Dear Vishnupriya 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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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GROSS SALARY SHEET **Annexure 1**

Name	**Vishnupriya K**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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RAMCO INSTITUTE OF TECHNOLOGY

Gunasekaran P <gunasekaran@ritrjpm.ac.in>

Fwd: Wipro Campus Update_LOI

1 message

suryakala A <suryakala0413@gmail.com> Fri, Jan 7, 2022 at 9:59 PM
To: Gunasekaran P <gunasekaran@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Campus HR Team** <wipro+email+2nxui-a1b5595d6d@talent.icims.com>
Date: Mon 22 Nov, 2021, 11:57 AM
Subject: Wipro Campus Update_LOI
To: <suryakala0413@gmail.com>

November 22, 2021

Dear suryakala A ,
Resume Number - 23156934

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	**AMOUNT (INR)**
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	**Bonus**
End of 6 months	25000
End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:
1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

Your's Sincerely,
For Wipro Limited



Aparna Shailen
General Manager - Human Resources

This message was sent to suryakala0413@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=E62C23156934&contactId=14751610

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RAMCO INSTITUTE OF TECHNOLOGY

Gunasekaran P <gunasekaran@ritrjpm.ac.in>

Fwd: Wipro Campus Update_LOI

1 message

SUKUNA K <953618106063@ritrjpm.ac.in> Fri, Jan 7, 2022 at 7:06 PM
To: Gunasekaran P <gunasekaran@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Campus HR Team** <wipro+email+2nviq-0aca5b20cc@talent.icims.com>
Date: Mon, Nov 22, 2021, 11:42
Subject: Wipro Campus Update_LOI
To: <953618106063@ritrjpm.ac.in>

November 22, 2021

Dear SUKUNA K . ,
Resume Number - 23155910

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	**AMOUNT (INR)**
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

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End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:
1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

Your's Sincerely,
For Wipro Limited



Aparna Shailen
General Manager - Human Resources

This message was sent to 953618106063@ritrjpm.ac.in. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=B99323155910&contactId=14751610

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Offer: Computer Consultancy
Ref: TCSL/DT20218158737/Chennai
Date: 03/11/2021

Ms. Gayathri R
958Vijayanagaram 2nd Street,
Gandhi Nagar,
Aruppukottai-626101,
Tamil Nadu.
Tel# -

Dear Gayathri 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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

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   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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GROSS SALARY SHEET **Annexure 1**

Name	**Gayathri R**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

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**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
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Offer: Computer Consultancy
Ref: TCSL/DT20218158725/Chennai
Date: 04/11/2021

Ms. Apineya Sri M
26/1Middle Street,
S.Duraisamypuram,
Kovilpatti-628902,
Tamil Nadu.
Tel# 91-9944103668

Dear Apineya Sri M,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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GROSS SALARY SHEET **Annexure 1**

Name	**Apineya Sri M**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1491085

Letter of Intent ("LOI")

Dear NIRMALA L,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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 accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1491085**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1491085**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1491085**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

NIRMALA L
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

93A GKD Nagar P.N.Palayam Coimbatore – 641037
Prabhu N D – 99946 75750
www.sixphrase.com | sixphrase@gmail.com

LETTER OF INTERNSHIP

Date: 13 December, 2021

Name : GOKUL S
Address : 4/1a, north street, mangammalpatti peraiyur (tk) madurai (dt)
Pin:625702
Email : sharmagokul003@gmail.com
Ph no. : 8270737826

Dear GOKUL S,

Sub: Provisional Offer Letter

We are pleased to welcome you on board - Six Phrase - The Finishing School.

After careful consideration, Six Phrase - The Finishing School has decided to offer you Internship in our firm. You will be designated "Junior Intern - Trainer".

The employment is subject to the following conditions:

1) You will be required to serve a probation period of 6 months. Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
2) Your Salary during the probation period will be Rs.41,500/- per month (Cost to Company). You will be eligible for PF and ESI deductions as per statutory norms.
3) You Salary will be revised after the Internship period based on the Internship Exit Exam Scores and Feedback from Institutions.
4) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company's prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
5) The salary will be paid on or before the 10th of every month.
6) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Collection of Payment, Work related to marketing and promotion, preparation of promotional material, general administration work and other activities that the company requires.

7) Your base Job Location will be in **Coimbatore or Chennai** (based on your choice) and you will be required to travel to places outside of your **base location** also. Six Phrase will take care of your Travel and Accommodation for Training programs outside of your base location. Within the base location you will be required to take care of your Travel and Accommodation.
8) Maximum of two 1 hour permissions can be taken in a month. This permission can be availed at any time of the day but the duration should not exceed 1 hour and the maximum number of times cannot exceed 2 times in a month.
9) Maximum of 1 day paid leave can be availed every month. Leave exceeding 1 day a month will be on Loss of Pay.
10) Should you require being absent from work for reasons of sickness, injury or any other reason your must either personally or through another person notify Six Phrase immediately of this and also of when you expect to be able to return to work. In case of leave exceeding more than 2 days you will be entitled to submit necessary documents pertaining to the reason for leave.
11) In case you wish to resign / leave the service of the company, you will be required to give **three month** notice in writing failing which SIX PHRASE is entitled to recover amount equal to 3 months salary by way of agreed liquidated damages. The company at its sole discretion may accept one month's salary, or part thereof, in lieu of the notice. The company reserves the right to terminate you from operations without giving any notice during the contract period.
12) Please bring along the below listed documents / details on your day of joining
    - ✓2 passport size and 1 stamp size color photographs.
    - ✓Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)
    - ✓Proof of address - Ration Card / Passport / Voters ID (Photocopy)

Yours truly,

For SIX PHRASE FINISHING SCHOOL

Offer of Employment Accepted:

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same. I also declare that all the certificates and documents provided by me to SIX PHRASE - FINISHING SCHOOL are true, genuine and correct.

_____

Signed

GOKUL S

93A GKD Nagar P.N.Palayam Coimbatore – 641037
Prabhu N D – 99946 75750
www.sixphrase.com | sixphrase@gmail.com

LETTER OF INTERNSHIP

Date: 10 March 2022

Name: Karthik R
Address: 6, South Mallapan Street, Aruppukottai.
Email: ravilathakarthik@gmail.com
Ph No: 9344281843

Dear KARTHIK R ,

Sub: Provisional Offer Letter

We are pleased to welcome you on board - Six Phrase - The Finishing School.

After careful consideration, Six Phrase - The Finishing School has decided to offer you Internship in our firm. You will be designated "Junior Intern - Trainer".

The employment is subject to the following conditions:

1) You will be required to serve a probation period of 6 months. Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
2) Your Salary during the probation period will be Rs.10,000 for contract employee and Rs.15,000 for full time employee per month (Cost to Company).
3) Your Salary will be revised after the Internship period based on the Internship Exit Exam Scores and Feedback from Institutions.
4) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company's prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
5) The salary will be paid on or before the 10th of every month.
6) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Collection of Payment, Work related to marketing and promotion, preparation of promotional material, general administration work and other activities that the company requires.

7) Your base Job Location will be in **Coimbatore, Visakhapatnam, Chennai** (based on your choice) and you will be required to travel to places outside of your **base location** also. Six Phrase will take care of your Travel and Accommodation for Training programs outside of your base location. Within the base location you will be required to take care of your Travel and Accommodation.

8) Maximum of two 1 hour permissions can be taken in a month. This permission can be availed at any time of the day but the duration should not exceed 1 hour and the maximum number of times cannot exceed 2 times in a month.

9) Maximum of 1 day paid leave can be availed every month. Leave exceeding 1 day a month will be on Loss of Pay.

10) Should you require being absent from work for reasons of sickness, injury or any other reason your must either personally or through another person notify Six Phrase immediately of this and also of when you expect to be able to return to work. In case of leave exceeding more than 2 days you will be entitled to submit necessary documents pertaining to the reason for leave.

11) In case you wish to resign / leave the service of the company, you will be required to give **three month** notice in writing failing which SIX PHRASE is entitled to recover amount equal to 3 months salary by way of agreed liquidated damages. The company at its sole discretion may accept one month's salary, or part thereof, in lieu of the notice. The company reserves the right to terminate you from operations without giving any notice during the contract period.

12) Please bring along the below listed documents / details on your day of joining

✓2 passport size and 1 stamp size color photographs.

✓Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)

✓Proof of address - Ration Card / Passport / Voters ID (Photocopy)

Yours truly,

For SIX PHRASE FINISHING SCHOOL

Offer of Employment Accepted:

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same. I also declare that all the certificates and documents provided by me to SIX PHRASE - FINISHING SCHOOL are true, genuine and correct.

_____

Signed

KARTHIK R

93A GKD Nagar P.N.Palayam Coimbatore – 641037
Prabhu N D – 99946 75750
www.sixphrase.com | sixphrase@gmail.com

LETTER OF INTERNSHIP

Date: 7 March 2022

Name: Abubacker Siddiq
Address: 1017 c3 Dharmapuram street Rajapalayam
Email: abusiddiq105@gmail.com
Ph no.: 7904519018

Dear Abubacker Siddiq ,

Sub: Provisional Offer Letter

We are pleased to welcome you on board - Six Phrase - The Finishing School.

After careful consideration, Six Phrase - The Finishing School has decided to offer you Internship in our firm. You will be designated "Junior Intern - Trainer".

The employment is subject to the following conditions:

1) You will be required to serve a probation period of 6 months. Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
2) Your Salary during the probation period will be Rs.41,500/- per month (Cost to Company). You will be eligible for PF and ESI deductions as per statutory norms.
3) You Salary will be revised after the Internship period based on the Internship Exit Exam Scores and Feedback from Institutions.
4) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company's prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
5) The salary will be paid on or before the 10th of every month.
6) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Collection of Payment,

Work related to marketing and promotion, preparation of promotional material, general administration work and other activities that the company requires.

7) Your base Job Location will be in **Coimbatore or Chennai** (based on your choice) and you will be required to travel to places outside of your **base location** also. Six Phrase will take care of your Travel and Accommodation for Training programs outside of your base location. Within the base location you will be required to take care of your Travel and Accommodation.
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9) Maximum of 1 day paid leave can be availed every month. Leave exceeding 1 day a month will be on Loss of Pay.
10) Should you require being absent from work for reasons of sickness, injury or any other reason your must either personally or through another person notify Six Phrase immediately of this and also of when you expect to be able to return to work. In case of leave exceeding more than 2 days you will be entitled to submit necessary documents pertaining to the reason for leave.
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12) Please bring along the below listed documents / details on your day of joining
    - ✓2 passport size and 1 stamp size color photographs.
    - ✓Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)
    - ✓Proof of address - Ration Card / Passport / Voters ID (Photocopy)

Yours truly,

For SIX PHRASE FINISHING SCHOOL

Offer of Employment Accepted:

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same. I also declare that all the certificates and documents provided by me to SIX PHRASE - FINISHING SCHOOL are true, genuine and correct.

_____

Signed

Abubacker Siddiq

93A GKD Nagar P.N.Palayam Coimbatore – 641037
Prabhu N D – 99946 75750
www.sixphrase.com | sixphrase@gmail.com

LETTER OF INTERNSHIP

Date: 10 March 2022

Name: Jebish Robin R
Address: 43/10A3, Lebanon, Scott Nagar Avenue, Nagercoil,
Kanyakumari.
Email: jebishrobinr@gmail.com
Ph No: 6385805224

Dear JEBISH ROBIN R ,

Sub: Provisional Offer Letter

We are pleased to welcome you on board - Six Phrase - The Finishing School.

After careful consideration, Six Phrase - The Finishing School has decided to offer you Internship in our firm. You will be designated "Junior Intern - Trainer".

The employment is subject to the following conditions:

1) You will be required to serve a probation period of 6 months. Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
2) Your Salary during the probation period will be Rs.10,000 for contract employee and Rs.15,000 for full time employee per month (Cost to Company).
3) Your Salary will be revised after the Internship period based on the Internship Exit Exam Scores and Feedback from Institutions.
4) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company's prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
5) The salary will be paid on or before the 10th of every month.
6) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Collection of Payment,

7) Your base Job Location will be in **Coimbatore, Visakhapatnam, Chennai** (based on your choice) and you will be required to travel to places outside of your **base location** also. Six Phrase will take care of your Travel and Accommodation for Training programs outside of your base location. Within the base location you will be required to take care of your Travel and Accommodation.

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9) Maximum of 1 day paid leave can be availed every month. Leave exceeding 1 day a month will be on Loss of Pay.

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12) Please bring along the below listed documents / details on your day of joining

✓2 passport size and 1 stamp size color photographs.

✓Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)

✓Proof of address - Ration Card / Passport / Voters ID (Photocopy)

Yours truly,

For SIX PHRASE FINISHING SCHOOL

Offer of Employment Accepted:

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same. I also declare that all the certificates and documents provided by me to SIX PHRASE - FINISHING SCHOOL are true, genuine and correct.

_____

Signed

KARTHIK R

RENNOVA SOLUTIONS

#14, Gangothri Colony, Krishnagiri Road, Hosur-635109

To

Placement Officer,
Training and Placement Center,
Ramco Institute of Technology,
Rajapalayam.
Ph . No. 6380514008

REN-HR-IL/02-22/01

01-04-2022

Internship Offer Letter – Development Engineer Intern

Dear Placement Officer,

We are pleased to inform you that below listed students of Ramco Institute of Technology have been selected for Internship program with **Rennova Solutions**. They will be serving as Project Interns on the following terms and conditions

1. Selected Candidates:

1. K.BALAJI RAJA ECE
2. K.R.RAMKISHORE ECE
3. M.GOVINDARAJ EEE
4. B.NANDA KUMAR EEE
5. R.DINESH ECE
6. JEYA KRISHNA EEE

2. Duration of Internship

Internship period is 4th April, 2022 to 30th July, 2022.

3. Compensation

Compensation during the Internship period is Rs.7000/- per Month.

4. Place of Posting

Internship location will be Rennova Solutions, Hosur.

5. Hours of Work

The normal working days are Monday to Saturday. As per current policy, 1st and 3rd Saturday of a month are declared as Holidays. You will be required to work for such hours as necessary for the proper discharge of Internship Engineer duties to the Company. The normal working hours are from 9:00 AM to 6:00 PM.

6. Leave

During Internship period no leaves are permitted. For the exam and academic related activities in college, Intern Engineer shall inform one week in advance to the reporting manager at Rennova.

7. Nature of duties

Each Intern to carry out the assignments diligently and ensure completeness and correctness of the assignment. Basic guidance will be provided to carryout the assignment.

8. Company property

Intern will always maintain in good condition Company property, which may be entrusted to you for official use during the course of Internship period and shall return all such property to the Company prior to relinquishment of Internship Engineer charge, failing which the cost of the same will be recovered from the intern by the Company.

9. Termination

The Company reserves the right to terminate Internship summarily without any notice period or termination payment, if it has reasonable ground to believe the Internship engineer is/are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

On the termination of Internship for whatever reason, Intern Engineer have to return all the Company properties; ie., Laptop, Software source Code, Software documents, Data, Licenses if any, etc., and Confidential Information relating to the project executed during Internship or to clients' business affairs.

10. Employment Policy

During the Internship period, performance of each Intern Engineer will be evaluated diligently and Employment offer will be made by Rennova Solutions. In case of performance issue, appropriate feedback will be provided to the candidate and final decision of employment will solely be made by Rennova Solutions.

RENNOVA SOLUTIONS
#14, Gangothri Colony, Krishnagiri Road, Hosur-635109

We wish all the selected candidates to have great learning experience and to utilize the skills,knowledge to meet Rennova's expectation and project demands.

Yours Sincerely,
V.Premkumar
Business Development Head,
Rennova Solutions.

PERFORMANCE THROUGH PRECISION

Date: 2/2/2022

Letter of Intent

Dear Placement Team,
We are pleased to inform that the following students are being hired for the post of **Government Apprenticeship**.

1. Keerthana S
2. Vinodh S
3. Arun K
4. Mahadevi G
5. Nirmala L
6. Nunagoppula Shambhi Reddy
7. Sarath K
8. Sopna S
9. Vidhula T
10. Venkatramanan M
11. Palani Bharathi R
12. Ranjith Kumar
13. Ram Kumar R
14. Venugopal M
15. Gurusamy K
16. Tamilarasan M
17. Jayakumar M
18. Chandran
19. Aravind S

This letter is intended only as an overview of the potential offer from Vishay Precision Transducers India Private Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein

Proposed Stipend : **12000 Per month + Canteen & Transportation Free**

Proposed Date of Joining / Place : **Will be Intimated**

Students are asked to submit the following docs at the time of Joining

- Copy of Class 10th Certificate & Class 12th Certificate & Degree / Graduation certificates.
- Copy of Residence proof
- Copy of Aadhar Card (Mandatory)
- Copy Bank Passbook

Please note this letter is not an offer or a legally binding contract of employment. An offer for employment shall be made to all at the sole discretion of the company and there is no obligation on the company to do so.

Please note the candidate who are not reporting on the said Joining date the offer will be nullified and stands cancelled. Cannot be considered further.

Sincerely,
For Vishay Precision Transducers India Pvt Ltd

Baskar A
Manager HR

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

THE RAMCO CEMENTS LIMITED

25-June-2022

Ms. Narmadhadevi M
2/557, Kannanagar,
Sivakasi, Tamil Nadu
Pin – 626189

Mobile - 9003309251

Dear Madam,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

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THE RAMCO CEMENTS LIMITED

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary.
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

Signature
Accepted

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THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

25-June-2022

Mr. P.Madhav
11-415,O.T.K Road,
Andhra Pradesh
Pin - 517001

Mobile - 9493300656

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

THE RAMCO CEMENTS LIMITED

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

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   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

P. Madhav

Signature
Accepted

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

THE RAMCO CEMENTS LIMITED

25-June-2022

Ms. Helanmary M
14/18 Sri Rama Primary School Street,
Pin - 626121

Mobile - 7639208451

Dear Madam,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
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3. Salary details :

	Rs. per month
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THE RAMCO CEMENTS LIMITED

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

Signature
Accepted

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

02-Aug-2022

Ms. Aarthi
107,108,2Nd Street,
Balaji Avenue,
Tirunelveli – 627358

Mobile – 7397797200

Dear Madam,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

THE RAMCO CEMENTS LIMITED

25-June-2022

Ms. Dhitchanaa
1/202 E/E11 Guru Colony,
Housing Board,
Reserve Line,
Sivakasi, Tamil Nadu
Pin - 626124

Mobile – 9384704590

Dear Madam,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

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THE RAMCO CEMENTS LIMITED

4. You will be covered under the following Insurance policies:
   I. Group Mediclaim insurance policy - Sum Insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum Insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 22-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
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We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

R. Dhitchanaa

Signature
Accepted

[DHITCHANAA R]

Scanned with CamScanner

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

25-June-2022

Ms. Anusuya R
1/2A, Kuthuriyar Street,
Singamparai,
Tirunelveli, Tamil Nadu
Pin - 627601

Mobile - 9600670956

Dear Madam,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Executive Allowance	11,680
House Rent Allowance	6,250
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Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

Signature
Accepted

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

25-June-2022

Ms. Anu Lakshmi K S
189,Panpoli Main Road,
Viswanathapuram P.O,
Shencottah R.S,
Tenkasi(Dt),
Pin - 627809

Mobile - 7094108601

Dear Madam,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
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THE RAMCO CEMENTS LIMITED

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   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

K.S. Anuradha

Signature
Accepted

RAMCO INSTITUTE OF TECHNOLOGY

Deiva Nayagam R <deivanayagam@ritrjpm.ac.in>

Fwd: E-onboarding- Tata Business Hub

1 message

Gunasekaran P <gunasekaran@ritrjpm.ac.in> Sat, Dec 10, 20
To: Deiva Nayagam R <deivanayagam@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Azhagujaisudhan pazhani** <azhagujaisudhan@ritrjpm.ac.in>
Date: Fri, 22 Jul, 2022, 11:27 AM
Subject: Fwd: E-onboarding- Tata Business Hub
To: Gunasekaran P <gunasekaran@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **VENKATASUBBU N** <953618106068@ritrjpm.ac.in>
Date: Fri, Jul 22, 2022 at 11:25 AM
Subject: Fwd: E-onboarding- Tata Business Hub
To: Azhagujaisudhan pazhani <azhagujaisudhan@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **VENKATASUBBU N** <953618106068@ritrjpm.ac.in>
Date: Mon, 30 May 2022, 1:49 pm
Subject: Fwd: E-onboarding- Tata Business Hub
To: Ramco Institute Of Technology <placement@ritrjpm.ac.in>, Azhagujaisudhan pazhani <azhagujaisudhan@ritrjpm.ac.in>

Dear Venkatasubbu,

Welcome to Tata Business Hub !

We would like to onboard you formally on 06-Jun-2022.(Monday)

Attached are the set of joining forms which needs to be duly filled with the witness signature, wherever applicable. Please share the soft copies of these forms and submit it back to us. Also, r to share the scanned copies of the followings at the earliest.

- TCOC (Kindly read the booklet and share signed copy of page no. 33)

- 2 passport sized photographs with white background

- 2 ticket sized photographs

- Photocopy copy of your PAN card, passport and AADHAR card , Address Proof (mandatory), -

- Photocopies of your educational certificates and mark sheets for the Graduation and Post-Graduation (Kindly sign on all the certificates and marksheets)

- Cancelled cheque / Bank details ,

- Experience letter of last two companies

- Updated Resume, Blood Group ,informal Photos

Kindly share current address at the earliest

As a step towards ensuring safety and wellness at TBH, we have decided to make sure all our employees are 100% vaccinated. To achieve this, we request you to kindly complete your vacci eligible) prior to your joining TBH. You may reimburse the cost of vaccination through our claim process post your joining.

Stay safe and healthy.

Wishing you a successful career with the Tata Group!

Tulika Vinod

Senior Executive-HR
Tata Business Hub

www.tatanexarc.com

signature_115472991

Disclaimer & Privilege Notice:

This e-Mail may contain proprietary, privileged, and confidential information and is sent for the intended recipient(s) only. If, by an addressing or transmission error, this mail has been misdirec
you are requested to notify us immediately by return email message and delete this mail and its attachments. You are also hereby notified that any use, any form of reproduction, disseminatio
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email are those of the individual and may not necessarily represent those of Tata Business Hub Ltd.

Before opening attachment(s), please scan for viruses.

---------- Forwarded message ---------
From: **Tulika Vinod** <tulika.vinod@nexarc.in>
Date: Fri, 27 May 2022, 11:52 am
Subject: E-onboarding- Tata Business Hub
To: 953618106068@ritrjpm.ac.in <953618106068@ritrjpm.ac.in>
Cc: Swetlina Mishra <swetlina.mishra@nexarc.in>, Dharmesh Bhojak <dharmesh.bhojak@nexarc.in>

Dear Venkatasubbu,

Welcome to Tata Business Hub !

We would like to onboard you formally on 06-Jun-2022.(Monday)

Attached are the set of joining forms which needs to be duly filled with the witness signature, wherever applicable. Please share the soft copies of these forms and submit it back to us. Also, request you to share copies of the followings at the earliest.

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- 2 passport sized photographs with white background
- 2 ticket sized photographs
- Photocopy copy of your PAN card, passport and AADHAR card , Address Proof (mandatory),-
- Photocopies of your educational certificates and mark sheets for the Graduation and Post-Graduation (Kindly sign on all the certificates and marksheets)
- Cancelled cheque / Bank details ,
- Experience letter of last two companies
- Updated Resume, Blood Group ,informal Photos

Kindly share current address at the earliest

As a step towards ensuring safety and wellness at TBH, we have decided to make sure all our employees are 100% vaccinated. To achieve this, we request you to kindly complete your vaccination (if eligible) prior t joining TBH. You may reimburse the cost of vaccination through our claim process post your joining.

Stay safe and healthy.

Wishing you a successful career with the Tata Group!

Tulika Vinod

Senior Executive-HR
Tata Business Hub

www.tatanexarc.com



Disclaimer & Privilege Notice:

This e-Mail may contain proprietary, privileged, and confidential information and is sent for the intended recipient(s) only. If, by an addressing or transmission error, this mail has been mis
you, you are requested to notify us immediately by return email message and delete this mail and its attachments. You are also hereby notified that any use, any form of reproduction,
dissemination, copying, disclosure, modification, distribution and/or publication of this e-mail message, contents, or its attachment(s) other than by its intended recipient(s) is strictly prohil
opinions expressed in this email are those of the individual and may not necessarily represent those of Tata Business Hub Ltd.

Before opening attachment(s), please scan for viruses.

--
Regards,
Dr.A.Azhagu Jaisudhan Pazhani

Vision of the Department:
Develop futuristic technologists in Electronics and Communication Engineering to meet the global challenges and the societal needs of our nation.
Mission of the Department:
Educate students to become enlightened engineers with the latest know-how to take on the challenges concerned with the society.
Equip the students with the current trends and latest technologies in the field of Electronics and Communication Engineering to make them technically strong and ethically
Constantly motivate the students and faculty members to achieve excellence in Electronics and Communication Engineering and Research & Development activities.

Attachments area

6 attachments



image001.png
7K



image001.png
7K

BGV Application Form Revised_TATA Business Hub.doc
70K

Information Release Authorization.pdf
83K

Pre Joining Kit.zip
2082K

Form11Revised.pdf
76K

Dated: 24-11-2021

To

Mr.Praveen Kumar,
Ramco Institute of Technology,
Rajapalayam.

Dear Mr.Praveen Kumar,

Based on your application and the subsequent discussions you had with us, we are pleased to offer employment for you in our organization. During your employment here, you will be paid monthly as per your PayScale. Details of your initial salary is given in the annexure at the end of this document.

This offer is subject to the following terms and conditions.

1. Upon joining, you will be absorbed as an employee for the role of **Software Engineer**.
2. During the period of your employment, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with other employees of AdminDroid, only on a 'need to know' basis.
3. You shall sign a Confidential Agreement with AdminDroid to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your employment.
4. AdminDroid owns all right and interest to any intellectual property which also includes the ideas discussed and developed by you during the course of your employment with the company.
5. The Company reserves all rights to terminate you at any time during the employment, for any reason whatsoever, including without limitation, misuse of AdminDroid intellectual property, hardware and software, improper and unauthorized usage of Internet Services, misconduct and the like.

Regards,



Kumar S.
Director,
AdminDroid Solutions

READ, UNDERSTOOD AND AGREED:

Signature	:
Name	:
Date	:
Place	:
Date of Employment commencement	:

Annexure

Details	Monthly	Annual
Salary* / Monthly CTC	30,000	3,60,000
Employee Bonus Scheme**		60,000
Total		**4,20,000**

* Subject to be split into Basic, FBP, PF, and Tax when applicable. However, this will be performed on your salary at the time when it is imposed.

** Once in a year, a bonus will be offered; based on your performance and confirmation, you may be eligible for the same at that time.

Apart from your CTC you will also be entitled for the following additional benefits:

GROUP MEDICLAIM

Company will bear full premium of covering you and two of your dependents (Parents, Parent-In-laws, Spouse) under the Group Mediclaim policy for Rs. 4,00,000/- (Rupees Four lakhs).

Please note that the above-mentioned Insurance schemes are subject to change based on yearly renewals.

AdminDroid Solutions,
4th floor, Rattha Tek Meadows,
Sholinganallur,
Chennai – 600119.

Office Contact: +91 9791019803
Website: www.admindroid.com

Ref. No. 2021-22\ENGG\LV\E0090 **Date: 15th February, 2022**

Mr. Mohanasudhan M,
112F,Vasantham Nagar, Teachers colony,
Rajapalaiyam- 626108.
Mobile No. : +91 86757 99844
Email ID: mohanasudhan.m@gmail.com

APPOINTMENT LETTER

Dear **Mr. Mohanasudhan M,**

Welcome to MaxEye Technologies Private Limited!

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Software Engineer** on the following terms and conditions. Please note the employment terms and conditions in this letter are subject to the Company policy.

1. APPOINTMENT

a. Your date of appointment is effective from the date of joining but not later than 15th **February 2022.**

b. Your initial place of work will be at our Bangalore office. However, your services are transferable to any place in the India within the Company or to any of its associates, or sister concerns, affiliate company or its subsidiary at any place in India, whether existing today or which may come up in future at any time at the sole discretion of the Management. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

c. Your retirement age is 58 years.

2. PROBATION

You will be on probation for a period of six months of joining work, but if the Management 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 probation period. This period of probation will be liable to such extension (s) as the Management may

deem fit in its sole discretion. Unless an order in writing confirming you is given, you will not be deemed to have been made permanent.

3. COMPENSATION

Your Cost to the Company will be **Rs. 2,40,000** Per Annum. The salary breakup is described in the Annexure-A. Your salary is personal and confidential information. You should discuss it only with your manager or with the Director of the Company.

Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and based on your performance and results during your employment and other relevant criteria.

4. OTHER BENEFITS

a. Leave: **During Probation Period you are not permitted to take any leave without prior approval**. You will be entitled to the following leave only after the confirmation of your service in the company. You are eligible for total leave of 2 days for every one month of completion of service in the company, which shall be inclusive of casual, sick and earned leave. The leave not availed of during a particular year shall not accumulate and shall lapse.

b. Leave Travel Allowance as per the policy of the Company.

5. TRAVEL

In the course of your employment, you may be required to undertake traveling either in India or elsewhere in connection with the Company's business, according to the directions and instructions issued by the Management, from time to time, for which you will be reimbursed expenses in accordance with the rules. Refusal to undertake such travel may result in disciplinary action against you.

6. RESPONSIBILITIES

a. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

b. You shall not pledge the Company's credit and/or make representation unless you are specifically and duly authorized in that behalf.

c. You shall fully acquaint yourself with the various laws, orders, rules, regulations, notification etc. of the Central, State, Local and/or any other authority in force from time to time and with particular reference to the Defense of Indian Rules and any modifications thereof and/or any orders there under and other emergency legislation affecting or concerning directly or indirectly the Company and its business and affairs in so far as they relate to the discharge of your duties and responsibilities and see that all the requirements there under as also the principles of sound commercial practice are fully observed and complied with.

d. You will abide by the Rules & Regulations / Standing Orders of the Company in force, at present, and as varied from time to time.

e. The foregoing constitutes the entire agreement as regards the terms and conditions of your service with the Company and they shall be subject to such modifications and amendments as may be introduced from time to time as per the Company's Rules & Regulations.

f. You will properly account to the company for any goods and/ or money belonging to the company that may come in your hands during the course of your employment.

7. CONFIDENTIALITY

During the term of your employment, you may have access to and become familiar with various trade secrets and confidential or proprietary information belonging to the company, its affiliates and its customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the company, its affiliates and its customers, as the case may be.

During the term of your employment or at any time thereafter, following your termination of the employment, You shall agree not to use, communicate, reveal or otherwise make such confidential or proprietary information available for any purpose whatsoever or to divulge such information to any person, company, partnership, corporation or any other entity other than those expressly designated by the company during the employment unless such employee is compelled to disclose it by judicial process.

8. INTELLECTUAL PROPERTY

During your employment with the company you shall agree that you will disclose and assign to Company all inventions, developments, improvements or ideas conceived by you solely or jointly with others that are related Company's business or that results from work that you perform for the Company for using Company's equipment, supplies or facilities. The said

inventions, improvements, developments and ideas shall become and remain the property of the Company whether or not patent applications or other governmental filings are made thereon or with respect thereto.

9. RESTRICTIVE COVENANT

The Company is in the business of providing various services including the software development. You shall agree that Company's services are highly specialized and the identity and the specific needs of the Company's customers are generally not known to the Industry. Company has proprietary interest in its customers and relationships, documents, pricing and costs, confidential information regarding its customer list including but not limited to the identity, location, charges and service requirements to the customers are highly confidential and constitute to the trade secrets.

You agree that, you will not take up directly or indirectly employment or contract or transact any sort of business with the person, company or corporation or firm or any other business entity, who is or was a customer of the Company during your employment period.

10. CONFLICTS OF INTEREST

You agree that you engage yourself completely in the work assigned by MAXEYE Technologies and will not directly or indirectly take up any other independent or individual assignments whether it is a part time or full time, without the written consent of the Director of the Company.

11. GENERAL

a. MAXEYE trusts that you have not provided us any false information or declaration or suppressed any material information. **This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.**

b. Please note that you need to inform us if you have signed any agreement or agreed orally any agreements with any other third party which will violate the terms and conditions mentioned in this document.

c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement.

d. In case of any disputes between yourself and the company relating to or arising out of this agreement shall be subject to the jurisdiction of and be determined by the court of jurisdiction court in Bangalore only.

12. NOTICE PERIOD and TERMINATION

During the period of probation, Company will be allowed to terminate this contract of employment without any reasons with one month notice period in writing to the other party or one month salary in lieu of the notice.

You are required to work for a minimum period of 24 months. If you leave the organization for any reason prior to the minimum working period of 24 months, you will be liable to re-pay salary paid to you during the last six months period to your leaving.

After 24 months, the contract of employment can be terminated by either party without any reasons, by giving three months' notice period or the contract of employment can be terminated by the company three months' salary in lieu of the notice period.

Notwithstanding the other terms set out hereinabove this company has absolute right at any time to **terminate** your services without any notice or without compensation in lieu of notice for your committing any breach of the terms of this letter of appointment or if you are found guilty of any subordination, insolence , gross negligence of duty, irregularities, fraud, embezzlement, misappropriation or if you indulge in drunkenness, participate in strike or misbehave yourself in any other manner . You are liable to indemnify the company for any loss of damage which the company may suffer on account of your misbehavior.

This appointment and its continuance is subject to your being found and remaining medically fit (Physically and mentally fit).

You are requested to go through this appointment letter carefully and return the duplicate copy duly signed to us as a token of having accepted the terms of appointment.

We are looking forward to work with you for a mutually rewarding association.

Yours Truly
For MAXEYE TECHNOLOGIES PRIVATE LIMITED

RAMESH KRISHNAN NARAYANAN
DIRECTOR

I have read, understood and agree to the employment with the above terms and conditions.

Joining Date:

Name:

Signature:

Date:

MAXEYE TECHNOLOGIES

Annexure - A

Payslip Components	Per annum	Per month
Basic	₹ 84,000.00	₹ 7,000.00
House Rent Allowance	₹ 33,600.00	₹ 2,800.00
Variable Allowance	₹ 94,152.00	₹ 7,846.00
Total	**₹ 2,11,752.00**	**₹ 17,646.00**
	Per annum	**Per month**
Employers PF contribution	₹ 21,168.00	₹ 1,764.00
Employer ESIC	₹ 7,140.00	₹ 595.00
	₹ 28,308.00	₹ 2,359.00
TOTAL GROSS SALARY	**₹ 2,40,000.00**	**₹ 20,000.00**

MaxEye Technologies Private Limited
#124, 3rd Floor, A Cross, NR Colony, Murueshpalya, Bangalore - 560017
Email: info@maxeyetech.com
www.maxeyetech.com

MAXEYE TECHNOLOGIES

ANNEXURE – B

List of Documents to be submitted before of joining

Please submit the copy of the following documents before joining and original documents are required for verification.

Sl. No.	Document Name	Verification Status
1	MAXEYE Technologies Appointment Letter Signed by Employee	
2	Appointment letter of all Previous Employers	
3	Relieving letter of all Previous Employers	
4	Last 3 months pay slips of Previous Employer	
5	Last year Form-16 or PF statements for Previous Employer	
6	Highest Full Time Academic Certificate	
7	Highest Full Time Academic Marksheet	
8	Course completion certificate for frehsers	
9	PAN Card	
10	Passport size photo – 4 copies	



APPOINTMENT LETTER

January 25, 2022

Dear YASHWANTH K,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I YASHWANTH K, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: YASHWANTH K

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** YASHWANTH K 25/1/2022 6:55 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23159990

RAMCO INSTITUTE OF TECHNOLOGY

Deiva Nayagam R <deivanayagam@ritrjpm.ac.in>

Fwd: INTENT OF OFFER-CALIBER INTERCONNECT SOLUTIONS.

1 message

Shanmugam Siva <shanmugamsivassc77@gmail.com> Sun, Dec 11, 2022 at 9:23 AM
To: "deivanayagam@ritrjpm.ac.in" <deivanayagam@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **sridhar.boraian@caliberinterconnect.net** <sridhar.boraian@caliberinterconnect.net>
Date: Mon, 9 May, 2022, 1:33 pm
Subject: INTENT OF OFFER-CALIBER INTERCONNECT SOLUTIONS.
To: <shanmugamsivassc77@gmail.com>
Cc: ram <ram@caliberinterconnect.net>, mervin <mervin@caliberinterconnect.net>, soundarraj.c@caliberinterconnect.net <soundarraj.c@caliberinterconnect.net>

Dear Shanmuga Siva C,

Congratulations!!! We intend to make an offer to you to join **Caliber Interconnect Solutions Pvt Ltd** at our **Coimbatore** office as **Trainee**. Your total Cost to the Company (CTC) would be **INR 2,76,000.00 (INR Two Lakhs and Seventy Six Thousands only) per annum**.

You are requested to complete the joining formalities in our Coimbatore office on Monday 11th, July 2022.

Note : we would like to inform you that your intital working place would be in Coimbatore. After completion of 1 year, according to business requirements we might transfer you to Tirunelveli office.

This offer is valid for a period of **10 working** days from the date of issue. You are requested to send a reply mail as a token of this offer **at the earliest**. Original offer/appointment order will be issued at the time of joining the Organization.

You are required to submit the below listed documents at the time of Joining.

1. Latest RTPCR - CORONA Test Report.
2. All Original & Copy of the Educational Certificates.
3. AADHAR Card (Copy & Original).
4. PAN Card (Copy & Original).
5. 3 recent Passport size photos.
6. Post card size family photo for ESIC.

All the details mentioned above are highly confidential and need to be maintained.

We are confident that you will advance professionally and financially with Caliber Interconnect solutions Pvt Ltd through your diligence and professionalism.

We look for a long-term and fruitful association with you. Should you have any queries please feel free to call or write to us.

--

Thanks & Regards
SridharBoraian
Team - HR
Caliber Interconnect Solutions Pvt Ltd
Mob - 9500950009

Caliber Interconnect Solutions P Ltd (CIS) is committed to safeguarding your data privacy. For more information to view

our commitment towards data privacy under GDPR, please visit the privacy policy on our website www.caliberinterconnect.com. This Email may contain confidential or privileged information for the intended recipient (s). If you are not the intended recipient, please do not use or disseminate the information, notify the sender and delete it from your system.

Caliber Interconnect Solutions P Ltd (CIS) is committed to safeguarding your data privacy. For more information to view our commitment towards data privacy under GDPR, please visit the privacy policy on our website www.caliberinterconnect.com. This Email may contain confidential or privileged information for the intended recipient (s). If you are not the intended recipient, please do not use or disseminate the information, notify the sender and delete it from your system.

aspire SYSTEMS
attention. always.

Decemeber 31, 2021

Mr. Santhosh R
Ramco Institute of Technology

Dear Santhosh,

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.

You will be inducted as a **"Trainee"**. Your initial training will be done virtually as the Covid situation continues and your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and once the situation becomes normal, you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of 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 **Rs.3.60 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 : Santhosh
Name : Santhosh R
Date : 01/01/2022

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.

10. **Salary and Designation Changes**: Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "**Engineer**" and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your performance. For Eg: If your date of joining is August 11, 2021, then it works like this:

Duration	Salary (Per Month INR)	Comments
Training Salary	15,000	Training period (3 Months Max)
Post Training	30,000	Salary gets revised to 30,000
Post Probation	-	Confirmation,Promotion to Engineer
Post Training + 12 months	35,000	Salary gets revised to 35,000
Post Training + 18 Months	40,000	Salary gets revised to 40,000
Post Training + 24 Months	45,000	Salary gets revised to 45,000
Post Training + 30 Months	45,000 + Hike	Alignment with Org Cycle

11. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package.

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 : Santhosh.
Name : Santhosh R
Date : 01/01/2022

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

Offer: Computer Consultancy
Ref: TCSL/DT20206879296/Chennai
Date: 04/11/2021

Mr. Sai Siddarth R
3/744 BAndiapuram Road,
Anuppankulam,
Sivakasi-626189,
Tamil Nadu.
Tel# -

Dear Sai Siddarth 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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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 this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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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 Serviceline: 1800 209 3111 Email: careers@tcs.com

GROSS SALARY SHEET **Annexure 1**

Name	**Sai Siddarth R**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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APPOINTMENT LETTER

January 25, 2022

Dear RAMASURESH M,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex,

Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Date: 01 August 2022

Ms. Manimala N
1, Nadagasalai Street, Srivilliputhur, Virudhunagar, Tamil Nadu
Virudhunagar
626125

Dear Ms. Manimala N:

Subject: Offer letter

This is with reference to your application for employment with **"Focus Edumatics Private Limited"** and subsequent discussions between us.

We congratulate you for having been successfully made it through the selection process and pleased to extend the Offer of employment with **"Focus Edumatics Private Limited"** for the position of **"Online Tutor WFH"** on agreed terms, the compensation package being the same as discussed during the interview. You are advised to submit the following mandatory documents for successful completion of joining formalities on or before joining date to the following email ID: mary.m@focusedumatics.com

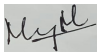
1. Four passport size photographs for our records.
2. Copies of certificates of educational qualification.
3. Previous experience letters.
4. Proof of last salary drawn.
5. Relieving letter from your previous employer.
6. Self-Certified Present & Permanent address proof.
7. Self-Certified PAN Card copy.
8. Self-Certified AADHAAR card copy
9. Form 16 from previous employment.
10. Cancelled cheque leaf or photocopy of bank passbook.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

Wish you good luck.

Yours truly,
for Focus Edumatics Private Limited,



Mary
Human Resources Department

This letter is valid only on or before **02-Aug-2022,** failing which this offer letter stands cancelled.

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Annexure - 1

Effective Date: 1-Aug-2022

Salary Offer & Benefits

Applicant Name: Manimala N

Department: OLT Operations

Salary CTC: 21000

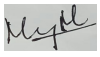
Expected DOJ: 1-Aug-2022

Designation: Online Tutor WFH

Location: Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	10484	125808
House Rent Allowance	4194	50328
Conveyance	1600	19200
Medical Allowances	379	4548
Statutory Bonus	873	10476
Monthly Gross Earnings (A)	**17530**	**210360**
B. Monthly Deduction		
EPF Employee Share	1258	15096
ESI Employee Share	139	1668
Professional Tax	208	2496
Total Deductions (B)	**1605**	**19260**
Net Salary (A – B)	**15925**	**191100**
C. Statutory/Other Share of Employer		
EPF Employer Share	1363	16356
ESI Employer Share	603	7236
Gratuity	504	6048
Internet Allowances	1000	12000
Statutory Total (C)	**3470**	**41640**
Total CTC (A + C)	**21000**	**252000**

CONFIDENTIAL



HR Signature

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

01 August 2022

Dear Jayalakshmi Selvakumar,

Sub: Letter of Appointment

We are pleased to confirm your offer for the position of **Online Tutor WFH** with a start date from **01-Aug-2022** on the following terms and conditions:

Your total compensation will be Rs. 2,52,000/ - (Two Lakh Fifty Two Thousand Only) per annum on the Cost to the Company (CTC). A detailed breakdown of your CTC is set out in Annexure 1.

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. 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.

By signing this document, you agree to be associated with the Company for a minimum period of 1 year from the Date of Joining. If you want to opt for an earlier separation for any reason, you can do so by paying a minimum of two-month gross salary drawn by you at the time of separation. After completion of your one year of service, if you want to opt for separation, you can do so by issuing a two-month notice to the Company.

You will be on probation for 6 months, after which you will receive a confirmation letter based on your performance. During the period of your probation, this contract can be terminated either by the company without any notice or by you with a one-month notice to the Company. The Company also reserves the right to extend the probation period.

During the period of your tenure with the company, you will not engage yourself 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.

Please produce the softcopies of your school leaving and degree certificates at the time of your joining for our verification. In case you are joining from another Company, please bring a copy of your service certificate and the relieving letter. The “Employment Agreement” of the company currently in force, and as amended from time to time, will govern you. You will sign a “Non-Solicitation and 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 to leaves as per the 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 Company in due course will advise you to enroll yourself in NSR (National Skill Registry) and you are required to do so within the time frame provided for the purpose.

Kindly sign the copy of this letter and return it as token of your acceptance. We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

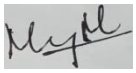
Thank You, Yours sincerely,
For Focus Edumatics Private Limited,

I have read the terms and conditions as per the Letter of Appointment issued to me and accept the same and have joined duty with effect from **01-Aug-2022**.

Mary

Authorised Signatory

Name : Jayalakshmi Selvakumar



HR Signature

Employee Signature

Date : 01 August 2022

Place : Coimbatore Trichy Road

9. **Termination:**Upon termination of employment, the Employee will forthwith deliver to the company all literature, documents, data, order forms, pricelists, memoranda, correspondence, customer and lists, records, parts, equipments, manuals, materials, samples, sales invoices, cards, computer programs, records and information acquired of the company or coming to the knowledge and custody of the Employee in connection with the Employee's activities as an Employee of the Company. The appointment letter governs the condition of termination with and without causes.

10. **Assistance in Litigation:** The Employee shall, upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

11. **Effect of Prior Agreements:** This agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this agreement.

12. **Limited Effect of Waiver by Company:** The failure of the Company to insist upon strict performance of any of the provisions of this agreement shall not be construed as a waiver of any subsequent breach of the same or similar nature.

13. **Severability:** If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect. If this agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (or any predecessor thereof) and the Employee shall be deemed reinstated as if this agreement had not been executed.

14. **Benefits:** This agreement shall be binding upon and inure to the benefit of the Company's successors and assignees.

15. **Confidentiality Contract:** The Confidentiality Contract attached hereto is incorporated by reference.

16. **Entire Agreement:** The foregoing agreement represents the entire agreement between the parties, and all representations, agreements, contracts and undertakings prior to or contemporaneous with the execution of this agreement are merged herein. This agreement may be modified, amended or extended only by an agreement in writing, signed by both parties, with the same formality as this agreement.

For Focus Edumatics Private Limited

I have read the preceding employment agreement, and the ramifications of this agreement have been fully explained to me and understood by me. I further agree, without reservations, to adhere to this agreement.

Mary

Authorised Signatory

Name : Jayalakshmi Selvakumar



HR Signature

Employee Signature

Date : 01 August 2022

Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

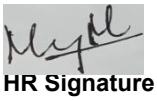
My signature below indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

for Focus Edumatics Private Limited.,

Mary

Authorised Signatory

Name : Jayalakshmi Selvakumar



HR Signature

Employee Signature

Date : 01 August 2022

Place : Coimbatore Trichy Road

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

COMPENSATION AND BENEFITS

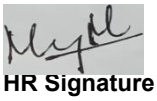
Name :Jayalakshmi Selvakumar
Designation : Online Tutor WFH

Date Of Joining : 01-Aug-2022
Location : Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	10484	125808
House Rent Allowance	4194	50328
Conveyance	1600	19200
Medical Allowances	379	4548
Statutory Bonus	873	10476
Monthly Gross Earnings (A)	**17530**	**210360**
B. Monthly Deduction		
EPF Employee Share	1258	15096
ESI Employee Share	139	1668
Professional Tax	208	2496
Total Deductions (B)	**1605**	**19260**
Net Salary (A – B)	**15925**	**191100**
C. Statutory/Other Share of Employer		
EPF Employer Share	1363	16356
ESI Employer Share	603	7236
Gratuity	504	6048
Internet Allowances	1000	12000
Statutory Total (C)	**3470**	**41640**
Total CTC (A + C)	**21000**	**252000**

- All Salary components are calculated on pro rata basis.
- 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. Professional Tax will vary from state to State as per the prescribed slab and will be deducted monthly in Karnataka & Punjab and where as in Tamil Nadu it is half yearly deduction.
- The Employer Shares are invisible in the Payslip, as these are not a Directly Payable Components to the employees.
- Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation.

FOCUS EDUMATICS CONFIDENTIAL



HR Signature

Employee Signature

Sent from Mail for Windows

From: HRM.SMI
Sent: 20 April 2022 07:06
To: krishnaveni.p
Cc: Sankar Ganesh; Emmanuel; Naveen Kumar; Sasikala; Ramraj; Sivamurugan; Manikandan; Annapoorani; smi.hr@mookambikainfo.com; accounts@mookambikainfo.com; Natarajan; Vijayameenal; Muralikannan
Subject: Welcome Aboard!!! Krishna Veni S (SMI_1463)

Dear Krishna Veni S

Welcome aboard with the SMI Family!

“Coming together is a beginning, staying together is progress, and working together is success.”

At the outset, We would like to congratulate you for choosing SMI and joining our crew. You will be a great asset to our team and we look forward to a positive employment relationship.

It gives me great pleasure to announce that **Ms. Krishna Veni** has joined us as **Trainee - CCX,** reporting to **Ms. Natarajan Rathinasabapathy - SMI_1432, Test Lead.**

We expect you to set an example of diligence, dedication and commitment and contribute your best efforts to SMI, a leading organization.

Wishing you luck to have an enriching and enduring career at SMI!

Please feel free to get in touch with the HRM team for any further information / clarifications you may need.

Thanks & Regards,

HRM Desk, SMI

Ph: 9962024074

Skype ID: live:.cid.80944856a3565207

email: hrm.smi@mookambikainfo.com

Date: 15/09/2022

Offer Letter

Dear **KIRUTHIKA.T,**

Congratulations!!!!

We are happy to welcome you to our **Remaut3D Engineering and Software Services Private Ltd**

We are delighted to offer you the position of **Software Developer - Trainee** at **Remaut3D Ltd**

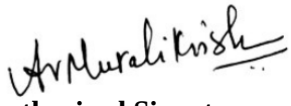
As a **Software Developer - Trainee,** your role is critical in fulfilling the mission of Remaut3D Ltd.

You will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service. We expect you to set an example of diligence, dedication and commitment and contribute your best efforts in making **Remaut3D** a leading organization.

Your total compensation package (CTC) shall be **2,40,000 Rs,** This includes Basic, Allowances, Statutory Contributions and other benefits as governed by company policies, subject to Income Tax regulations in force from time to time. For more details check the Annexure A attached below.

Wishing you luck for all your assignments and a long and rewarding career at **Remaut3D.**

For **Remaut3D**



Authorized Signatory

I accept the offer and shall report for duty on or before ……

Signature of the Candidate

Annexure A

Compensation Structure

Components	Monthly (Rs.)	Annualized (Rs.)
Basic	10000	120000
HRA	5000	60000
Conveyance	1600	19200
Medical	1250	15000
LTA	0	0
Special Allowance	2150	25800
Gross Salary	**20000**	**240000**
Bonus	**NA**	**NA**
Deductions	As per TDS Act	As per TDS Act
Professional Tax	As per TDS Act	As per TDS Act
Employee PF	NA	NA
Employer PF	NA	NA
Cost to Company	**20000**	**240000**

Amendment to Appointment Letter

WELCOME TO WIPRO

May 31, 2022

Dear Sridhar .,

This Amendment is pursuant to your Appointment Letter from Wipro Limited ("Wipro"). The purpose of this letter is to amend two sections ("Appointment Details") and ("Notice Period & Termination") of your current Appointment Letter by removing the probation period.

"Appointment Details" will be replaced with the following:

"Appointment Details:

a. *The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.*

b. *The retirement age is 58 years.*

c. *You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.*

d. *We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.*

e. *This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.*

f. *The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining."*

"Notice Period & Termination" will be replaced with the following:

"Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items."

1. **No Further Modification.** Except as expressly modified herein, all other terms and conditions of the Appointment Letter shall remain in full force and effect. This Amendment is fully integrated into the Appointment Letter.

2. **No Waiver.** Nothing in this Amendment shall be construed as a waiver of any breach, covenant, right or remedy of the Parties.

3. **Counterparts.** This Amendment may be executed in any number of counterparts in original or facsimile, each of which shall be deemed an original, but all of which taken together shall constitute one single agreement between the Parties.

4. **Precedence.** This Amendment shall constitute a part of and shall be read together with the Appointment Letter and shall run concurrently and be co-terminus and co-extensive with Appointment Letter. However, this Amendment shall prevail in the event of any inconsistency between any terms and conditions to this Amendment and the Appointment Letter.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

☑ Accept

☑ **Signature** Sridhar . 31/5/2022 2:30 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23161058

IT ACCEPTABLE USE POLICY

1. OVERVIEW

Zoho Corporation IT Service's Acceptable Use Policy aims at protecting Zoho Corporation employees, partners, and the company from illegal actions of individuals. The Acceptable Use Policy is intended to provide a framework governing the use of all IT resources provided by the company.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Zoho Corporation. These systems are used for business purposes in serving the interests of the company, and of clients and customers in course of normal operations.

Effective security is a team effort involving the participation and support of every employee and affiliate of Zoho Corporation who deals with information and/or information systems. It is the responsibility of the employees and affiliates to read and understand these guidelines, and conduct their activities accordingly.

2. PURPOSE

This policy outlines the acceptable use of computers, mobile phones, software, and network systems provided by Zoho Corporation to its employees, contractors, consultants, temporary workers, and other workers employed. These rules are in place to protect employees and the company from risks including virus attacks, compromise of network systems and services, and legal issues due to inappropriate use.

3. SCOPE

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Zoho Corporation's business or to interact with internal networks and business systems that are owned or leased by Zoho Corporation. All employees, contractors, consultants, temporary workers, and other workers employed with Zoho Corporation and its subsidiaries are responsible for appropriate use of information, electronic devices, and network resources according to Zoho Corporation's policy and standards, and local laws and regulations. Zoho Corporation denotes all the entities of Zoho.

4. POLICY

A. GENERAL USE AND OWNERSHIP

i. Zoho Corporation's proprietary information stored on electronic and computing devices, whether owned or leased by Zoho Corporation or the employee is the sole property of Zoho Corporation. You must ensure through legal or technical means that proprietary information is protected.
ii. It is your responsibility to report the theft, loss or unauthorized disclosure of Zoho Corporation's proprietary information promptly.
iii. You may access, use, or share Zoho Corporation's proprietary information within the authorized extent only if it is necessary to fulfill your assigned job duties.
iv. Employees must exercise good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by organization-wide policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
v. Authorized individuals within Zoho Corporation have the authority to view and monitor equipment, systems, and network traffic for security and network maintenance.
vi. Zoho Corporation reserves the right to audit networks and systems periodically to ensure compliance with this policy.

B. SECURITY AND PROPRIETARY INFORMATION

i. All mobile and computing devices that connect to Zoho Corporation's internal network must comply with the Access Control Policy.
ii. System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
iii. Allowing other users to use your Zoho account, laptops and other gadgets provided by Zoho Corporation is prohibited. This includes friends, family, and members of the household when employees work from home.
iv. All computing devices must be secured with a password-protected screensaver that must be activated within 10 minutes of inactivity or less. Users must lock the screen or log off when the device is unattended.
v. Employees posting to newsgroups and forums using the official Zoho email address must post a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the company, unless they represent the company's views for business purposes.

vi. Employees must be wary while opening email attachments received from unknown senders as it may contain malware.

vii. Employees are not allowed to use unsecured or open wifi for official purposes. Employees are also advised to secure their wifi router connections with enabling WPA2 + AES security.

viii. Employees are advised not to skip security updates in their official devices and ensure that VPN and other software are fully patched.

ix. Employees should ensure that their laptops and gadgets are virus-scanned periodically.

x. Employees are not advised to install pirated / third party software in official devices provided by Zoho Corporation. To install software on company-provided devices, employees are requested to contact the Zoho Corporation IT services team.

xi. Employees are prohibited from providing information/PII of employees working in Zoho Corporation to parties outside the company, knowingly or unknowingly.

5. UNACCEPTABLE USE

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Zoho Corporation authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing resources owned by Zoho Corporation.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

6. SYSTEM AND NETWORK ACTIVITIES

The following activities are strictly prohibited, with no exceptions:

i. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Zoho Corporation.

ii. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted

music, and the installation of any copyrighted software for which Zoho Corporation or the end user does not have an active license is strictly prohibited.

iii. Accessing data, a server or an account for any purpose other than conducting Zoho Corporation's business, even if you have authorized access, is prohibited.

iv. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. Employees must consult the management before exporting any material that is in question.

v. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

vi. Revealing your account password to others or allowing use of your account by others. This includes friends, family, and members of the household when employees work from home.

vii. Using computing assets owned by Zoho Corporation to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

viii. Making fraudulent offers of products, items, or services owned by Zoho Corporation.

ix. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

x. Effecting security breaches including, but not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties.

xi. Effecting disruptions including, but not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

xii. Port scanning or security scanning is prohibited unless Zoho Corporation IT Services approves it after a prior notification is made.

xiii. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

xiv. By-passing user authentication or security of any host, network or account.

xv. Introducing honeypots, honey nets, or similar technology on Zoho Corporation's network.

xvi. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

xvii. Using any program/script/command, or sending messages of any kind, with the intent to

interfere or disable a user's terminal session via any means, locally or via the Internet/Intranet/Extranet.

7. EMAIL AND COMMUNICATION ACTIVITIES

When using the company's resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are mine and not necessarily those of the company". Questions may be addressed to the IT Department.

i. Sending unsolicited emails, including but not limited to advertising material to individuals who did not specifically request such material (email spam).

ii. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

iii. Unauthorized use, or forging, of Zoho Corporation's email header information.

iv. Solicitation of email to any other email address other than the intended recipient, with the intent to harass or collect replies.

v. Creating or forwarding "Chain letters", "Ponzi" or "Pyramid schemes" of any type.

vi. Use of unsolicited email originating from within Zoho Corporation networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Zoho Corporation or connected to Zoho Corporation's network.

vii. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

8. BLOGGING AND SOCIAL MEDIA

i. Blogging by employees, whether using Zoho Corporation’s property and systems or personal computer systems, is also subject to the terms and restrictions in this policy. Limited and occasional use of Zoho Corporation’s systems to engage in blogging is acceptable, provided it is done in a professional and responsible manner, does not violate Social Media policy of Zoho, is not detrimental to Zoho Corporation’s best interests, and does not interfere with an employee's regular work duties. Blogging from Zoho Corporation's systems is also subject to monitoring.

ii. Zoho Corporation's Confidential Information policy also applies to blogging. As such, employees are prohibited from revealing any confidential or proprietary information, trade secrets or any other material covered under Zoho Corporation's Confidential Information policy when engaging in blogging.

iii. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and goodwill of Zoho Corporation and any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging.

iv. Employees may also not attribute personal statements, opinions or beliefs to Zoho Corporation, the company, when engaged in blogging. If an employee is expressing his or her beliefs and opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the company. Employees assume any risk associated with blogging.

Apart from following all laws pertaining on the handling and disclosure of copyrighted or export controlled materials, trademarks, logos and any other intellectual property of Zoho Corporation may also not be used in blogging activity.

9. POLICY COMPLIANCE

A. COMPLIANCE MEASUREMENT

Zoho Corporation IT Services team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

B. EXCEPTIONS

Any exception to the policy must be approved by Zoho Corporation IT Services team in advance.

C. NON-COMPLIANCE

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

10. DEFINITIONS

Term Definition

A. BLOGGING :

Writing a blog. A blog (short or weblog) is a personal online journal that is frequently updated and intended for public consumption.

B. SPAM :

Spam includes but not limited to unauthorized and unsolicited electronic mass mailings.

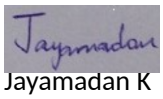
C. IT INFRASTRUCTURE :

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and FTP.

11. RELATED STANDARDS, POLICIES AND PROCESSES

- Social Media Policy
- Access Control Policy
- Password Policy

I hereby certify that I have read and understood the terms and conditions specified above.

Signature:		Date:	
Name :	Jayamadan K	Place :	

RAMCO INSTITUTE OF TECHNOLOGY

Deiva Nayagam R <deivanayagam@ritrjpm.ac.in>

Fwd: Reg: Confirmation Mail- Focus Edumatics Pvt Ltd

2 messages

Gunasekaran P <gunasekaran@ritrjpm.ac.in> Sat, Dec 10, 20
To: Deiva Nayagam R <deivanayagam@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Azhagujaisudhan pazhani** <azhagujaisudhan@ritrjpm.ac.in>
Date: Tue, 2 Aug, 2022, 2:50 PM
Subject: Fwd: Reg: Confirmation Mail- Focus Edumatics Pvt Ltd
To: Gunasekaran P <gunasekaran@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Kathir K** <kathirtkp25@gmail.com>
Date: Tue, Aug 2, 2022 at 2:13 PM
Subject: Fwd: Reg: Confirmation Mail- Focus Edumatics Pvt Ltd
To: azhagujaisudhan@ritrjpm.ac.in <azhagujaisudhan@ritrjpm.ac.in>

---------- Forwarded message ---------
From: **Nimmi PS** <nimmi.ps@focusedumatics.com>
Date: Wed, Dec 8, 2021, 6:44 PM
Subject: Reg: Confirmation Mail- Focus Edumatics Pvt Ltd
To:

Dear Employee,

Congratulations on completing the certification for the position of Online Tutor with Focus Edumatics Pvt Ltd. You have cleared the certification successfully salary will be paid from 08th December 2021 and you will be working as a Part-time Online Tutor for Focus Edumatics Pvt Ltd. We are happy to let you kn you took a lot of effort and dedication on your part for your success.

We are sure it was worth it all, knowing that your achievement will make such a positive difference to your career path. Well done!

Best wishes for your continued success.

Your attendance will be maintained thru the COSEC App, I have share the cosec link below,

https://attendance.focusedumatics.com

User Name: Your Employee Code

Password: Set new Password → Log in

In Punch: Click Mark Punch In → Regular In

Out Punch: Click Mark Punch Out → Regular Out

To Check your Month Attendance: Click Time Attendance → Daily Attendance

To check your day attendance : Click Time Attendance → N- Punch View, every day N- Punch(Working Hrs) time has to be 8:00 hrs. Excluding 1 break.

Note : Check your attendance every day, making sure it shows Present (PR).

Best Regards,
Focus -HR
Focus Edumatics Pvt Ltd,
Coimbatore - 641018

--
Regards,
Dr.A.Azhagu Jaisudhan Pazhani

Vision of the Department:
Develop futuristic technologists in Electronics and Communication Engineering to meet the global challenges and the societal needs of our nation.
Mission of the Department:
Educate students to become enlightened engineers with the latest know-how to take on the challenges concerned with the society.
Equip the students with the current trends and latest technologies in the field of Electronics and Communication Engineering to make them technically strong and ethically
Constantly motivate the students and faculty members to achieve excellence in Electronics and Communication Engineering and Research & Development activities.

Attachments area

Gunasekaran P <gunasekaran@ritrjpm.ac.in> Sun, Dec 11, 2022 at 7:13 PM
To: Deiva Nayagam R <deivanayagam@ritrjpm.ac.in>

[Quoted text hidden]

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

01 August 2022

Dear Pavithra Panneerselvam,

Sub: Letter of Appointment

We are pleased to confirm your offer for the position of **Online Tutor WFH** with a start date from **01-Aug-2022** on the following terms and conditions:

Your total compensation will be Rs. 2,52,000/ - (Two Lakh Fifty Two Thousand Only) per annum on the Cost to the Company (CTC). A detailed breakdown of your CTC is set out in Annexure 1.

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. 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.

By signing this document, you agree to be associated with the Company for a minimum period of 1 year from the Date of Joining. If you want to opt for an earlier separation for any reason, you can do so by paying a minimum of two-month gross salary drawn by you at the time of separation. After completion of your one year of service, if you want to opt for separation, you can do so by issuing a two-month notice to the Company.

You will be on probation for 6 months, after which you will receive a confirmation letter based on your performance. During the period of your probation, this contract can be terminated either by the company without any notice or by you with a one-month notice to the Company. The Company also reserves the right to extend the probation period.

During the period of your tenure with the company, you will not engage yourself 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.

Please produce the softcopies of your school leaving and degree certificates at the time of your joining for our verification. In case you are joining from another Company, please bring a copy of your service certificate and the relieving letter. The “Employment Agreement” of the company currently in force, and as amended from time to time, will govern you. You will sign a “Non-Solicitation and 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 to leaves as per the 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 Company in due course will advise you to enroll yourself in NSR (National Skill Registry) and you are required to do so within the time frame provided for the purpose.

Kindly sign the copy of this letter and return it as token of your acceptance. We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

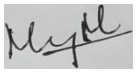
Thank You, Yours sincerely,
For Focus Edumatics Private Limited,

I have read the terms and conditions as per the Letter of Appointment issued to me and accept the same and have joined duty with effect from **01-Aug-2022**.

Mary

Authorised Signatory

Name : Pavithra Panneerselvam



HR Signature

Employee Signature

Date : 01 August 2022

Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

EMPLOYMENT AGREEMENT

Agreement made on this day of 01-Aug-2022 by and between Focus Edumatics Private Limited., Coimbatore and Pavithra Panneerselvam

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Term of Employment:** Subject to the provisions of Paragraphs 5 and 7 herein, the Company hereby agrees to employ the Employee and the Employee hereby agrees to be employed by the Company commencing on **01-Aug-2022**.

2. **Salary:** The Company shall pay Employee salary and benefits as per letter of appointment for the services of the Employee, payable at regular payroll periods.

3. **Employee Restrictions:** The employee shall not use office address as his personal address for communication by his credit card issuer or his bankers or his telephone/mobile phone service provider, insurance etc., or for his any other personal obligations/engagements/subscriptions or in any other manner whatsoever. The employee agrees to and thereby indemnifies the company for any costs incurred to protect itself from any claims or suits arising out of misuse/default of these terms and conditions in any manner.

4. **Duties and Position:** The Company hires the Employee in the capacity of “Online Tutor WFH” and the Employee’s duties may be reasonably modified at the Company’s discretion from time to time and depending upon the performance of the employee.

5. **Non Disclosure:** The Employee acknowledges that the Company maintains and continues to maintain and use commercially valuable proprietary personal, financial, technical and non-technical information, which is vital to the success of the Company’s business. The Company employs the Employee in a capacity in which he may become acquainted with such information and in order to guard the legitimate interest of the Company, it is necessary to protect such information by holding it secret and confidential. Therefore the Employee will at no time during the period of his employment with the Company or at any time thereafter, disclose or provide such information to any other individual, company or corporation. Any disclosure of confidential information will be considered, as criminal breach of trust and legal action will be taken accordingly.

6. **Inventions:** It is hereby, expressly agreed that any process or procedure or invention or software package /module/application/innovation developed or improved or modified in any way whatsoever, by the employee while being in employment with Focus Edumatics, shall always remain intellectual property of the company and the employee shall not claim any right on the same nor shall divulge or disclose the new findings or developments or modifications described above and shall be bound by the above terms in respect of such invention or development of any nature whatsoever. It is never the intention of the employee to claim any IPR or patents or trademarks for any work developed/invented or improvised/modified while in employment with Focus Edumatics.

7. **Non-Solicitation:** The employee acknowledges that other employees of the company are important for the business of the company and undertakes that during the employment and for a period of three years after the termination of employees employment with the company, he/ she will not approach, influence, induce, suggest, tempt the other employees of the company to break away or leave their employment with the company for any reason whatsoever and any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

8. **Term and security:** The Employee has agreed to work for a minimum term of 1 year from the date of commencement of this agreement. Should you quit the company or get terminated for breach of Company’s Moral Code of Conduct before the lapse of 1 year term then the Employee shall compensate with 2 months of gross salary drawn.

FOCUS EDUMATICS CONFIDENTIAL

9. **Termination:**Upon termination of employment, the Employee will forthwith deliver to the company all literature, documents, data, order forms, pricelists, memoranda, correspondence, customer and lists, records, parts, equipments, manuals, materials, samples, sales invoices, cards, computer programs, records and information acquired of the company or coming to the knowledge and custody of the Employee in connection with the Employee's activities as an Employee of the Company. The appointment letter governs the condition of termination with and without causes.

10. **Assistance in Litigation:** The Employee shall, upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

11. **Effect of Prior Agreements:** This agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this agreement.

12. **Limited Effect of Waiver by Company:** The failure of the Company to insist upon strict performance of any of the provisions of this agreement shall not be construed as a waiver of any subsequent breach of the same or similar nature.

13. **Severability:** If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect. If this agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (or any predecessor thereof) and the Employee shall be deemed reinstated as if this agreement had not been executed.

14. **Benefits:** This agreement shall be binding upon and inure to the benefit of the Company's successors and assignees.

15. **Confidentiality Contract:** The Confidentiality Contract attached hereto is incorporated by reference.

16. **Entire Agreement:** The foregoing agreement represents the entire agreement between the parties, and all representations, agreements, contracts and undertakings prior to or contemporaneous with the execution of this agreement are merged herein. This agreement may be modified, amended or extended only by an agreement in writing, signed by both parties, with the same formality as this agreement.

For Focus Edumatics Private Limited

I have read the preceding employment agreement, and the ramifications of this agreement have been fully explained to me and understood by me. I further agree, without reservations, to adhere to this agreement.

Mary

Authorised Signatory

Name : Pavithra Panneerselvam



HR Signature

Employee Signature

Date : 01 August 2022

Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

NON - SOLICITATION AND CONFIDENTIALITY AGREEMENT

A. Confidential Information:

1. I agree and acknowledge:

(a) That in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business;

(b) That I will occupy a position of trust and confidence with respect to such Confidential Information;

(c) That the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and

(d) That such Confidential Information that I may acquire or to which I may have access is of great value to the Company.

2. I will not, during my employment or thereafter, remove or transfer physically, electronically, or in any other way any Confidential Information, directly or indirectly, (or any copy thereof) from premises or property owned, used, or leased by the Company, except:

(a) As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or

(b) If I have received advance written consent from the Reporting Manager of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designate authorized by the Company, and I shall retain no copies thereof.

3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except:

(a) As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or

(b) If I have received advance written consent from the Reporting Manager or other designate authorized by the Company.

B. Competitive Restrictions:

1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.

2. I agree that, during my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company:

(a)Provide, or directly assist in the provision of, any Competitive Services or Products to any Client or Prospective Client (as defined below);

(b)Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or

(c)Solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, or provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.

3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in India where the Company has carried out business/service in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located after I cease to be employed by the Company.

4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.

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C. Work Product:

1. Any work product, inventions, methods, processes, software, procedures, improvements, property, data, documentation, information or materials that are prepared, conceived, discovered, reduced to practice, developed or created by me, either jointly or severally, during, in connection with, for the purpose of, related to, or as a result of any work I performed for the Company, the business/service of the Company, or the Company's actual or demonstrably anticipated research or development (the "Work Product") shall be owned exclusively and perpetually by the Company. I agree to disclose promptly all Work Product to the Company.

I hereby unconditionally and irrevocably transfer and assign to the Company all right, title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently possess during the tenure of my employment by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, "First ownership" as defined in the Indian Copyright Act, 1957 (or equivalent local legislation as applicable), I agree to waive all rights (including "moral rights") in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company's business (including the Company's actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

2. If I am authorized by the Company to the extent that any document or other filing can be prepared or filed in order to perfect, evidence or register any transfer as referenced in paragraph C.1 above, then I will, at the cost of the Company, sign and otherwise assist with any such document or filing (and any steps related thereto) as the Company considers desirable.

D. Definitions: For purposes of this Agreement:

"Company" means Focus Edumatics Private Limited., its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term "affiliate" means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with Focus Edumatics Private Limited.

1. "Competitive Service or Product" means any service or product that satisfies both of the following criteria:

(a) Is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and

(b) Is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.

2. "Client" means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during my employment. "Prospective Client" means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during my employment. "Client" shall not include any person or entity that acted only as a referral source for the Company during my employment.

3. "Solicit" and "Solicitation" (with respect to Clients Employees or Prospective Clients Employees) means directly or indirectly, and without the Company's written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client and Employees':

(a)Surrender, redeem or terminate a product, service or relationship with the Company;

(b)Obtain any Competitive Service or Product from me or any third party; or

FOCUS EDUMATICS CONFIDENTIAL

(c)Transfer a product, service or relationship from the Company to you or any third party.

(d) Influence, induce, coerce, suggest, tempt other employees of the company to quit the company for any reason whatsoever.

NOTE: Any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

4. "Confidential Information" means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to:

- Client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and PAN or Aadhaar numbers or other Government-issued identification numbers), information regarding clients' accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential;

- Corporate strategies, and business, marketing and/or strategic plans;

- Business procedures and methods, computer data, software, and system designs of the Company;

- All personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and

- All information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).

5. Restricted Person" means any person of Manager level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) during my employment with the Company, and with whom I had material business-related contact, about whom I had access to confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

E. Notice and Other Agreements:

1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment unless otherwise it is relaxed by the Reporting Manager (in writing). I agree that the Company may contact my prospective employer regarding my obligations under this Agreement.

2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period ofthe restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.

3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.

4. I understand and acknowledge that if I transfer positions or locations between or among Focus' subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns.

FOCUS EDUMATICS CONFIDENTIAL

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

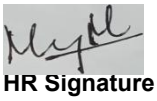
My signature below indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

for Focus Edumatics Private Limited.,

Mary

Authorised Signatory

Name : Pavithra Panneerselvam



HR Signature

Employee Signature

Date : 01 August 2022

Place : Coimbatore Trichy Road

FOCUS EDUMATICS
CONFIDENTIAL

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

COMPENSATION AND BENEFITS

Name :Pavithra Panneerselvam
Designation : Online Tutor WFH

Date Of Joining : 01-Aug-2022
Location : Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	10484	125808
House Rent Allowance	4194	50328
Conveyance	1600	19200
Medical Allowances	379	4548
Statutory Bonus	873	10476
Monthly Gross Earnings (A)	**17530**	**210360**
B. Monthly Deduction		
EPF Employee Share	1258	15096
ESI Employee Share	139	1668
Professional Tax	208	2496
Total Deductions (B)	**1605**	**19260**
Net Salary (A – B)	**15925**	**191100**
C. Statutory/Other Share of Employer		
EPF Employer Share	1363	16356
ESI Employer Share	603	7236
Gratuity	504	6048
Internet Allowances	1000	12000
Statutory Total (C)	**3470**	**41640**
Total CTC (A + C)	**21000**	**252000**

- All Salary components are calculated on pro rata basis.
- 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. Professional Tax will vary from state to State as per the prescribed slab and will be deducted monthly in Karnataka & Punjab and where as in Tamil Nadu it is half yearly deduction.
- The Employer Shares are invisible in the Payslip, as these are not a Directly Payable Components to the employees.
- Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation.

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HR Signature

Employee Signature

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Kaar
In Pursuit of Excellence

April 08, 2022

Alphina Christy V

Chennai

INTERNSHIP OFFER LETTER

Dear Christy,

With reference to your application and subsequent interview, you had with us, we are happy to offer you internship opportunity in Kaar Technologies India Pvt. Ltd. on the following terms and conditions.

The internship period is for **6 Months** effective from **April 04, 2022,** till **October 03, 2022**. Your working hours may vary according to the operational needs of different locations, clients, and projects as per the local law. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

During your internship period you are eligible for a stipend amount of **Rs.10000/-** Payable every month. You will be governed by work guidelines and policies of Kaar for all other matters.

This Internship letter is not a guarantee for employment, post your internship period. You are requested to meet your department head/HR for the continuation of your internship.

During the period of your internship, you are expected to maintain utmost secrecy in regard 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 intern of the company.

Kindly sign a duplicate copy of the Letter and return it to us at the earliest as a token of acceptance of this offer.

We welcome you to Kaar and look forward for a mutually rewarding association with you.

For Kaar Technologies India Pvt. Ltd.,

Authorized Signatory.

IntelliPaat
Software Solutions Pvt. Ltd.

AMR Tech Park 3,Ground Floor,
Tower B,Hongasandra Village,
Bommanahalli, Hosur Road,
Bengaluru-560068
(M):+917022374614
www.intellipaat.com

Date: October 13, 2021

To,

NINEL BERT COSTA J,
Subject: Internship Letter

Dear Ninel Bert Costa J,

In reference to your application we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd**. Your work is scheduled to start from **25th October, 2021** for a period of 1 year. During this period, you will get paid Rs. 22,000/month (Rupees Twenty Thousand Only) and you will be working as an **'Business Development Trainee'**. The technical platform and job role will beshared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get 200,000/- Rupees per annum as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- After the successful completion of 1 year internship period, you are eligible to get 900,000/Rupees- per annum as a gross pay.
- You need to serve 1 month of notice period without fail, or else the management of Intellipaat can hold your salary/internship letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dev Bisht

Director – Human Resources

Offer: Computer Consultancy
Ref: TCSL/DT20218094899/Chennai
Date: 04/11/2021

Mr. S Sundhar
5/77-APolice Station Street,
Bustand,
Perunali-623115,
Tamil Nadu.
Tel# -

Dear S Sundhar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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 Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**S Sundhar**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Ramco Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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 Serviceline: 1800 209 3111 Email: careers@tcs.com

RAMCO INSTITUTE OF TECHNOLOGY

Deiva Nayagam R <deivanayagam@ritrjpm.ac.in>

Fwd: TCS Ninja Interview Offer Letter Update

1 message

Nithish Balaji A <nithishbalajianandan@gmail.com> Mon, Dec 12, 2022 at 9:20 AM
To: deivanayagam@ritrjpm.ac.in

---------- Forwarded message ---------
From: **Supreetha Saravanan** <supreetha.saravanan@tcs.com>
Date: Thu, 28 Oct, 2021, 2:06 pm
Subject: TCS Ninja Interview Offer Letter Update
To:
Cc: Vignesh Paramasivam <vignesh.paramasivam@tcs.com>, Bablu B <bablu.b@tcs.com>, Balaji R <r.balaji26@tcs.com>, Gayathri B <b.gayathri7@tcs.com>

Dear candidate,

Greetings from TCS!

We are glad to inform you that you are shortlisted for Ninja offer with TCS basis your performance in Ninja interview.

Note: The offer letter and subsequent joining procedures with TCS is subjected to the candidate meeting the eligibility criteria.

Thanks & Regards,

Supreetha Saravanan

HR - Campus Recruitment (Tamil Nadu and Puducherry)

M/s Tata Consultancy Services Limited

Shollinganallur, OMR, Chennai - 600109.

=====----------=====-----=====
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Date: 01 August 2022

Ms. Vetriranjani Ganeshram
309, Thoppupatti Street, Rajapalayam, Rajapalayam, Virudhunagar, Tamil nadu
Virudhunagar
626117

Dear Ms. Vetriranjani Ganeshram:

Subject: Offer letter

This is with reference to your application for employment with **"Focus Edumatics Private Limited"** and subsequent discussions between us.

We congratulate you for having been successfully made it through the selection process and pleased to extend the Offer of employment with **"Focus Edumatics Private Limited"** for the position of **"Online Tutor WFH"** on agreed terms, the compensation package being the same as discussed during the interview. You are advised to submit the following mandatory documents for successful completion of joining formalities on or before joining date to the following email ID: mary.m@focusedumatics.com

1. Four passport size photographs for our records.
2. Copies of certificates of educational qualification.
3. Previous experience letters.
4. Proof of last salary drawn.
5. Relieving letter from your previous employer.
6. Self-Certified Present & Permanent address proof.
7. Self-Certified PAN Card copy.
8. Self-Certified AADHAAR card copy
9. Form 16 from previous employment.
10. Cancelled cheque leaf or photocopy of bank passbook.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

Wish you good luck.

Yours truly,
for Focus Edumatics Private Limited,



Mary
Human Resources Department

This letter is valid only on or before **02-Aug-2022**, failing which this offer letter stands cancelled.

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Aakash M
3/131 Church Street,
Kurippakulam, Alangulam,
Tenkasi., Tamil Nadu
Pin - 627853

Mobile - 8667255748

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

RAMCO INSTITUTE OF TECHNOLOGY

Sivagaminathan M <siva@ritrjpm.ac.in>

National Plastic Technologies - Selected students list - Mech - 2018 - 2022

Ramco Institute Of Technology <placement@ritrjpm.ac.in> Mon, Feb 7, 2022 at 3:07 PM
To: Principal <principal@ritrjpm.ac.in>, vice principal <vp@ritrjpm.ac.in>, Lakshmanan M <lakshmanan@ritrjpm.ac.in>, Sivagaminathan M <siva@ritrjpm.ac.in>, "A. S. VIGNESHWAR" <viigneshs@ritrjpm.ac.in>

Dear Sir

Mail from National Group!!

Based on the virtual recruitment drive held on Saturday, 05th February 2022, we are pleased to issue the offer letter for the following shortlisted and selected candidates.

The selected candidates are informed to join for the Post of "Graduate Engineer Trainee"in the month of March or April'2022 after their academic examinations.

They will be paid monthly stipend Rs.14,500/- for 12 Hrs shift consolidated per month with subsidised food. Depending on their performance, they will be confirmed for on roll placement with other statutory benefits as applicable.

The selected candidates will be posted at the following location:

National Autoplast,
No. A-28, SIPCOT Industrial Growth Town,
Oragadam,
Near to Oragadam Junction and Opp to Mercury Hotel,
Sriperumbudur Taluk,
Kancheepuram District

S No	Name	Dept	Contact No
1	KOMMINI SAI RAM	BE Mechanical	6379194218
2	M KARTHICK PRABHU	BE Mechanical	9344470228
3	JEGEESH KUMAR S R	BE Mechanical	9344002585
4	ANANDH. S	BE Mechanical	6379176941
5	T.ARUN KUMAR	BE Mechanical	9344355971
6	MANIKANDAN.K	BE Mechanical	9629556170
7	MARISELVAM K	BE Mechanical	8870244492
8	MOHAMED RIYASHI S	BE Mechanical	8220635682
9	AJMEER KAJA MOHIDEEN A	BE Mechanical	8248963813
10	SUBRAMANIYAN R	BE Mechanical	8667541194

Please bring along the below listed documents / details on the day of reporting as a mandatory:

a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.L.C / H.S.C)
b) Address Proof (Copy of your Ration Card / Driving License / **AADHAR** / Voter ID)
c) Copies of all Academic Certificates (Original required for reference)
d) Five passport size photograph (Recent)
e) Front Page Xerox of Bank Passbook
f) PAN Card Xerox
g) Covid Vaccination (2 dose) Certificate copy

h) Aadhar

Summary

Total no. of students registered - 32
Total no. of students appeared - 31
Total no. of students selected - 10

Thanks
Regards

Uthra K. B.
Asst. Training and Placement Officer,
Training and Placement Center,
Ramco Institute of Technology,
Rajapalayam.

HYOSEONG
ELECTRIC INDIA
PVT. LTD,.

No.15, Nayapakkam Main Road, Mevalurkuppam Village,
Valarpuram Post, Sriperumbudur Taluk,
Kancheepuram Dist, Tamil Nadu 602 105, India.
TEL +91 44 7177 5777 CIN No.U50300TN2006PTC061821.
www.hyoseong.co.kr

To,

The Principal
Ramco Institute of Technology,
Rajapalayam-626117.

Sir,

Sub : Campus Drive on 13/01/2022

With reference to the above, we are pleased to attach the names of shortlisted students through campus drive at your college on 13/01/2022.

Terms of employment :

> Shortlisted students, on their date of joining, to carry all Original Certificate for verification and one set photocopy of all qualification certificates, I.D and address proof along with two passport size photographs.

> Students will be designated as Graduate Engineering Trainee to start with, and with a stipend of Rs: 13500/- CTC

> The organization is facilitated with all employee benefits and statutory compliance.

Please find the attached Annexure :

Regards,

HYOSEONG ELECTRIC INDIA PVT. LTD. SRIPERUMBUDUR

HR - Executive
Hyoseong Electric India

Sl.No.	Reg.No.	Name
1	953618114025	HARI RAMKUMAR G
2	953618114055	RISHWANTH S
3	953618114006	ANANDH BABU B
4	953618114082	VIJAYPERUMAL M
5	953618114067	SIVARAJ E
6	953618114040	MARIRAJA S
7	953618114308	HARIRAM M
8	953618114009	ASHOK A
9	953618114041	MOHAMED ASHRAF M

PERFORMANCE THROUGH PRECISION

Date: 2/2/2022

Letter of Intent

Dear Placement Team,
We are pleased to inform that the following students are being hired for the post of **Government Apprenticeship**.

1. Keerthana S
2. Vinodh S
3. Arun K
4. Mahadevi G
5. Nirmala L
6. Nunagoppula Shambhi Reddy
7. Sarath K
8. Sopna S
9. Vidhula T
10. Venkatramanan M
11. Palani Bharathi R
12. Ranjith Kumar
13. Ram Kumar R
14. Venugopal M
15. Gurusamy K
16. Tamilarasan M
17. Jayakumar M
18. Chandran
19. Aravind S

This letter is intended only as an overview of the potential offer from Vishay Precision Transducers India Private Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein

Proposed Stipend : **12000 Per month + Canteen & Transportation Free**

Proposed Date of Joining / Place : **Will be Intimated**

Students are asked to submit the following docs at the time of Joining

- Copy of Class 10th Certificate & Class 12th Certificate & Degree / Graduation certificates.
- Copy of Residence proof
- Copy of Aadhar Card (Mandatory)
- Copy Bank Passbook

Please note this letter is not an offer or a legally binding contract of employment. An offer for employment shall be made to all at the sole discretion of the company and there is no obligation on the company to do so.

Please note the candidate who are not reporting on the said Joining date the offer will be nullified and stands cancelled. Cannot be considered further.

Sincerely,
For Vishay Precision Transducers India Pvt Ltd

Baskar A
Manager HR

RAMCO INSTITUTE OF TECHNOLOGY

Sivagaminathan M <siva@ritrjpm.ac.in>

Unitech Plasto Components P Ltd - Selected students list - Mech - 2018 - 2022

Ramco Institute Of Technology <placement@ritrjpm.ac.in> Mon, Feb 7, 2022 at 4:42 PM
To: Principal <principal@ritrjpm.ac.in>, vice principal <vp@ritrjpm.ac.in>, Lakshmanan M <lakshmanan@ritrjpm.ac.in>, Sivagaminathan M <siva@ritrjpm.ac.in>, "A. S. VIGNESHWAR" <viigneshs@ritrjpm.ac.in>

Dear Sir

Mail from Unitech Plasto P Ltd

The below candidates are selected for GET Role (Production Department).

S No	Name	Cell No	Dept
1	ASHVIN S	8124489085	BE Mechanical Engineering
2	MANOKARAN.M	9080416967	BE Mechanical Engineering
3	S BHARATH PRADEEP	7598455041	BE Mechanical Engineering
4	MOHAMED RIYASHI S	8220635682	BE Mechanical Engineering
5	DHAMODHARA PANDIYAN U	6382604921	BE Mechanical Engineering
6	DHIYANESH.C.M	7305162346	BE Mechanical Engineering
7	JEGEESH KUMAR S R	9344002585	BE Mechanical Engineering
8	PRAGATHEESWARAN A	8428955454	BE Mechanical Engineering
9	JUSTIN RAJ R	9080224432	BE Mechanical Engineering
10	RAGUL.G.R	8903296937	BE Mechanical Engineering
11	VEERESWARAN N	6383570124	BE Mechanical Engineering
12	BALAJI G	6383783573	BE Mechanical Engineering
13	SHAGAMREDDY RAJASIMHAREDDY	9346656771	BE Mechanical Engineering
14	ASHOK G	9488469362	BE Mechanical Engineering

Compensation: For 12 Hours Rs.16,000 PM (26 Working Days) Net Take Home.
Rs. 1,000 will be deducted if need accommodation from take home salary.

For Food cost of Rs. 115 Per Day will be paid by company (03 Times). The month costs around Rs. 2,990. (26 Days).
Altogether the monthly CTC of Rs. 18,990.

Date of Joining: The selected student has to join on or before July 2022. If not, an offer gets void by 31.07.2022.

Probation Period: There will be an initial probation period of One Year from the date of employment, which may be extended.

Place of employment: Your initial place of employment will be Sriperumbudur. However, based on the needs of the company
you may be transferred to any of the branches of the company.

Notice Period: You are required to provide a notice period of 30 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

Others: During time of joining students should not hold any standing arrears and vaccine certificate mandatory.
The remain as per our recruitment norms.

Summary :

Total no. of students registered - 32

Total no. of students appeared - 31

Total no. of students placed - 14

Thanks
Regards

Uthra K. B.
Asst. Training and Placement Officer,
Training and Placement Center,
Ramco Institute of Technology,
Rajapalayam.

CKB PRECIWAY ENGINEERING PVT. LTD.

DP 32/2, Sidco Industrial Estate, Thirumazhisai, Chennai, Tamil Nadu, India - 600 124.
Off : 044-2681 0999 | E-mail : seshadri@ckbpreci.com, ckbpreciway@gmail.com
www.ckbpreci.com

ISO 9001 : 2015

To,

The Principal
Ramco Institute of Technology,
Rajapalayam-626117.

Sir,

Sub : Campus Drive on 13/01/2022

With reference to the above, we are pleased to attach the names of shortlisted students through campus drive at your college on 13/01/2022.

Terms of employment :

> Shortlisted students, on their date of joining, to carry all Original Certificate for verification and one set photocopy of all qualification certificates, I.D and address proof along with two passport size photographs.

> Students will be designated as Graduate Engineering Trainee to start with, and with a stipend of Rs: 20500/- CTC

> The organization is facilitated with all employee benefits and statutory compliance.

Please find the attached Annexure :

Regards

HR - Executive
CKB Preciway Engineering P Ltd.

Sl.No.	Reg.No.	Name
1	953618114321	G VISHNU
2	953618114315	A PRAVEEN KANNAN
3	953618114305	G BHUVANESWARAN
4	953618114076	M THOJESH NANDHA
5	953618114060	V SAVESH BALAJI
6	953618114036	B LAKSHMANBABU
7	953618114070	SRIDHARAN S
8	953618114057	T SAMRATH
9	953618114081	M VIGNESHKUMAR
10	953618114011	ASHOK R
11	953618114051	P RAJASEKAR
12	953618114307	A GANESH
13	953618114002	M AAKASH

CAPARO

ALUMINIUM FOUNDRY

CAPARO ENGINEERING INDIA LIMITED

TEMPORARY CARD



NAME : Balaji. G

E.CODE : CAP2726

DESTINATION : Apprentice

DEPARTMENT : NPD

DOJ : 27-04-22

DOL : 26-04-23

Holder's Signature

Issuing Authority

T-1, T-2, SIPCOT Industrial Estate,
Sunguvarchatram,
Sriperumbudur Taluk, Kanchipuram
(District), Pin - 602 106.
Tamil Nadu, India. Tel: +91 44 27167505 / 506

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Besto
Material Handling Equipments
Bureau of Quality Standard
No. 9A, SIDCO Industrial Estate, Ambattur, Chennai - 600 098. Tamil Nadu, INDIA
Cell:98400 29925 / 98407 79778 / 99400 79116. E-mail - bestomaterialhandling@gmail.com

OFFER LETTER

[14.11.22]

Bharath Pradeep S

S/o Subburam GV

39I/6, Mariamman nagar, S.Thiruvenkadapuram

Rajapalayam , Virudhunagar-626136

Tamil Nadu

Dear Mr.Bharath Pradeep S

Congratulations! We are pleased to confirm that you have been selected to work for Besto Material Handling Equipments We are delighted to make you the following job offer.

The position we are offering you is that of Design Engineer at a monthly salary of 15000 .This position reports to Umapathi K, Managing Director. Your working hours will be from [9.30AM to 6.30PM], [Monday] to [Saturday].

We would like you to start work on [14.11.22]

We are confident you will be able to make a significant contribution to the success of our Besto Material Handling Equpiments and look forward to working with you.

Sincerely,

Umapathi K

Managing Director

For Besto Material Handling Equpiments

Besto Material Handling Equipments Chennai 600 098

IntelliPaat
Software Solutions Pvt. Ltd.

AMR Tech Park 3,Ground Floor,
Tower B,Hongasandra Village,
Bommanahalli, Hosur Road,
Bengaluru-560068
(M):+917022374614
www.intellipaat.com

Date: October 13, 2021

To,

BHUVANESH KANNA R,
Subject: Internship Letter

Dear Bhuvanesh Kanna R,

In reference to your application we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd**. Your work is scheduled to start from **18th October, 2021** for a period of 1 year. During this period, you will get paid Rs. 22,000/month (Rupees Twenty Thousand Only) and you will be working as an **'Business Development Trainee'**. The technical platform and job role will beshared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get 200,000/- Rupees per annum as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- After the successful completion of 1 year internship period, you are eligible to get 900,000/Rupees- per annum as a gross pay.
- You need to serve 1 month of notice period without fail, or else the management of Intellipaat can hold your salary/internship letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dev Bisht

Director – Human Resources

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004. India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Dhamodhara Pandiyan U
No.3/30, K.Kg.Nagar,
Peraiyur, Madurai,
Pin - 625703

Mobile - 6382604921

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

10/8/22

Signature
Accepted

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. K.Gurusamy
2,Puthiya Muthu
Pillai Street, Seithur,
Pin - 626121

Mobile - 7339521082

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

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   I. Proof of Age (SSLC Certificate or equivalent document)
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   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

Letter of Appointment

Date: 24 -08-2022

To,
Mr. G. Hari Ramkumar
1/65, South Street,
Elayirampannai,
Tamil Nadu – 626201.

Employee Code: 1027

Dear Mr. G. Hari Ramkumar

Sub: Letter of Appointment

We are pleased to offer you an appointment in our organization as **SAFETY TRAINEE** from **24/08/2022**. You will be based in one of our O&M Site (Par Formulation Pvt Ltd – Kelambakkam).

You will be paid gross emoluments as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit. And to work in the company for minimum 2 years. Three months' notice to be given before leaving the job.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For AMPHITRITE TECHNOLOGIES PVT LTD.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

Salary structures can be bifurcated as under:

Salary Components(A)	Monthly(INR)	Annual (INR)
Basic	8880.00	106560.00
DA	5920.00	71040.00
House Rent Allowances		
Conveyance Allowances		
Travel Allowance	1095.00	13140.00
Gross Salary (A)	15895.00	190740.00
Deduction Components (B)	Monthly (INR)	Annual (INR)
PF	1776.00	21312.00
ESI	119.00	1430.52
Sub Total (B)	1895.00	22742.52
NET Salary (A-B)	14000.00	167997.48
Deductions from Gross Salary (A)		
Employer Contribution to PF & ESI (C)	2292	27504.00
CTC (A+C)	18187.00	218244.00

Total CTC: Eighteen Thousand One Hundred Eighty - Seven Rupees Only.

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

3. **Assignment, Transfer and Deputation:**
   Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

4. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

5. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method 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 rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.

7 Restrain:

i. Access to Information:

Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

8 Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

9 Termination of Service:

i. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you loose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

10 Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

11 Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently. In case at a latter 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 standard 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 therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Candidate Name: G. Hari Ramkumar
Signature:

Date of Issue: 24/08/2022
Date of Acceptance:



APPOINTMENT LETTER

April 29, 2022

Dear HARRISH J,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I HARRISH J, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: HARRISH J

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** HARRISH J 29/4/2022 5:04 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23466696

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road,
Coimbatore - 641018

INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made at Coimbatore Trichy Road on, 29 November 2021 between M/s.Focus Edumatics **Private Limited**, located at No.1605, 3rd Floor, BMH –Srinivas Complex,,Trichy Road, Coimbatore - 641018,,, hereinafter referred to as 'CUSTOMER' and Mr.Jegeesh Kumar S R aged about 20 years residing at 18A, Ponnagram, Rajapalayam, Virudhunahar, Tamil Nadu 626108 hereinafter referred to as a contractor.

In consideration of mutual covenants and agreements hereinafter set forth, the parties have agreed and by this presence do hereby agree as follows:

1. **Services**:Contractor agrees to provide services as a Part–Time Online Tutor in Online Tutoring.

   The nature of service of the Contractor shall change based on the Customers requirement, and the same shall be informed by the respective Reporting Manager. If the change in the nature of job demands higher compensation the same shall be abridged to writing and accepted by both parties.

2. **Term**:This agreement shall be enforced as of the year and date first above written and effective till terminated by either party. Both the parties agree upon closing the contract. In case, the Customer is contented with the Work Performance of the Contractor the Customer shall therein retain the Contractor as an Employee on mutual agreement.

3. **Nondisclosure and Trade Secrets**:During the term of this Agreement and in the course of Contractor's performance hereunder, Contractor may receive and otherwise be exposed to confidential and proprietary information relating to Customer business practices, strategies and technologies. Confidential and Proprietary," or equivalent, Customer marketing and customer support strategies, Customer financial information, including sales, costs, profits and pricing methods, Customer internal organization, employees' information and customer lists, Customer technology, including discoveries, inventions, research and development efforts, processes, hardware/software design and maintenance tools, samples, media and/or cell lines (and procedures and formulations for producing any such samples, media and/or cell lines), formulas, methods, product know how and show how, and all derivatives, improvements and enhancements to any of the above which are created or developed by Contractor under this Agreement and information of third parties as to which Customer has an obligation of confidentiality (collectively referred to as "Information").
   Contractor acknowledges the confidential and secret character of the Information, and agrees that the Information is the sole, exclusive and extremely valuable property of Customer Accordingly, Contractor

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agrees not to reproduce any of the Information without the applicable prior written consent of Customer, not to use the Information except in the performance of this Agreement, and not to disclose all or any part of the Information in any form to any third party, either during or after the term of this Agreement. Upon termination of this Agreement for any reason, including expiration of term, Contractor agrees to cease using and to return to Customer all whole and partial copies and derivatives of the Information, whether in Contractor's possession or under Contractor's direct or indirect control.

This Section 3 shall survive the termination of this Agreement for any reason, including expiration of term.

4. **Ownership of Work Product:**:Contractor agrees that any and all ideas, improvements, inventions and works of authorship conceived, written, created or first reduced to practice in the performance of work under this Agreement shall be the sole and exclusive property of Customer and hereby assigns to Customer all its right, title and interest in and to any and all such ideas, improvements, inventions and works of authorship.

5. **Payments:**:The payments to the Independent Contractor will be as agreed by the mutual parties which is mentioned at the end of this document.

   Note : You shall be subject to the statutory TDS deduction at the time of payment. The payment shall be made on or before 10th of every successive month for the services rendered in the preceding month.

6. **Work Hours**:The business of the Customer has diverse requirements. The Contractor shall be informed about his variable working hours by the Reporting Manager based on business exigencies.

   Work Hour patterns vary and you may be required to work outside of these normal working hours should the needs of the business make it necessary.

7. **Confidentiality**:Contractor shall protect the confidentiality of all Client and Employee information in his/her possession and shall maintain a system for assuring the safe receipt and delivery of such information.

8. **Independent Contract**:Contractor is an independent contractor and is not an agent or employee of Customer and is not authorized to act on behalf of Customer. Contractor shall not subcontract any of his/her duties or obligations under this Agreement to any other party without the prior written consent of the Customer. Contractor shall not be eligible for any employee/statutory benefits.

9. **Performance and Communication**:Contractor shall perform all work under this Contract, taking necessary steps and precautions to perform the work to Customer's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Agreement. Contractor shall perform all work diligently, carefully, and in a good and workman-like manner. Contractor shall complete the work in the time assigned and not seek any additional or extension in time without prior notice to the customer.

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Contractor must give 3 days' notice to the Reporting Manager, if he/she is unable to attend the work assigned on a given day, so as to let the Customer make alternate arrangements for the same.

10. **Amendment**:This agreement may be modified, amended, or extended only by an agreement in writing, signed and accepted by both the parties.

11. **Indemnification and Relief**:Contractor agrees to take all necessary precautions to prevent injury to any persons (including employees of Customer) or damage to property (including Customer property) during the term of this Agreement and shall indemnify and hold harmless Customer and its officers, agents, directors and employees against any claim, loss, judgment, expense (including reasonable attorneys' and expert witnesses' fees and costs) and injury to person or property (including death) resulting in any way from any act, omission or negligence on the part of Contractor in the performance or failure to perform the scope of work under this Agreement, excepting only those losses which are due solely and directly to Customer's gross negligence.
    Each party hereto agrees to indemnify, defend and save harmless the other party, its officers', agents, and Contractor from any and all claims and losses by any third party against the other party caused by the former party's sole negligence or wrongful acts or omissions.

12. **Trade Secrets**:CONTRACTOR acknowledges that the CUSTOMER's operations contain certain trade secrets and other confidential information. CONTRACTOR agrees that they will maintain, in confidence, all trade secrets and confidential information provided by CUSTOMER to CONTRACTOR.

13. **Non-Circumvention**:The Contractor shall not at any time prior to the expiration of three (3) years from the date of this Agreement, without the prior written consent of the Customer which consent the Customer may withhold in its sole discretion, (a) attempt in any manner to deal directly or indirectly with the contact persons or other individuals or companies related to the Business Opportunity including any part of or deriving any benefit from the Business Opportunity or any aspect thereof, or (b) by-pass, compete, avoid, circumvent, or attempt to circumvent the Customer relative to Business Opportunity by utilizing any of the Confidential Information or by otherwise exploiting or deriving any benefit from the Confidential Information.

14. **Governing Law and Jurisdiction**:This Agreement is governed and construed in accordance with Indian laws. The courts at Bengaluru shall have the exclusive jurisdiction over all disputes or claims between Customer and Contractor under this Agreement. Any dispute, controversy or claim arising out of or in connection with the Agreement shall be finally settled under the Rules of Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at Bangalore. The language of arbitration will be English. If any provision of this Agreement is held to be invalid or unenforceable, then such provisions shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in this Agreement but without invalidating any of the remaining provisions of this Agreement.

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15. **Entire agreement**:The foregoing agreements represents the entire agreement between the parties and all the representations, agreements, covenants and undertakings prior to or contemporaneous with the execution of this agreement are merged herein.

16. **Severability**:If any of the provisions of this agreement is held to be invalid or unenforceable, all other provisions have nevertheless continued in full force and effect.

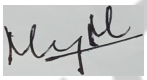
17. **Benefit**:This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, assignees, successors and legal representatives.

18. **Notice and Termination**:Both the parties acknowledge and accept that the agreement shall be valid till the date above mentioned. Should require, both the parties have the right to terminate this agreement prematurely and without any notice.

19. **Notices**:Communication addresses of the parties to this agreement are mentioned above herein.

IN WITNESS WHEREOF, the parties have executed on the day and year first above written:

Contractor



Customer

For Focus Edumatics Private Limited

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Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road,
Coimbatore - 641018

PAYMENT TERMS

Customer will be paying a variable compensation during the defined working online hours i.e., Rs. 8000/- (Eight Thousand Only) Month (prorate) as variable compensation.

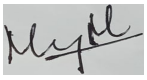
Conditions

Your Contract and payment is conditional upon:

- Your agreement to and acceptance to the terms and conditions of this Contractor Agreement and all Annexures;
- Your acceptance to the condition that training sessions do not earn you compensation.
- Your acceptance to the condition of varied working hours based on business exigencies;
- Your acceptance to provide original copy of Educational qualification documents to have on file.
- Your acceptance to complete fingerprinting process by visiting one of our nearest offices, which shall be communicated by the Reporting Manager.
- Your co-ordination with BGV team in conducting educational, address and criminal verification.
- Your acceptance to visit the nearest branch if required for a meeting.

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For Focus Edumatics Private Limited



Mary

Contractor Name

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road,
Coimbatore - 641018

NON-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT AND CONFIDENTIALITY AGREEMENT ("Agreement") is made as of this 29 November 2021("Effective Date") by and between Focus Edumatics Private Limited, having a place of business at No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018 ("Disclosing Party / Company"), and Jegeesh Kumar S R ("Receiving Party") for the purpose of preventing an unauthorized

disclosure of Confidential Information as defined below. The parties hereby agree to enter into a confidential relationship in relation to the disclosure of certain confidential information ("Confidential Information").

I, Jegeesh Kumar S R (Receiving Party), do hereby set forth the following intentions while working

with Disclosing Party as detailed below

a. For the purpose of working with Disclosing Party, Receiving Party wishes to receive information that Disclosing Party wants to keep confidential relating to Disclosing Party's business plan, financial matters, and products and / or services currently under development; and

b. Company, in order to permit Receiving Party to make such a determination, wishes to disclose to Receiving Party to certain confidential information of the Company.

NOW, THEREFORE, in consideration of the above recitals, the covenants hereinafter contained, and other good and valuable consideration(the receipt and sufficiency of which is hereby acknowledged) the undersigned hereby agree as follows:

1. Receiving Party's Obligations. Receiving Party agrees to (i) to hold all of the Confidential Information of the Company in strict confidence, (ii)not to make use of any Confidential Information of the Company in any manner other than for purposes of working for the Company, including, but not limited to, not using any Confidential Information to design, develop or produce products or services, and (iii)not to copy the Confidential Information of the Company, in each instance without the prior written consent of the Company.As used in this Agreement, "Confidential Information" means and includes all information, whether verbal or written, disclosed by the Company to Receiving Party and relating to the Company's business plans, strategies, financial information, research and development and marketing, including, without limitation, trade secrets, software, product design information, client, customer, vendor and Receiving Party lists, prices and pricing policies not otherwise published, research and development materials, prototypes, business plans, new products and services under development, and marketing, business and Internet strategies.

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Confidential Information does not include information which is (a)known by Receiving Party at the time of receipt from the Company, (b)approved in writing for release from this provision by the Company, (c)now or which hereafter becomes part of the public domain through no action or omission of Receiving Party, (d) independently developed by Receiving Party without the use of Confidential Information, and/or(e) acquired by Receiving Party from a third party without restriction on use or disclosure and without breach by such third party of an obligation foregoing exceptions exists in the event a dispute arises between the Parties as to Receiving Party's breach of this Section.

2. Property Rights. Company retains all of its intellectual property rights in and to its Confidential Information.Immediately upon a written request by Company at any time, Receiving Party will turn over to Company all Confidential Information of Company and all documents or media containing any Confidential Information of Company and any and all copies or extracts thereof.

3. Actions Not Required. Receiving Party understands that nothing herein (a) requires the disclosure of any Confidential Information of Company, which shall be disclosed, if at all, solely at the option of Company or(b) requires Company or Receiving Party to proceed with any proposed transaction or relationship in connection with which Confidential Information of Company may be disclosed.

4. No License Granted. Neither the execution and delivery of this Agreement nor the furnishing of any Confidential Information of Company by Company shall be construed as granting to Receiving Party either expressly, by implication, estoppel or otherwise, any license under any invention, patent, trademark, or copyright now or hereafter owned or controlled by Company.

5. No Adequate Remedy at Law. Receiving Party acknowledges and agrees that due to the unique nature of the Confidential Information of Company, there can be no adequate remedy at law for any breach of its obligations hereunder, that any such breach may allow Receiving Party or third parties to unfairly compete with Company resulting in irreparable harm to Company, and, therefore, that upon any such breach or any threat thereof, Company shall be entitled to (a) specific performance and other injunctive relief without the necessity of posting a bond, in addition to whatever remedies it might have at law, and (b) be indemnified by Receiving Party from any loss or harm, including, without limitation, attorney's fees, in connection with any breach or enforcement of Receiving Party's obligations hereunder or the unauthorized use or release of any such Confidential Information of Company.

Receiving Party shall notify Company in writing immediately upon the occurrence of any such unauthorized release or other breach of which it is aware.Receiving Party shall notify Company in writing immediately upon the occurrence of any such unauthorized release or other breach of which it is aware.Violation of this agreement by the Receiving Party will entitle the Company to an injunction to prevent such competition or disclosure, and will entitle the Company to other legal remedies, including attorney's fees and costs.

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6. Governing Law. This Agreement shall be governed in all respects by the laws of the State of Karnataka without regard to the conflict of law provisions of such state.This Agreement shall be binding upon the successors and assigns of the respective parties.

7. Disclosure Under Court Order. Receiving Party may make disclosures required by court order if Receiving Party(a) uses reasonable efforts to limit disclosure and to obtain confidential treatment or a protective order and (b)promptly provides notice to Company of and allows Company to participate in the proceeding.

8. Return or Destruction of Confidential Information. At any time during or after the term of this Agreement, at the Disclosing Party's written request, the Receiving Party and its Representatives shall promptly return to the Disclosing Party all copies, whether in written, electronic, or other form or media, of the Disclosing Party's ConfidentialInformation, or destroy all such copies and certify in writing to the Disclosing Party that such Confidential Information has been destroyed. In addition, the Receiving Party shall also destroy all copies of any Notes created by the Receiving Party or its Representatives and certify in writing to the Disclosing Party that such copies have been destroyed.

9. Notice. All notices or requests required or contemplated by this Agreement shall be in writing and(a) if from Company to Receiving Party shall be hand-delivered or mailed to 18A, Ponnagram, Rajapalayam, Virudhunahar, Tamil Nadu 626108, such other address as Receiving Party shall specify in a written notice

Company, or (b) if from Receiving Party to Company, shall be hand - delivered or mailed to No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018, or such other address as Company shall specify in written notice to Receiving Party.Requests or notices given by personal delivery shall be deemed given and received at the time of delivery and requests or notices given by mail shall be deemed given and received the earlier of three days from the date of mailing or upon receipt.

10. General Provisions. In the event that any of the provisions of this Agreement shall be held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect.This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof.This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto.Accordingly, no course of conduct shall constitute an amendment or modification of this Agreement.No waiver of this Agreement will be binding upon either party unless made in writing and signed by a duly authorized representative of each party and no failure or delay in enforcing any right will be deemed a waiver.All waivers shall be strictly construed.

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11. No Warranty. COMPANY EXPRESSLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES RELATING TO THE CONFIDENTIAL INFORMATION INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT, OR THAT ANY PARTICULAR INFORMATION IS IN FACT CONFIDENTIAL.

12. Entire Agreement. This Agreement constitutes the sole and entire agreement of the Parties regarding the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties,both written and oral, regarding such subject matter.This Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each Party hereto

13. Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

14. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.A signed copy of this Agreement delivered by facsimile.email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

15. Electronic Signatures. This Agreement and related documents entered into in connection with this Agreement are signed when a party's signature is delivered electronically, and these signatures must be treated in all respects as having the same force and effect as original signatures.

16. Assignment. Neither Party may assign any of its rights of its obligations hereunder without the prior written consent of the other Party.Any purported assignment in violation of this Section shall be null and void.No assignment shall relieve the assigning Party of any of its obligations hereunder. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

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17. Waivers. No waiver by any Party of any of the provisions hereof shall be effective unless explicitly set out in writing and signed by the Party so waiving.No waiver by any Party shall operate or be construed as a waiver in respect of any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver.No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

IN WITNESS WHEREOF, the parties hereto have duly executed and have caused this Agreement duly to be executed and delivered as of the Effective Date.

Agreed To: “Disclosing Party”



Mary
Authorized Signature

Agreed To: “Receiving Party”

Authorized Signature

FOCUS EDUMATICS
CONFIDENTIAL



APPOINTMENT LETTER

January 21, 2022

Dear KAMALESHWARAN P,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company’s Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited’s (hereinafter to as the “Company”) internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company’s Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as “UPSI”) about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company’s Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I KAMALESHWARAN P, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: KAMALESHWARAN P

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team’s decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** KAMALESHWARAN P 21/1/2022 10:39 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
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23155284

RAMCO INSTITUTE OF TECHNOLOGY

Sivagaminathan M <siva@ritrjpm.ac.in>

Perfect Gear Solutions - Mech - Finalist - 2018 - 2022 Batch

Ramco Institute Of Technology <placement@ritrjpm.ac.in> Thu, Feb 24, 2022 at 4:54 PM
To: Principal <principal@ritrjpm.ac.in>, vice principal <vp@ritrjpm.ac.in>, Lakshmanan M <lakshmanan@ritrjpm.ac.in>, Sivagaminathan M <siva@ritrjpm.ac.in>, "A. S. VIGNESHWAR" <viigneshs@ritrjpm.ac.in>

Dear Sir

With the Perfect Gears Solutions drive - MECH - IV Yr (2018 - 2022) held on 19th Feb 2022, the following students are selected with 2.24 Lakhs CTC .

1. Harrish J
2. Krishna Kumar A
3. Mariappan G
4. Raja Jothi M
5. ShunmugaSundram KTST
6. NandhaKrishnan R
7. Praveen Kumar M
8. Shyam Sundar S
9. Ram Kumar R
10. Selva Balaji

As per company norms , All these students should not have any standing arrears .

Thanks
Regards

Uthra K. B.
Asst. Training and Placement Officer,
Training and Placement Center,
Ramco Institute of Technology,
Rajapalayam.

THE RAMCO CEMENTS LIMITED

Corporate Office :
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel : +91 44 2847 8666 Fax : +91 44 2847 8676
Website : www.ramcocements.in
Corporate Identity Number : L26941TN1957PLC003566

19-Sep-2022

Mr. R Madhavakannan
1/59, South Street, Sivalarpatti (Post),
Vilathikulam (Taluk), Thoothukkudi, Tamil Nadu
Pin - 628905
Mobile - 7397601405

Dear Sir,

LETTER OF APPOINTMENT

Further to our Offer of Appointment dated 10-Aug-2022, we are pleased to appoint you as "GRADUATE ENGR.TRAINEE-IT PROJECTS" in our organization with effect from 19-Sep-2022, on the following terms and conditions:

Terms and Conditions:

1. **Designation and Place of Training**

   You will be designated as "GRADUATE ENGR.TRAINEE-IT PROJECTS". You will be posted at CHENNAI, TAMIL NADU. However, depending on the Company's requirements you may be required to undergo training in any of its Departments / Offices / Factories / Quarries or any of its Associated Companies in India.

2. **Working Hours**

   You will observe the timings and weekly holidays as followed in your place of training.

3. **Training**

   You will undergo training for a period of 12 months. Based on your application, learning skills, interest shown in the training programme designed and imparted by the Company or its agent, good conduct, availability of vacancy, and other relevant factors, you will be considered for permanency in the regular rolls of the Company.

4. Notice of Termination

In the event of your performance and conduct not being satisfactory, your training may either be extended by such period if found necessary or your training may be terminated without assigning any reason whatsoever and without any compensation in lieu of such notice during that period.

Your training is subject to termination by giving one month notice on either side.

5. Stipend

You will receive a consolidated stipend during the training period as under:

1. Training Period : 12 months
2. Location : CHENNAI, TAMIL NADU
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription

You will be entitled to leave and other benefits as applicable to trainees in your category. You will not be eligible for any other benefits apart from what is mentioned above.

Any Tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

6. General

a) During the training, you will apply yourself diligently to the practical and/or theoretical training for which you may be assigned from time to time and will confirm with such directions in this connection as may be given.

b) You will not engage directly or indirectly in any trade, business or occupation of your own.

c) During the tenure of your training, you will maintain total confidentiality of all company related information to which you may have access directly or indirectly.

d) You will be governed by the Rules and Regulations of the Company wherever it is specifically extended to your category from time to time.

e) You will intimate change of your residential address, if any within seven days of such change.

f) This appointment is based on the information furnished by you in your application form and if at any time, a material error is discovered, your training is liable to be terminated without notice.

We welcome you to THE RAMCO CEMENTS LIMITED and look forward to your long and fruitful association with the Company.

Please return the duplicate copy of this appointment letter duly signed by you in token of acceptance of the above terms and conditions.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

I agree to the above Terms and Conditions.

Signature of the Candidate _____

GOWRIHOUSE METAL WORKS LLP

No. 1 / III (Old No. 1408) Malayadipatti, Post Box No. 13, RAJAPALAYAM - 626 117.

LLPIN : AAM-1585

PAN : AASFG3507C
GSTIN : 33AASFG3507C1ZP

Phone : (04563) 235656, 238574
E-mail : admin@gowrihouse.com
sales@gowrihouse.com
Website : www.gowrihouse.com

GMWLLP/ /2022-23

01/09/2022

Mr.NALLIRAJ MADHAVAN M
S/o. Mr.MALLIGAI POO
42/348,Periya Kadai Bazzar,
RAJAPALAYAM - 626117.

Dear Mr.NALLIRAJ MADHAVAN,

We are pleased to inform you that you have been selected for the post of "**Production Supervisor**" Grade "S3" for our concern on the following terms and conditions:

1. You will be granted a consolidated Stipend as detailed given below, and other benefits as applicable terms of the company.

Basic : Rs. 6923.00
HRA : Rs. 2077.00
TOTAL: Rs. 9000.00

2. You will be on probation for a period of 12 months from the date of your joining. On satisfactory completion of the probationary period, you will be fitted in the regular scale of pay as applicable to staff.

..... 2 .....

3. The above said period of probation shall liable to be extended or dispensed with earlier solely at the discretion of the management. During or at the expiry of your probationary period or extended period of probation, the management will have the right to terminate your services without any notice or without assigning any resaons and unless confirmed in writing you will continue to be on probation.

4. During the period of probation, you are entitled to 12 days casual leave in a year.

5. In case you choose to leave the services of the company, you should give two months notice or two month pay in lieu of notice.

6. Your services shall be liable to be transferred from one place to another and or from one department to another and / or from one post to another solely at the discretion of the management.

7. That during the course of your employment ,you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment,it will amount to breach of trust on your part.

8. That on cessation of your employment with us,you will be under an obligation not to join ,for period of 2 years,any competitor unless permitted by the management.

9. You will work under the supervision of such officers as may be decided upon by the Management from time to time.You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.

10. Absence for a continuing period of 8 days including absence when leave though applied for but not granted and when over-stayed for a period of 8 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation.In such an eventuality,the Management will draw an irresistible presumption that by remaining absent continuously and unauthorisedly,you have abandoned your job.

11. You will be bound by rules and regulations enforced by the management, from time to time in relation to conduct,discipline leave,holidays or any matter relating to service conditions which will be deemed as rules,regulations and orders in the part of these terms of employment.The Management reserves the right to modify,alter or delete the existing service rules or to introduce fresh service rules whice will be binding upon you.

In case the above offer is acceptable to you, please sign the duplicate copy of the letter in token of your acceptance and return the copy thereof to us.

Yours faithfully,

For GOWRIHOUSE METAL WORKS LLP

K R Rajan

(K.R RAJAN)
Chief Operating Officer

I accept the above offer subject to the above terms and conditions.

M. Nalkar

Signature of the candidate

ARVI HITECH PRIVATE LIMITED
Old No.91, New No.81, Chinnamman Koi l Street,
Avadi, Chennai - 600054
www.arvihi tech.co. in
sales@arvihitech.co. in
GST: 33AASCA0896P1ZW

ISO 9001 Certified

04-Apr-2022

Private and confidential

Nalliraj Madhavan M,
42/348, Periyakadai Bazzar,
Rajapalayam..

Dear Nalliraj Madhavan M

Letter of engagement

We are pleased to offer you employment in the position of **Technical Sales Engineer** with us at **Arvi Hitech PrivateLimited -Coimbatore** ('the employer') on the terms and conditions set out in this letter.

1. Position

1.1 Your start date will be 04-Apr-2022.

1.2 Your employment will be Full Time.

1.3 You will be a trainee for the first six months. Post six months, depending upon your performance,you will be taken into full time "Technical Sales Engineer"

1.4 You will be required to perform the duties assign to you, having regard to your skills, training and experience.

1.5 You will be required to perform your duties at Coimbatore, or elsewhere as reasonably directed by the employer.

2. Ordinary hours of work

2.1 Your ordinary hours of work will be 54 hours per week, plus any reasonable additional hours thatare necessary to fulfil your duties or as otherwise required by the employer.

3. Remuneration

3.1 Your CTC is attached herewith.

3.2 Your remuneration will be reviewed annually and may be increased at the employer's discretion.

3.3 Your conveyance for the customer visits and other official work shall be reimbursed by theemployer at actuals against original bills.

Parker
Firestone
World's Number 1 Air Spring.
FIRESTONE INDUSTRIAL PRODUCTS COMPANY

4.Your obligations to the employer

4.1You will be required to:

(a) perform all duties to the best of your ability at all times;

(b) use your best endeavors to promote and protect the interests of the employer; and

(c) follow all reasonable and lawful directions given to you by the employer, including complyingwith policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

(d) During the course of the employment, the employee will not, without the prior written consent of the Company, (i) serve as a partner, employee, consultant, officer, director, manager, agent, associate, investor, or otherwise for, (ii) directly or indirectly, own, purchase, organize or take preparatory steps for the organization of, or (iii) build, design, finance, acquire, lease, operate, manage, invest in, work or consult for or otherwise affiliatehimself/herself with, any business in competition with or otherwise similar to the Company'sbusiness

(e) During the employment with the Company, the employee shall not, directly or indirectly, whether alone or in association with others, in any capacity whatsoever, and whether for his/her benefit or the benefit of a third party or to the detriment of the Company, do any or allof the following: (a) solicit the business of any Client or Supplier (other than on behalf of the Company); (b) engage in, participate in, invest in, provide, or attempt to provide any Conflicting Services; (c) without prejudice to the foregoing, join the employment of any Client or Supplier or Competitor, whether as employee, consultant, advisor or in any other capacity whatsoever.

5.Termination of employment

5.1 You are required to work for a minimum of 12 months with the employer. Post 12 months, your resignation may be accepted with a minimum of 30 Days' Notice Period (excluding your leaves)given to the employer.

5.2 The employer however reserves the right to terminate the employee upon grounds of Misconduct/working against the interest of the employer/non-performance of the employee up tothe expectation or any other reason that may deemed fit for termination.

5.3 For a two (02) year period following the termination of Employee's employment, Employee shall not in any capacity, directly or indirectly advise, manage, render or perform services to or for anyperson or entity which is engaged in a business competitive to that of the Company within any geographical location wherein the Company produces, sells or markets its goods and services atthe time of such termination.

6. Confidentiality

By accepting this letter of offer, you acknowledge and agree that you will not, during the course ofyour employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business ofthe employer, including but not limited to client lists, trade secrets, client details and pricing structures.

Non-Disclosure Clause:

(a) During the employment, you will or may have access to confidential information belonging tothe employer. You and the employer consider that your relationship is one of confidence with respect to such information. The components of your remuneration package are strictly confidential and are not to be discussed with anyone other than the directors of the company. Breach of confidentiality can result in instant dismissal or disciplinary proceedings. These components are salary, superannuation, salary sacrifice arrangements, overtime (if applicable), bonus (if applicable) and professional or other memberships (if applicable). You shall at all times (including after your employment ends for any reason): Hold all confidential information in confidence and not discuss, communicate or transmit to others or make any unauthorized copy ofor use the trade secrets in any capacity, position or business unrelated to the employer and unauthorized by the employer

Use the confidential information in confidence only in furtherance of proper company related reasons for which such information is disclosed or discovered; Take all reasonable action, that the employer deems necessary or appropriate, to prevent unauthorized use or disclosure of, or toprotect the employer interests in, the confidential information except as required by law to do so.

(b) The Employee hereby commits to hold all Confidential Information in confidence except andto the extent when disclosure is mandatory under any law in force. The Employee shall not discuss, disclose, communicate or transmit to others (including any other employee / consultant /associate of Arvi Hitech) or make any unauthorized copy of or use the Confidential Information inany capacity, position or business unrelated to the employer and unauthorized by the employer.

ARVI HITECH PRIVATE LIMITED
Old No.91, New No.81, Chinnamman Koi l Street,
Avadi, Chennai - 600054
www.arvihi tech.co. in
sales@arvihitech.co. in
GST: 33AASCA0896P1ZW

Any discussion or disclosure or communication or transmitting or use of confidential information shall be strictly for furtherance of the proper interests of the employer and for the reasons the confidential information was made available to the Employee in the first place

7. Entire agreement

7.1 The terms and conditions referred to in this letter constitute all the terms and conditions of your employment and replace any prior understanding or agreement between you and the employer.

7.2 The terms and conditions referred to in this letter may only be varied by a written agreementsigned by both you and the employer.

If you have any questions about the terms and conditions of employment, please don't hesitate tocontact Mr. K R Vivekanandan on 9962342042

To accept this offer of employment please return a signed and dated copy of this letter to us.

Yours sincerely,
K R Vivekanandan

Director
Arvi Hitech Private Limited

I, Nalliraj Madhavan M, have read and understood this letter and accept the offer of employment with Arvi Hitech Private Limited on the terms and conditions set out in the letter

Sign: _____ Date: _____

Print Name: _____

ARVI HITECH PRIVATE LIMITED
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GST: 33AASCA0896P1ZW

ISO 9001 Certified

ROLES AND RESPONSIBILITES

Technical Sales Engineer

- Services Existing Accounts obtain orders.
- Establish New Accounts by planning and organizing Daily Work Schedule to call on existing or potential sales, outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Getting updated on the recent developments in Technology and Engineering and acquiring complete knowledge in the product and its applications.
- Study Customer's applications on site and have technical discussions and offer them a solution.
- Submit Quotations by referring to Price List and Product Literature.
- Keeps Management informed by submitting activity, results, reports such as daily call reports, weekly work plans, monthly & annual territory analysis.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.

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GST: 33AASCA0896P1ZW

Total CTC: Rs. 240968 /-

	Per month	Per Annum
Basic Salary	Rs.11200	Rs. 134400
HRA	Rs. 4800	Rs. 57600
Festival Ex. gratia		Rs. 10000 *
Gratuity		Rs. 5600
Vehicle Maintenance		Rs. 5000
Mobile allowance		Rs. 6000
ESI employer contribution	Rs. 520	Rs. 6240
EPF employer Contribution	Rs. 411.04	Rs. 4923.48
EPS employer Contribution	Rs. 932.96	Rs. 11196.52

Deduction :

Professional Tax	Rs 208	Rs. 2496
PF employee Contribution	Rs. 1344	Rs. 16128
ESI employee Contribution	Rs. 120	Rs. 1440

*Considered after a minimum of 12 months of employment

Parker
Firestone
World's Number 1
Air Spring.
FIRESTONE INDUSTRIAL PRODUCTS COMPANY

SOFT STREAK
TECHNOLOGIES

Dear Mr. Prasanna Venkatesh H,

This letter is to confirm our discussions and offer you a position on the professional staff of **Soft Streak Technology ('Company')**. We are pleased that you can join us full time on **18-April-2022.** The general terms and conditions of your employment are mentioned in Annexure B ('General Terms and Conditions of Employment'). Please read and retain them for your records.

1 COMMENCEMENT OF EMPLOYMENT

You will be employed by the Company in the function of **Trainee Engineer.** You will be on probation for a period of six months from the date of your joining. Where after the probation period may either be discontinued or extended at the discretion of the management. Your terms & conditions of employment are described in Annexure "B". You are required to adhere to the General Terms and Conditions of Employment, applicable Company policies, guidelines and instructions as made available to you from time to time in our company portal or/and email circular during your employment as well as the specific duties, responsibilities and activities assigned to you by your immediate reporting manager/project head/functional head and/or one of his/her designate ('Manager') and it is subject to revision by the Manager and/ or Company from time to time. Your employment in the Company is conditional upon your acceptance of the General Terms and Conditions of Employment as described in Annexure 'A' hereto, including the minimum term of service required of you as provided thereinunder.

2 SALARY

You will receive a starting cash compensation package of **Rs.1,87,092/- per annum including taxable and non-taxable allowances**. This includes various benefits, perquisites, reimbursements and other statutory payments, as set out in Annexure "A" to this letter ("Compensation Package"). 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. All reasonable business expenses incurred by you in carrying out your duties shall, subject to your compliance, always, with the policy of the Company with respect to any such business expenses, upon submission by you to the Company of written evidence of such expenses to the satisfaction of the Company be paid or reimbursed by the Company to you monthly and/or in such manner as may be stipulated by the Company as part of its reimbursement policy from time to time.

3 TERMINATION

Your employment with the Company may be terminated at any time by the Company based on your performance and based on the Management's discretion.

4 HOLIDAYS

You can get Holidays list from HR department.

5 TERMS AND CONDITIONS OF EMPLOYMENT – ANNEXURE "A"

In addition to the terms of this appointment letter, the General Terms and Conditions of Employment as set out in Annexure "B" will govern your employment with the Company. Please review the General Terms and Conditions of Employment carefully, since your acceptance of this appointment by the Company would be deemed acceptance of not only the terms and conditions contained herein but also the General Terms and Conditions of Employment.

H. Prasanna Venkatesh.

SOFT STREAK
TECHNOLOGIES
An INTELLIGN Company

6 **ACCEPTANCE OF APPOINTMENT**

Please confirm your acceptance of appointment by signing and returning the duplicate copy of this letter. This letter is valid till **18-April-2022,** If we do not receive the signed letter confirming your acceptance of this appointment on or before **18-April-2022,** this offer stands withdrawn and should not thereafter be considered as binding on the Company.

If you have any questions, please do not hesitate to call me.
Sincerely,

K. Narmadha

SOFT STREAK TECHNOLOGIES INDIA

Narmadha
Manager, Human Resources
Soft Streak Technologies, India

ACCEPTANCE OF EMPLOYEE

I **Prasanna Venkatesh H,** have read and understood the above and the same is acceptable to me.

Signed by the Employee: H. Prasanna Venkatesh.

Date: 18/04/2022.

SOFT STREAK
TECHNOLOGIES

ANNEXURE "A" TO THE APPOINTMENT LETTER
EMPLOYEE COMPENSATION PACKAGE

Name	Prasanna Venkatesh H	
Designation	Trainee Engineer	
Work Location	Bangalore	
Salary Components	Monthly	Annually
A. Basic Salary		
Basic salary + DA	12500	150000
Sub Total A	**12500**	**150000**
B. Allowances		
Special Allowance	2600	31200
Sub Total B	**2600**	**31200**
Monthly Gross(A+B)	**15100**	**181200**
C. Additional Benefits		
Employer ESI	491	5892
Sub Total C	**491**	**5892**
TOTAL CTC(A+B+C)	**15591**	**187092**

Sincerely,

K. Narmadha

SOFT STREAK TECHNOLOGIES INDIA

Narmadha
Manager, Human Resources
Soft Streak Technologies, India

ACCEPTANCE OF EMPLOYEE

I **Prasanna Venkatesh H,** have read and understood the above and the same is acceptable to me.

Signed by the Employee: H. Prasanna Venkatesh

Date: 18/04/2022.

SOFT STREAK
TECHNOLOGIES

ANNEXURE "B" TO THE APPOINTMENT LETTER
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT ('GTC')

Dear Mr. Prasanna Venkatesh H,

1. **JOB TITLE**

   Trainee Engineer

2. **CONTINUOUS SERVICE DATE**

   The appointment 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**

   Your salary is stated in the appointment letter. Salaries are reviewed annually at the end of each calendar year and any change in salary will be notified to you in writing. 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 amount 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 are expected to work not less than 45.75 hours each week (i.e. 9 hours 15 mins per day). Out of these 9 hours 15 mins, 7 hours should be on tool. Failing the same will result in Loss of Pay. The tool time If necessary, might increase based on the client's requirements.

   4.2. You may also be required to attend duties on holidays/weekly offs as per the exigencies of work.

5. **INCAPACITY DUE TO SICKNESS OR INJURY**

   You will be entitled to sick leave entitlement as may be specified in your appointment letter subject to your compliance with the following conditions:

   5.1. If you are ill it is vital to ensure that the Manager and the Director or his/her designate of the Company is notified as soon as possible on the first day of absence;

   5.2. After third day of absence due to sickness you will be required to provide a doctor's certificate, and such further certificates as may be necessary, to cover the entire period of absence for approval to Management. Management by their own discretion may approve or reject the same.

   5.3. 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 your health or absence record is a cause for concern.

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

H. Prasanna Venkatesh

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 any trade, business, profession, employment, service, occupation, etc., other than your current employment with the Company, except with the prior written consent of the Company, and whether you receive financial compensation for any such activities.

6.3. You shall represent yourself whether in India or elsewhere, only as an employee of the Company.

6.4. You shall be responsible for items or property given to you. You shall immediately report loss of property, if any, in your possession to the management of the Company for lodging a claim with the Insurance Company / Police station. Failure to do so will automatically entitle the Company to recover such amounts from your dues.

7. PLACE OF WORK

7.1. The Company shall, at all times of your employment, have the right to, after giving you reasonable notice, transfer or assign your services to any place of business and/or project including any office(s) of the Company which may subsequently be acquired or established, in any part of India or abroad and you are obligated to adhere to any such requirement placed upon you by the Company.

7.2. The Company may also depute you to any work or assign your services to any affiliate, associate 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/long term basis to work at any client premises based in India or overseas.

8. RULES AND REGULATIONS

8.1. The 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.

8.2. You 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.

8.3. In the event of your deputation to any foreign country in connection with the employment and the cost of travel and other related costs are borne or agreed to be borne by the Company, you shall remain only in the services of the Company and carry out the duties and responsibilities assigned to you during your stay in that country. You shall not at any time during your stay in the country deputed, solicit or accept any offer of employment either with the client/s of the Company or any other organization or individual. You shall be duty bound and obligated to return to the Company at India after appropriate conclusion of the assignment for which you were deputed and adhere to the formalities of resignations and release from the Company, set out in this document before considering any such offer. You shall not, by your performance or otherwise, bring about any disrepute or any liability, financial or otherwise upon the Company or its clients in India or abroad.

H. Prasanna Venkatesh

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 is developed using equipment supplies facilities or trade secrets of the company; result from activities performed by you for the company; and 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 work made or created or discovered as part of your duties of employment with the company(World-wide) 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 only by the company. (Intellectual property rights for the purpose of this GTC means all intellectual and proprietary rights in any jurisdiction in and to: trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures; trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin; patents, including design patents and utility patents, reissues, divisions, continuations-in-part and extensions thereof; works of authorship, whether copyrightable or not, copyrights, copyright registrations, and moral rights related thereto; and computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in any programming language), development tools and files, databases, content, data, algorithms, APIs, GUIs, functional specifications, operational procedures and all documentation thereof, in each case including all copyrights thereof and all computer languages, in each case, including all applications for registrations of, and all renewals, modifications and extensions of, each of the 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. You hereby, without further consideration, perpetually transfer, assign and convey all right, title and interest to such property worldwide that you may have or be entitled to under any law or in equity to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever. At the Company's request, you shall cooperate with the Company in completing any filings and processes, to perfect the Company's ownership in intellectual property rights.

H. Prasanna Venkatesh

9.6. You represent that your performance 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. You shall act diligently so as to ensure that you do not divulge any client information or professional secrets 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.

10.3. On the termination of your employment, for whatever reason, you shall not take copies of confidential documents or information for your own purposes and 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 clients' business affairs.

10.4. You must not, anywhere and/or 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 in this Clause 10, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions.

10.6. You shall not during your employment and at all times thereafter do or say anything that may injure, or directly or indirectly damage the business of the Company.

10.7. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, except with your reporting authority

10.8. As and when required by the Company's clients or other interests, the Company may be obligated to procure you (as its employee) to sign certain agreements relating to confidentiality, intellectually property, non-disclosure and other restrictions. You agree to sign & comply with such agreements in the best interests of the Company.

11. COMPANY PROPERTY

H. Prasanna Venkatesh

You will always maintain in good condition all properties, assets and other undertakings of the Company which may be given to you/ availed by you for official use during the course of your

employment ('Company Property') and shall return all such Company Property to the Company that may be in your possession, 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 and 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 gives the impression of involving bribery or any illegal activity whatsoever. While in work, you must exercise your business activities with honesty, integrity, highest ethical standards. Also you must not engaging in bribery or corruption activities

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 that may be conducted either before or after the date at which full-time employment commences. Checking's will 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. Either (i) refusal to be subject to Checking's 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 and may be acted on at any time before or after your commencement date with the Company.

13.3. You hereby irrevocably acknowledge and agree that any check or verification conducted by the Company in terms of Clause 13.2 does not absolve or dilute in any manner whatsoever, the representation held out by you in Clause 13.1 hereinabove.

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14. SEPARATION FROM THE COMPANY

14.1. TERMINATION OF EMPLOYMENT

Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice under the following circumstances:

(a) 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 any of the terms and conditions of the GTC. Termination of your employment under this sub-clause would be without prejudice to: The Company's right to claim the actual damages it has suffered through this breach; and any other relief to which the Company may be entitled under contract, law or equity. Misconduct will include without limitation: Absence from service without prior notice in writing or without sufficient cause for Two days or more; Going on or abetting a strike in contravention of any law; Causing damage to the property of the Company; Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; Breach of confidentiality/secrecy provisions;

(b) If the Company has reasonable grounds to believe that you were involved, directly or indirectly, in any activities amounting to any Cyber-Crime, including any act of abetting any Cyber Crime. (Cyber-crime for the purpose of this GTC means any isolated or concerted act done anywhere by which the originator of such act or associates. gain unauthorized access to the computer system or computer network; or downloads, copies or extracts any information or data from such system; or introduces any harmful code; or causes any damage to the system or network; or causes the non-functioning or malfunctioning of any system or network; or causes denial of access to any authorized person to the system or network; or contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under; or tampers or manipulates any system or network with the object of operating the account of another person; or alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or does anything which has the effect of adversely affecting the performance of a computer network or services.);

(c) If background investigation reveal any discrepancies regarding educational or professional records as represented by you to the Company or if it is found that you have a history of fraud/criminal/drug or substance abuse;

(d) If the Company, upon investigation of any complaint, finds that you had committed or abetted sexual harassment at the workplace. Sexual harassment occurs when one employee makes continued, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, to another employee, against his or her wishes. When an employee complains about Sexual harassment to a supervisor and the Human Resources office, an immediate investigation (on confidential basis) would start from HR Office and/or committee that may be constituted for the said purposes in terms of the relevant policy of the Company. Employees need to understand that they have an obligation to report sexual harassment concerns to their supervisor and the Human Resources office. If found guilty, the employment of such person would be terminated immediately.

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14.2. TERMINATION FOR UNEXPLAINED ABSENCE/ ABANDONMENT:

If for a period of 7 consecutive days you absent yourself without prior permission or overstay leave, you shall be deemed to have voluntarily abandoned your employment with the Company and terminated your employment yourself. In such case of uninformed absence and abandonment of employment, the Company may, at its sole discretion, withhold the issue of the relieving order/letter or other monetary benefits, will serve legal notice for the breach of Terms and condition of employment.

14.3. RETIREMENT

You shall be retiring from the services of the Company on attaining 58 years of age. If you wish to resign from the services of the Company, you shall give notice in writing of not less than 3 months in advance and it is mandatory.

14.4. TERMINATION AT THE INSTANCE OF THE EMPLOYEE

14.4.1. Save as to the extent as may be otherwise provided in Clauses 14.2 and 14.3 herein under, you may resign from the services of the Company only by serving upon the Company an advance notice of at least 3 months, in writing also by mentioning the reason for resignation, but at all times, subject to your compliance with Clause 14.4 in entirety.

14.4.2. Notwithstanding anything to the contrary stated elsewhere in this GTC, including Clause 14.1 hereinabove, you hereby irrevocably agree and acknowledge that you shall serve a minimum of 12 months of continuous service with the Company from the date of your joining. If you intend to leave the Company any time before 12 months from the date of your joining, you will require to serve three months compulsory notice period plus additional one month of notice period (Total of 3 months of notice period) or you will be liable to pay to the Company a sum equivalent to three months Gross Salary or you will be liable to be sued for damages.

14.4.3. Notwithstanding anything to the contrary stated elsewhere in this GTC, including Clause 14.1 hereinabove, you hereby irrevocably agree and acknowledge that you cannot resign from or terminate your employment while you are deputed for an onsite assignment outside India. You further acknowledge and agree that after completion of the on-site assignment, you shall serve a minimum period of 12 months in employment with the Company in India excluding the notice period, failing which you shall be liable to pay 3 months' salary as compensation to the Company and this is subject to Management approval.

14.4.4. In the event of resignation and/or termination by you under Clause 14.1 or 14.2 or 14.3, such resignation and/or termination shall be subject to your complying with the following conditions which shall be in addition to what is already stated under the relevant clauses:

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14.4.5.

14.4.5.1. Management by its own discretion may ask you to complete your full notice period due to Commitment to the client and / or imperative role in the project. During Notice period, you are expected to work on full notice period days (without leave) and enable smooth knowledge transition to the successor. If any leave is taken during the notice period, the same has to be compensated by working additional days beyond the notice period. You shall participate and ensure complete knowledge & technical skill transfer and smooth business transition during the notice period in accordance with the instructions of the Company in this regard. You shall sign off a knowledge and technical skill transfer and transition document listing all activities undertaken by you and furnishing all particulars as may be directed by the Company to made by you as an integral part thereof ('Transition');

14.4.5.2. Your final settlement shall be undertaken by the Company only after ensuring completion of Transition and after recovery of all Company Property and all other dues payable by you to the Company. In the event of any damages or other recoveries liable to be made by you to the Company, the Company shall have the right to retain any monies payable to you, without any interest accrual thereupon, until such damages and recoveries are quantified and duly recovered/set off from the dues that may be payable by the Company to you;

14.4.5.3. The Company's equipment, manuals, software, licenses and project details have to be returned by you to the company and acknowledgement by the Director – Administration and/or such officer as may be designated in this regard by the Company should be taken by you before your being relived from your duties;

14.4.5.4. It is expressly understood and agreed by you that in the event of termination of your employment, without prejudice to the rights of the Company to recover all dues, damages, costs or expenses that may be liable to be paid by you to the Company, the liability of the Company to you shall at all times be restricted only to the extent of the salary, allowances and perquisites that have accrued in your name prior to the effective date of termination of employment.

14.4.5.5. You shall cooperate with all processes as may be reasonably stipulated by the Company for the purposes of termination. At the end of termination process, your termination shall be final and legally binding upon you. In the event of your failure to adhere to any process or requirement being part of the termination formalities enlisted in this Clause 14.4, whether within the notice period and/or such period as may be permitted by the Company in this regard, you shall be liable to participate and ensure completion of all such tasks and processes without any right to seek compensation for any period beyond such notice/ permitted period stipulated therefor. It is expressly understood and agreed by you that your relieving shall not be final until and unless you ensure completion of all necessary termination process and formalities listed in this Clause 14.4 to the satisfaction of the Company and you shall not enter into any employment until completion thereof.

H. Prasanna Venkatesh

14.5 Save and except to the extent as may be expressly waived by the Company in writing, the requirements provided under clause 14.4 shall apply also in the case of termination of your employment by the Company, whether with or without cause.

14.6. In case you wish to be relieved from service in terms of Clause 14.1 on any day prior to 3 months and if such a request is accepted by the Company subject to your compliance with Clause 14.4 above, you shall pay to the Company 3 months CTC applicable to you at the time of resignation. Similarly the Company shall have right to terminate the employment by giving [3] months advance notice in writing or by paying 3 months CTC.

15. CYBER CRIMES

You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any Cyber Crime.

16. RESTRICTIONS

16.1. You will not during 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 without prior consent of the Company:

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;

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;

Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above and

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 you or not

16.2. Breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in Clause 16.

16.3. Notwithstanding the above, your undertakings contained in Clause 16.1 shall cease to have any effect in case the Company terminates your employment without cause.

16.4. Each undertaking in Clause 16.1 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.

H. Parasanna Venkatesh

16.5. In view of the nature of your duties with the company, and the compensations and benefits granted by the company to you, the Company considers the undertakings in Clause 16.1 to be reasonable in all circumstances. However, if a competent court holds one or more undertakings in Clause 16.1 invalid as unenforceable or invalid for any reason, 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.

16.6. You acknowledge the fact that the Company has to incur considerable expenditure on recruiting you and towards making you job ready by providing necessary internal and external training etc., Besides this, the Company would also incur considerable expenditure and time to replace you in the event of your leaving the services of the Company. In the event of your leaving the Company prematurely and/or in breach of the terms of employment and/or abandoning employment of the Company, the Company shall, in addition to and without prejudice to its other rights and remedies, be entitled to recover from you all such expenditure incurred by the Company and/or such damages as the Company deems fit. For the above stated purposes, the Company shall have the right to deduct from your salary or other emoluments, if any, due to you, all expenditure so incurred and damages as may be determined by the Company and/or proceed against you for the recovery of the same.

16.7. You acknowledge that the restrictions in this Agreement are fair and reasonable and are required for the protection of the Company, including its goodwill. You acknowledge that your breach of any restrictions in this Agreement will result in irreparable damages to the Company. The Company will be entitled to institute proceedings in any court of competent jurisdiction to restrain you from committing a breach of any obligation under this Agreement or to compel performance of such obligations.

17. INDEMNITY

17.1. You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms of this appointment letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

18. GOVERNING LAW & ARBITRATION

18.1. Your employment with the Company is subject to the laws of India. All disputes and/or differences arising out of or in connection with your employment with the Company shall be referred to arbitration. The Arbitration proceedings will be held in accordance with the Arbitration and Conciliation Act, 1996 at Chennai and by a sole arbitrator to be nominated by the Company.

18.2. The courts at Chennai shall have exclusive jurisdiction to deal with disputes and differences arising out of your employee

H. Perasanna Venkatesh

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19. CORRESPONDENCE ADDRESSES:

The correspondence address for all communication or correspondence will be sent to you, will be known as last known address

Name	:	**Prasanna Venkatesh H**
Address 1	:	4/180 N, Velan Nagar
Address 2	:	Velayuthapuram, Samusigapuram (Po)
City, State, Pincode	:	Rajapalayam, Tamil Nadu - 626102.
Telephone number	:	
Mobile numbers	:	9566756660
Personal Email ID	:	Prasannabemech@gmail.com.

Serving notice to the above address shall be sufficient in case of serving notice. In case of change of address, you should intimate within seven (7) working days to the HR Department by Registered post or Speed post or in-person with acknowledgement from HR department.

20. SURVIVAL OF TERMS:

The provisions of section [6] Duties and other activities, [7] Place of work [8] Rules and regulations [9] Inventions and Publications [10] Confidential / Secrecy [11] Company property [12] Borrowing and accepting / Giving gifts [13] Background Investigation [14] Separation from the company [15] Cyber crimes [16] Restrictions [17] Indemnity [18] Correspondence address [19] Governing Law & Arbitration - shall survive the termination of this Agreement.

CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made based on 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 or salary or compensation.

Sincerely,

K. Narmadha

SOFT STREAK TECHNOLOGIES INDIA

Narmadha
Manager, Human Resources
Soft Streak Technologies, India

H. Prasanna Venkatesh

SOFT STREAK
TECHNOLOGIES

ACCEPTANCE OF EMPLOYEE

I **Prasanna Venkatesh H,** have read and understood clearly the above terms and conditions governing my services and employment with Soft Streak Technologies., and the same are acceptable to me.

Signed by the Employee: H. Prasanna Venkatesh

Date: 18/04/2022 .

Soft Streak Technologies
9, Murrays Gate Road (First Floor), Alwarpet, Chennai – 600 018, Contact: +91-9003290403
No 21, 1st floor, 1st main Road, HG Layout, Ganganagar, RT Nagar Post, Landmark: Near HDFC Bank, Bangalore - 560032.
www.softstreaktech.com

SOFT STREAK
TECHNOLOGIES
An integration company

The HR Manager,

Soft Streak Technologies.,

Bangalore,

I am Mr/Ms. H. Prasanna Venkatesh Employee Id: _____ Contact Number 9c6675 6660

providing my below Education Certificates for you records.

S.No	Name of Graduation	Name of Certificate	Certificate No	Date of Issue	signature
1.	HSC / 12th	Higher Secondary Course Certification	130759 69	16/7/18.	H Prasanna Venkatesh

Kindly Acknowledge the same.

Yours Faithfully,

Recd. Signal 2nd PUC marksheet

Signature: H. Prasanna Venkatesh

Name : H. Prasannan Venkatesh.

Date : 18/04/2022.

SOFT STREAK TECHNOLOGIES INDIA

HR Executive

18/04/2022

93A GKD Nagar P.N.Palayam Coimbatore – 641037
Prabhu N D – 99946 75750
www.sixphrase.com | sixphrase@gmail.com

LETTER OF INTERNSHIP

Date:3 December, 2021

Name : Prasanna Venkatesh H
Address: 4/130 n, velan nagar, velayuthapuram, Rajapalayam 626102
Email : prasannabemech@gmail.com
Phone Number : 9566756660

Dear Prasanna Venkatesh H,

Sub: Provisional Offer Letter

We are pleased to welcome you on board - Six Phrase - The Finishing School.

After careful consideration, Six Phrase - The Finishing School has decided to offer you Internship in our firm. You will be designated "Junior Intern - Trainer".

The employment is subject to the following conditions:

1) You will be required to serve a probation period of 6 months. Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
2) Your Salary during the probation period will be Rs.41,500/- per month (Cost to Company). You will be eligible for PF and ESI deductions as per statutory norms.
3) You Salary will be revised after the Internship period based on the Internship Exit Exam Scores and Feedback from Institutions.
4) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company's prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
5) The salary will be paid on or before the 10th of every month.
6) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Collection of Payment,

Work related to marketing and promotion, preparation of promotional material, general administration work and other activities that the company requires.

7) Your base Job Location will be in **Coimbatore or Chennai** (based on your choice) and you will be required to travel to places outside of your **base location** also. Six Phrase will take care of your Travel and Accommodation for Training programs outside of your base location. Within the base location you will be required to take care of your Travel and Accommodation.
8) Maximum of two 1 hour permissions can be taken in a month. This permission can be availed at any time of the day but the duration should not exceed 1 hour and the maximum number of times cannot exceed 2 times in a month.
9) Maximum of 1 day paid leave can be availed every month. Leave exceeding 1 day a month will be on Loss of Pay.
10) Should you require being absent from work for reasons of sickness, injury or any other reason your must either personally or through another person notify Six Phrase immediately of this and also of when you expect to be able to return to work. In case of leave exceeding more than 2 days you will be entitled to submit necessary documents pertaining to the reason for leave.
11) In case you wish to resign / leave the service of the company, you will be required to give **three month** notice in writing failing which SIX PHRASE is entitled to recover amount equal to 3 months salary by way of agreed liquidated damages. The company at its sole discretion may accept one month's salary, or part thereof, in lieu of the notice. The company reserves the right to terminate you from operations without giving any notice during the contract period.
12) Please bring along the below listed documents / details on your day of joining
    - ✓2 passport size and 1 stamp size color photographs.
    - ✓Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)
    - ✓Proof of address - Ration Card / Passport / Voters ID (Photocopy)

Yours truly,

For SIX PHRASE FINISHING SCHOOL

Offer of Employment Accepted:

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same. I also declare that all the certificates and documents provided by me to SIX PHRASE - FINISHING SCHOOL are true, genuine and correct.

_____

Signed

Prasanna Venkatesh H

Zoho Technologies Private Limited
Registered Office: Flat No: 2, 361, Avvai Shanmugam Salai,
Lloyds Road, Gopalapuram, Chennai, Tamilnadu, 600 086.
Ph: +91-44-6744 7070
www.zohocorp.com

Date: 12-May-2022

To

Mr.RAGHURAM K,
46A5/12,
KATHIRESAN KOVIL STREET,
KOVILPATTI-628502, TAMIL NADU.

Dear **Mr.RAGHURAM K,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **TECHNICAL SUPPORT ENGINEER** with **ZOHO TECHNOLOGIES PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Technologies Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **19-May-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO TECHNOLOGIES PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	Raghuram	Date of Offer acceptance:	
Name :	Raghuram K	Place :	

ANNEXURE A

NAME : RAGHURAM K
DESIGNATION : TECHNICAL SUPPORT ENGINEER

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004. India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Rajasekar P
2/317,Lingammal Nagar
K.Madathupatti., Tamil Nadu
Pin - 626128

Mobile - 9843591757

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Ram Kumar T
68,Mariamman Kovil Street,
Melakadayanallur, Tamil Nadu
Pin - 627751

Mobile - 9344159103

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

THE RAMCO CEMENTS LIMITED

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Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
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Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

09-Jun-2022

Mr. Rishikesh K
2/41,Renganathapuram,Virudhunagar, Tamil Nadu
Pin - 626001 Mobile - 7598640387

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-MECH." in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
Training Allowance	11,680
Total	26,180
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	29,128

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 01-Aug-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

SAI KUMAR M J
SR.VICE PRESIDENT-HR

18/07/22.
Signature
Accepted

SANMAR

Chemplast Sanmar Limited

Regd Office:
9 Cathedral Road
Chennai 600 086 India
Tel + 91 44 2812 8500
E-mail: csl@sanmargroup.com
www.chemplastsanmar.com
CIN L24230TN1985PLC011637

21st July 2022

Mr S Rishwanth
42/36, Arulmalar Covent Road
K. K. Nagar, Alavandan
Madurai
625020

Dear Rishwanth

OFFER OF APPOINTMENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Engineer (Trainee)** based at **Mettur** on the terms and conditions given below:

COMPENSATION AND BENEFITS

From the date of your joining duty, you will draw a basic salary of **Rs 11000/- (Rupees Eleven Thousand only)** per month, plus allowances and benefits. These allowances and benefits, and the other terms and conditions of your employment will be as per company policies as applicable from time to time.

TRAINING PERIOD

You will be on training for a period of **12 months** from the date of your joining duty. During this period, your training can be terminated by **three** months' notice in writing by either side. On successful completion of training, you will be considered for appointment, in a suitable position. If your performance is found unsatisfactory during training, your appointment may stand terminated without any notice or compensation in lieu thereof. You should successfully complete your Engineering with an overall aggregate of at least 60% without any history of arrears failing which your appointment will be terminated without any notice or compensation in lieu thereof.

Your compensation will be reviewed in future as per company policy.

You will abide by the rules and regulations of the company as may be in force from time to time.

TRAINING PROGRAMME

You will undergo a detailed training. The training is designed to expose you to all our products, production facilities, technical inputs, concepts, and other related information.

P. Venkatesh

S Rishwanth

ALLOCATION

Chemplast Sanmar Limited reserves the right to place you in any of the Group Companies at any location. This allocation will be done after reviewing your performance, aptitude, attitude and business requirements.

CONFIDENTIALITY OBLIGATIONS

By virtue of holding a position as **Engineer (Trainee)** in the company, you will have access to technical know-how, technical data, manufacturing process, product design, engineering and other trade secrets etc., of the company / and / or its group companies. Hence, you are required to execute the attached undertaking on Confidentiality Obligations at the time of joining.

Your appointment is also subject to your being found medically fit. You are required to undergo all medical tests as will be directed by the company. When you report to duty, please bring with you original certificates relating to education, two passport-size photographs and the medical fitness certificate.

Please return the duplicate copy of this offer duly signed by you in token of your acceptance of these conditions.

We are sure that, through this intensive training you will equip yourself to meet the exciting demands of the organization and we wish you a bright career and mutually rewarding association.

We welcome you to share this challenge.

For Chemplast Sanmar Limited

S Venkatesh
Authorised Signatory

RAMBAL

RAMBAL LIMITED, No. 115, Edaiyankuppam Village, Thirukkazhukundram Road, Thiruporur- 603 110. INDIA
Ph: +91 8939845121 Website: www.rambalindia.net

15/12/2021

Mr.SAMRATH T,
130 A,WEST ST, APPAYANAYAKKAR PATI,
MALLI, SRIVILLIPUHUR, VIRUDHUNAGAR- 626141.

DEAR SAMRATH T,

TRAINING ORDER

With reference to your application and the interview you had with us, we are pleased to offer you training in our works on the following terms and conditions:-

1. Your training will commence on 13/12/2021 at our Thiruporur Plant.
2. The training will be for a period of one year and the same may be extended by one more year or less at the discretion of the Management.
3. This letter does not guarantee any future employment in the company on completion of your training.
4. During the course of your training, the Management reserves the right to terminate your training without notice and without assigning any reason or without any payment in lieu thereof.
5. During the course of training, you will be paid as stipend of Rs.11924/-and you will not stand to get any benefit or facilities given by us to our regular employees.
6. On completion of training you will be granted Certificate of Training.
7. You will be governed by rules and regulations of the company and any decision of the Management there under. Further, during your training with us you will not engage yourself in any other vocational activities whether part-time without the written permission of the Management.

(.....2)

Scanned by TapScanner

8. You will be given training in any department or section of this company or any of our associate companies at the discretion of the Management.
9. You are required to provide us two copies of your passport size photographs taken recently and also you have to provide copies of educational qualification certificates.
10. You are required to intimate to us any change in your residential address within three days of such change.
11. You are eligible for availing the PF and ESI facility.

Please sign and return the copies of this letter in token of your acceptance.

Yours faithfully,

For Rambal Limited
(Thiruporur Division)

V S Vaidyaraman

V S Vaidyaraman
Director- Operations

I . SAMRATH T hereby set my signature in acceptance of the above terms and conditions.

Signature

Cc: Accounts

Scanned by TapScanner

RAMBAL

RAMBAL LIMITED, No. 115, Edaiyankuppam Village, Thirukkazhukundram Road, Thiruporur- 603 110. INDIA
Ph: +91 8939845121 Website: www.rambalindia.net

13/12/2021

Mr SANGILIKUMAR.S,
15B, KATTAPOMMAN NAGAR,
SEITHUR- VIRUDHUNAGAR- 626121.

DEAR SANGILIKUMAR.S,

TRAINING ORDER

With reference to your application and the interview you had with us, we are pleased to offer you training in our works on the following terms and conditions:-

1. Your training will commence on 13/12/2021 at our Thiruporur Plant.
2. The training will be for a period of one year and the same may be extended by one more year or less at the discretion of the Management.
3. This letter does not guarantee any future employment in the company on completion of your training.
4. During the course of your training, the Management reserves the right to terminate your training without notice and without assigning any reason or without any payment in lieu thereof.
5. During the course of training, you will be paid as stipend of Rs.11924/-and you will not stand to get any benefit or facilities given by us to our regular employees.
6. On completion of training you will be granted Certificate of Training.
7. You will be governed by rules and regulations of the company and any decision of the Management there under. Further, during your training with us you will not engage yourself in any other vocational activities whether part-time without the written permission of the Management.

(.....2)

8. You will be given training in any department or section of this company or any of our associate companies at the discretion of the Management.
9. You are required to provide us two copies of your passport size photographs taken recently and also you have to provide copies of educational qualification certificates.
10. You are required to intimate to us any change in your residential address within three days of such change.
11. You are eligible for availing the PF and ESI facility.

Please sign and return the copies of this letter in token of your acceptance.

Yours faithfully,

For Rambal Limited
(Thiruporur Division)
VS Vaidyaraman
V S Vaidyaraman
Director- Operations

I . SANGILIKUMAR.S hereby set my signature in acceptance of the above terms and conditions.

Signature

Cc: Accounts

THE RAMCO CEMENTS LIMITED

Corporate Office :
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel : +91 44 2847 8666 Fax : +91 44 2847 8676
Website : www.ramcocements.in
Corporate Identity Number : L26941TN1957PLC003566

10th-Sept-2022

Mr. Santhosh S
3/353 Tamilnadu Housing Board Colony,
Venkatachalapuram, Sattur, Tamil Nadu
Pin - 626203
Mobile - 8122669336

Dear Sir,

LETTER OF APPOINTMENT

Further to our Offer of Appointment dated 18-Jul-2022, we are pleased to appoint you as "GRADUATE ENGR.TR.-MECH." in our organization with effect from 05-Sep-2022, on the following terms and conditions:

Terms and Conditions:

1. Designation and Place of Training

You will be designated as "GRADUATE ENGR.TR.-MECH.". You will be posted at JAYANTHIPURAM, ANDHRA PRADESH. However, depending on the Company's requirements you may be required to undergo training in any of its Departments / Offices / Factories / Quarries or any of its Associated Companies in India.

2. Working Hours

You will observe the timings and weekly holidays as followed in your place of training.

3. Training

You will undergo training for a period of 12 months. Based on your application, learning skills, interest shown in the training programme designed and imparted by the Company or its agent, good conduct, availability of vacancy, and other relevant factors, you will be considered for permanency in the regular rolls of the Company.

4. Notice of Termination

In the event of your performance and conduct not being satisfactory, your training may either be extended by such period if found necessary or your training may be terminated without assigning any reason whatsoever and without any compensation in lieu of such notice during that period.

Your training is subject to termination by giving one month notice on either side.

5. Stipend

You will receive a consolidated stipend during the training period as under:

1. Training Period : 12 months
2. Location : JAYANTHIPURAM, ANDHRA PRADESH
3. Salary details :

	Rs. per month
Basic Salary	14,500
Training Allowance	11,680
Total	26,180
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	29,128

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription

You will be entitled to leave and other benefits as applicable to trainees in your category. You will not be eligible for any other benefits apart from what is mentioned above.

Any Tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

6. General

a) During the training, you will apply yourself diligently to the practical and/or theoretical training for which you may be assigned from time to time and will confirm with such directions in this connection as may be given.

b) You will not engage directly or indirectly in any trade, business or occupation of your own.

c) During the tenure of your training, you will maintain total confidentiality of all company related information to which you may have access directly or indirectly.

d) You will be governed by the Rules and Regulations of the Company wherever it is specifically extended to your category from time to time.

e) You will intimate change of your residential address, if any within seven days of such change.

f) This appointment is based on the information furnished by you in your application form and if at any time, a material error is discovered, your training is liable to be terminated without notice.

We welcome you to THE RAMCO CEMENTS LIMITED and look forward to your long and fruitful association with the Company.

Please return the duplicate copy of this appointment letter duly signed by you in token of acceptance of the above terms and conditions.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

I agree to the above Terms and Conditions.

Signature of the Candidate _____

SOFT STREAK
TECHNOLOGIES

Dear Mr. Sathishkumar Munusamy,

This letter is to confirm our discussions and offer you a position on the professional staff of **Soft Streak Technology ('Company').** We are pleased that you can join us full time on **18-April-2022.** The general terms and conditions of your employment are mentioned in Annexure B ('General Terms and Conditions of Employment'). Please read and retain them for your records.

1 COMMENCEMENT OF EMPLOYMENT

You will be employed by the Company in the function of **Trainee Engineer.** You will be on probation for a period of six months from the date of your joining. Where after the probation period may either be discontinued or extended at the discretion of the management. Your terms & conditions of employment are described in Annexure "B". You are required to adhere to the General Terms and Conditions of Employment, applicable Company policies, guidelines and instructions as made available to you from time to time in our company portal or/and email circular during your employment as well as the specific duties, responsibilities and activities assigned to you by your immediate reporting manager/project head/functional head and/or one of his/her designate ('Manager') and it is subject to revision by the Manager and/ or Company from time to time. Your employment in the Company is conditional upon your acceptance of the General Terms and Conditions of Employment as described in Annexure 'A' hereto, including the minimum term of service required of you as provided thereinunder.

2 SALARY

You will receive a starting cash compensation package of **Rs.1,87,092/- per annum including taxable and non-taxable allowances**. This includes various benefits, perquisites, reimbursements and other statutory payments, as set out in Annexure "A" to this letter ("Compensation Package"). 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. All reasonable business expenses incurred by you in carrying out your duties shall, subject to your compliance, always, with the policy of the Company with respect to any such business expenses, upon submission by you to the Company of written evidence of such expenses to the satisfaction of the Company be paid or reimbursed by the Company to you monthly and/or in such manner as may be stipulated by the Company as part of its reimbursement policy from time to time.

3 TERMINATION

Your employment with the Company may be terminated at any time by the Company based on your performance and based on the Management's discretion.

4 HOLIDAYS

You can get Holidays list from HR department.

5 TERMS AND CONDITIONS OF EMPLOYMENT – ANNEXURE "A"

In addition to the terms of this appointment letter, the General Terms and Conditions of Employment as set out in Annexure "B" will govern your employment with the Company. Please review the General Terms and Conditions of Employment carefully, since your acceptance of this appointment by the Company would be deemed acceptance of not only the terms and conditions contained herein but also the General Terms and Conditions of Employment.

M. Sathish

SOFT STREAK
TECHNOLOGIES

6 ACCEPTANCE OF APPOINTMENT

Please confirm your acceptance of appointment by signing and returning the duplicate copy of this letter. This letter is valid till **18-April-2022,** If we do not receive the signed letter confirming your acceptance of this appointment on or before **18-April-2022,** this offer stands withdrawn and should not thereafter be considered as binding on the Company.

If you have any questions, please do not hesitate to call me.
Sincerely,

SOFT STREAK TECHNOLOGIES INDIA

Narmadha
Manager, Human Resources
Soft Streak Technologies, India

ACCEPTANCE OF EMPLOYEE

I **Sathishkumar Munusamy,** have read and understood the above and the same is acceptable to me.

Signed by the Employee: M. Sathishkumar

Date: 18/04/2022

M. Sathishkumar

SOFT STREAK
TECHNOLOGIES
An INTELLIGN Company

ANNEXURE "A" TO THE APPOINTMENT LETTER
EMPLOYEE COMPENSATION PACKAGE

Name	Sathishkumar Munusamy
Designation	Trainee Engineer
Work Location	Bangalore

Salary Components	Monthly	Annually
A. Basic Salary		
Basic salary + DA	12500	150000
Sub Total A	**12500**	**150000**
B. Allowances		
Special Allowance	2600	31200
Sub Total B	**2600**	**31200**
Monthly Gross(A+B)	**15100**	**181200**
C. Additional Benefits		
Employer ESI	491	5892
Sub Total C	**491**	**5892**
TOTAL CTC(A+B+C)	**15591**	**187092**

Sincerely,

SOFT STREAK TECHNOLOGIES INDIA

Narmadha
Manager, Human Resources
Soft Streak Technologies, India

ACCEPTANCE OF EMPLOYEE

I **Sathishkumar Munusamy,** have read and understood the above and the same is acceptable to me.

Signed by the Employee: M. Sathishkumar

Date: 18/04/2022

M. Sathishkumar

SOFT STREAK
TECHNOLOGIES

ANNEXURE "B" TO THE APPOINTMENT LETTER
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT ('GTC')

Dear Mr. Sathishkumar Munusamy,

1. JOB TITLE
   Trainee Engineer

2. CONTINUOUS SERVICE DATE
   The appointment 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
   Your salary is stated in the appointment letter. Salaries are reviewed annually at the end of each calendar year and any change in salary will be notified to you in writing. 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 amount 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 are expected to work not less than 45.75 hours each week (i.e. 9 hours 15 mins per day). Out of these 9 hours 15 mins, 7 hours should be on tool. Failing the same will result in Loss of Pay. The tool time If necessary, might increase based on the client's requirements.

   4.2. You may also be required to attend duties on holidays/weekly offs as per the exigencies of work.

5. INCAPACITY DUE TO SICKNESS OR INJURY
   You will be entitled to sick leave entitlement as may be specified in your appointment letter subject to your compliance with the following conditions:

   5.1. If you are ill it is vital to ensure that the Manager and the Director or his/her designate of the Company is notified as soon as possible on the first day of absence;

   5.2. After third day of absence due to sickness you will be required to provide a doctor's certificate, and such further certificates as may be necessary, to cover the entire period of absence for approval to Management. Management by their own discretion may approve or reject the same.

   5.3. 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 your health or absence record is a cause for concern.

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

M. Sathish

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 any trade, business, profession, employment, service, occupation, etc., other than your current employment with the Company, except with the prior written consent of the Company, and whether you receive financial compensation for any such activities.

6.3. You shall represent yourself whether in India or elsewhere, only as an employee of the Company.

6.4. You shall be responsible for items or property given to you. You shall immediately report loss of property, if any, in your possession to the management of the Company for lodging a claim with the Insurance Company / Police station. Failure to do so will automatically entitle the Company to recover such amounts from your dues.

7. PLACE OF WORK

7.1. The Company shall, at all times of your employment, have the right to, after giving you reasonable notice, transfer or assign your services to any place of business and/or project including any office(s) of the Company which may subsequently be acquired or established, in any part of India or abroad and you are obligated to adhere to any such requirement placed upon you by the Company.

7.2. The Company may also depute you to any work or assign your services to any affiliate, associate 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/long term basis to work at any client premises based in India or overseas.

8. RULES AND REGULATIONS

8.1. The 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.

8.2. You 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.

8.3. In the event of your deputation to any foreign country in connection with the employment and the cost of travel and other related costs are borne or agreed to be borne by the Company, you shall remain only in the services of the Company and carry out the duties and responsibilities assigned to you during your stay in that country. You shall not at any time during your stay in the country deputed, solicit or accept any offer of employment either with the client/s of the Company or any other organization or individual. You shall be duty bound and obligated to return to the Company at India after appropriate conclusion of the assignment for which you were deputed and adhere to the formalities of resignations and release from the Company, set out in this document before considering any such offer. You shall not, by your performance or otherwise, bring about any disrepute or any liability, financial or otherwise upon the Company or its clients in India or abroad.

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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 is developed using equipment supplies facilities or trade secrets of the company; result from activities performed by you for the company; and 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 work made or created or discovered as part of your duties of employment with the company(World-wide) 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 only by the company. (Intellectual property rights for the purpose of this GTC means all intellectual and proprietary rights in any jurisdiction in and to: trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures; trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin; patents, including design patents and utility patents, reissues, divisions, continuations-in-part and extensions thereof; works of authorship, whether copyrightable or not, copyrights, copyright registrations, and moral rights related thereto; and computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in any programming language), development tools and files, databases, content, data, algorithms, APIs, GUIs, functional specifications, operational procedures and all documentation thereof, in each case including all copyrights thereof and all computer languages, in each case, including all applications for registrations of, and all renewals, modifications and extensions of, each of the 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. You hereby, without further consideration, perpetually transfer, assign and convey all right, title and interest to such property worldwide that you may have or be entitled to under any law or in equity to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever. At the Company's request, you shall cooperate with the Company in completing any filings and processes, to perfect the Company's ownership in intellectual property rights.

9.6. You represent that your performance 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. You shall act diligently so as to ensure that you do not divulge any client information or professional secrets 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.

10.3. On the termination of your employment, for whatever reason, you shall not take copies of confidential documents or information for your own purposes and 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 clients' business affairs.

10.4. You must not, anywhere and/or 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 in this Clause 10, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions.

10.6. You shall not during your employment and at all times thereafter do or say anything that may injure, or directly or indirectly damage the business of the Company.

10.7. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, except with your reporting authority

10.8. As and when required by the Company's clients or other interests, the Company may be obligated to procure you (as its employee) to sign certain agreements relating to confidentiality, intellectually property, non-disclosure and other restrictions. You agree to sign & comply with such agreements in the best interests of the Company.

11. COMPANY PROPERTY

You will always maintain in good condition all properties, assets and other undertakings of the Company which may be given to you/ availed by you for official use during the course of your

M. Jathisha

employment ('Company Property') and shall return all such Company Property to the Company that may be in your possession, 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 and 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 gives the impression of involving bribery or any illegal activity whatsoever. While in work, you must exercise your business activities with honesty, integrity, highest ethical standards. Also you must not engaging in bribery or corruption activities

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 that may be conducted either before or after the date at which full-time employment commences. Checking's will 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. Either (i) refusal to be subject to Checking's 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 and may be acted on at any time before or after your commencement date with the Company.

13.3. You hereby irrevocably acknowledge and agree that any check or verification conducted by the Company in terms of Clause 13.2 does not absolve or dilute in any manner whatsoever, the representation held out by you in Clause 13.1 hereinabove.

M. Sathishkumar

14. SEPARATION FROM THE COMPANY

14.1. TERMINATION OF EMPLOYMENT

Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice under the following circumstances:

(a) 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 any of the terms and conditions of the GTC. Termination of your employment under this sub-clause would be without prejudice to: The Company's right to claim the actual damages it has suffered through this breach; and any other relief to which the Company may be entitled under contract, law or equity. Misconduct will include without limitation: Absence from service without prior notice in writing or without sufficient cause for Two days or more; Going on or abetting a strike in contravention of any law; Causing damage to the property of the Company; Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; Breach of confidentiality/secrecy provisions;

(b) If the Company has reasonable grounds to believe that you were involved, directly or indirectly, in any activities amounting to any Cyber-Crime, including any act of abetting any Cyber Crime. (Cyber-crime for the purpose of this GTC means any isolated or concerted act done anywhere by which the originator of such act or associates. gain unauthorized access to the computer system or computer network; or downloads, copies or extracts any information or data from such system; or introduces any harmful code; or causes any damage to the system or network; or causes the non-functioning or malfunctioning of any system or network; or causes denial of access to any authorized person to the system or network; or contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under; or tampers or manipulates any system or network with the object of operating the account of another person; or alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or does anything which has the effect of adversely affecting the performance of a computer network or services.);

(c) If background investigation reveal any discrepancies regarding educational or professional records as represented by you to the Company or if it is found that you have a history of fraud/criminal/drug or substance abuse;

(d) If the Company, upon investigation of any complaint, finds that you had committed or abetted sexual harassment at the workplace. Sexual harassment occurs when one employee makes continued, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, to another employee, against his or her wishes. When an employee complains about Sexual harassment to a supervisor and the Human Resources office, an immediate investigation (on confidential basis) would start from HR Office and/or committee that may be constituted for the said purposes in terms of the relevant policy of the Company. Employees need to understand that they have an obligation to report sexual harassment concerns to their supervisor and the Human Resources office. If found guilty, the employment of such person would be terminated immediately.

M. Guthishe

14.2. **TERMINATION FOR UNEXPLAINED ABSENCE/ ABANDONMENT:**

If for a period of 7 consecutive days you absent yourself without prior permission or overstay leave, you shall be deemed to have voluntarily abandoned your employment with the Company and terminated your employment yourself. In such case of uninformed absence and abandonment of employment, the Company may, at its sole discretion, withhold the issue of the relieving order/letter or other monetary benefits, will serve legal notice for the breach of Terms and condition of employment.

14.3. **RETIREMENT**

You shall be retiring from the services of the Company on attaining 58 years of age. If you wish to resign from the services of the Company, you shall give notice in writing of not less than 3 months in advance and it is mandatory.

14.4. **TERMINATION AT THE INSTANCE OF THE EMPLOYEE**

14.4.1. Save as to the extent as may be otherwise provided in Clauses 14.2 and 14.3 herein under, you may resign from the services of the Company only by serving upon the Company an advance notice of at least 3 months, in writing also by mentioning the reason for resignation, but at all times, subject to your compliance with Clause 14.4 in entirety.

14.4.2. Notwithstanding anything to the contrary stated elsewhere in this GTC, including Clause 14.1 hereinabove, you hereby irrevocably agree and acknowledge that you shall serve a minimum of 12 months of continuous service with the Company from the date of your joining. If you intend to leave the Company any time before 12 months from the date of your joining, you will require to serve three months compulsory notice period plus additional one month of notice period (Total of 3 months of notice period) or you will be liable to pay to the Company a sum equivalent to three months Gross Salary or you will be liable to be sued for damages.

14.4.3. Notwithstanding anything to the contrary stated elsewhere in this GTC, including Clause 14.1 hereinabove, you hereby irrevocably agree and acknowledge that you cannot resign from or terminate your employment while you are deputed for an onsite assignment outside India. You further acknowledge and agree that after completion of the on-site assignment, you shall serve a minimum period of 12 months in employment with the Company in India excluding the notice period, failing which you shall be liable to pay 3 months' salary as compensation to the Company and this is subject to Management approval.

14.4.4. In the event of resignation and/or termination by you under Clause 14.1 or 14.2 or 14.3, such resignation and/or termination shall be subject to your complying with the following conditions which shall be in addition to what is already stated under the relevant clauses:

M. Sathish

14.4.5.

14.4.5.1. Management by its own discretion may ask you to complete your full notice period due to Commitment to the client and / or imperative role in the project. During Notice period, you are expected to work on full notice period days (without leave) and enable smooth knowledge transition to the successor. If any leave is taken during the notice period, the same has to be compensated by working additional days beyond the notice period. You shall participate and ensure complete knowledge & technical skill transfer and smooth business transition during the notice period in accordance with the instructions of the Company in this regard. You shall sign off a knowledge and technical skill transfer and transition document listing all activities undertaken by you and furnishing all particulars as may be directed by the Company to made by you as an integral part thereof ('Transition');

14.4.5.2. Your final settlement shall be undertaken by the Company only after ensuring completion of Transition and after recovery of all Company Property and all other dues payable by you to the Company. In the event of any damages or other recoveries liable to be made by you to the Company, the Company shall have the right to retain any monies payable to you, without any interest accrual thereupon, until such damages and recoveries are quantified and duly recovered/set off from the dues that may be payable by the Company to you;

14.4.5.3. The Company's equipment, manuals, software, licenses and project details have to be returned by you to the company and acknowledgement by the Director – Administration and/or such officer as may be designated in this regard by the Company should be taken by you before your being relived from your duties;

14.4.5.4. It is expressly understood and agreed by you that in the event of termination of your employment, without prejudice to the rights of the Company to recover all dues, damages, costs or expenses that may be liable to be paid by you to the Company, the liability of the Company to you shall at all times be restricted only to the extent of the salary, allowances and perquisites that have accrued in your name prior to the effective date of termination of employment.

14.4.5.5. You shall cooperate with all processes as may be reasonably stipulated by the Company for the purposes of termination. At the end of termination process, your termination shall be final and legally binding upon you. In the event of your failure to adhere to any process or requirement being part of the termination formalities enlisted in this Clause 14.4, whether within the notice period and/or such period as may be permitted by the Company in this regard, you shall be liable to participate and ensure completion of all such tasks and processes without any right to seek compensation for any period beyond such notice/ permitted period stipulated therefor. It is expressly understood and agreed by you that your relieving shall not be final until and unless you ensure completion of all necessary termination process and formalities listed in this Clause 14.4 to the satisfaction of the Company and you shall not enter into any employment until completion thereof.

M. Gathish

14.5 Save and except to the extent as may be expressly waived by the Company in writing, the requirements provided under clause 14.4 shall apply also in the case of termination of your employment by the Company, whether with or without cause.

14.6. In case you wish to be relieved from service in terms of Clause 14.1 on any day prior to 3 months and if such a request is accepted by the Company subject to your compliance with Clause 14.4 above, you shall pay to the Company 3 months CTC applicable to you at the time of resignation. Similarly the Company shall have right to terminate the employment by giving [3] months advance notice in writing or by paying 3 months CTC.

15. CYBER CRIMES

You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any Cyber Crime.

16. RESTRICTIONS

16.1. You will not during 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 without prior consent of the Company:

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;

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;

Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above and

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 you or not

16.2. Breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in Clause 16.

16.3. Notwithstanding the above, your undertakings contained in Clause 16.1 shall cease to have any effect in case the Company terminates your employment without cause.

16.4. Each undertaking in Clause 16.1 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.

M. Sathish

16.5. In view of the nature of your duties with the company, and the compensations and benefits granted by the company to you, the Company considers the undertakings in Clause 16.1 to be reasonable in all circumstances. However, if a competent court holds one or more undertakings in Clause 16.1 invalid as unenforceable or invalid for any reason, 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.

16.6. You acknowledge the fact that the Company has to incur considerable expenditure on recruiting you and towards making you job ready by providing necessary internal and external training etc., Besides this, the Company would also incur considerable expenditure and time to replace you in the event of your leaving the services of the Company. In the event of your leaving the Company prematurely and/or in breach of the terms of employment and/or abandoning employment of the Company, the Company shall, in addition to and without prejudice to its other rights and remedies, be entitled to recover from you all such expenditure incurred by the Company and/or such damages as the Company deems fit. For the above stated purposes, the Company shall have the right to deduct from your salary or other emoluments, if any, due to you, all expenditure so incurred and damages as may be determined by the Company and/or proceed against you for the recovery of the same.

16.7. You acknowledge that the restrictions in this Agreement are fair and reasonable and are required for the protection of the Company, including its goodwill. You acknowledge that your breach of any restrictions in this Agreement will result in irreparable damages to the Company. The Company will be entitled to institute proceedings in any court of competent jurisdiction to restrain you from committing a breach of any obligation under this Agreement or to compel performance of such obligations.

17. INDEMNITY

17.1. You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms of this appointment letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

18. GOVERNING LAW & ARBITRATION

18.1. Your employment with the Company is subject to the laws of India. All disputes and/or differences arising out of or in connection with your employment with the Company shall be referred to arbitration. The Arbitration proceedings will be held in accordance with the Arbitration and Conciliation Act, 1996 at Chennai and by a sole arbitrator to be nominated by the Company.

18.2. The courts at Chennai shall have exclusive jurisdiction to deal with disputes and differences arising out of your employee

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19. CORRESPONDENCE ADDRESSES:

The correspondence address for all communication or correspondence will be sent to you, will be known as last known address

Name	: **Sathishkumar Munusamy**
Address 1	:C-23 NGO A COLONY
Address 2	:8th CROSS STREET PALAYAMKOTTAI
City, State, Pincode	:TIRUNELVELI, TAMIL NADU, 627007
Telephone number	:
Mobile numbers	:9487346082
Personal Email ID	:Sathishkumarmj14@gmail.com

Serving notice to the above address shall be sufficient in case of serving notice. In case of change of address, you should intimate within seven (7) working days to the HR Department by Registered post or Speed post or in-person with acknowledgement from HR department.

20. SURVIVAL OF TERMS:

The provisions of section [6] Duties and other activities, [7] Place of work [8] Rules and regulations [9] Inventions and Publications [10] Confidential / Secrecy [11] Company property [12] Borrowing and accepting / Giving gifts [13] Background Investigation [14] Separation from the company [15] Cyber crimes [16] Restrictions [17] Indemnity [18] Correspondence address [19] Governing Law & Arbitration - shall survive the termination of this Agreement.

CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made based on 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 or salary or compensation.

Sincerely,

SOFT STREAK TECHNOLOGIES INDIA

Narmadha
Manager, Human Resources
Soft Streak Technologies, India

M. Sathish

SOFT STREAK
TECHNOLOGIES

ACCEPTANCE OF EMPLOYEE

I, **Sathishkumar Munusamy,** have read and understood clearly the above terms and conditions governing my services and employment with Soft Streak Technologies., and the same are acceptable to me.

Signed by the Employee: M. Sathishkumar

Date: 18/04/2022

M. Sathishkumar

Soft Streak Technologies
9, Murrays Gate Road (First Floor), Alwarpet, Chennai – 600 018. Contact: +91-9003290403
No 21, 1st floor,1st main Road, HG Layout, Ganganagar, RT Nagar Post, Landmark: Near HDFC Bank, Bangalore - 560032.
www.softstreaktech.com

HI-TECH ARAI PRIVATE LIMITED

JOINT VENTURE WITH
Arai Seisakusho Co. Ltd., Japan &
Mitsubishi Corporation, Japan

Arai-HTA
Passion for Perfection

(1)

28.09.2022

OFFER OF APPOINTMENT AS ENGINEER TRAINEE

Sub: Offer of Appointment of Engineer Trainee – reg.

Ref: (1) Final Interview held on 27.09.2022

Mr.K.Seenivasan S/O.V.Kandasamy, 1/46,North street, Melaottampatti, V.C.Puram post, Sattur - 626203 has been provisionally selected for engaging as Engineer Trainee at our Company with immediate effect for a period of one year from the date of his joining. He is advised to reporting to Director (Marketing / Development), Development Centre, K.Pudur, Madurai - 07 and also while taking training he should observe the rules and regulations of the company including safety instructions.

During this period of training, he will be entitled to draw the following salary on monthly basis linked with working days.

At the time of joining : Rs.12,000/- p.m
After Completing 1st 6 Months : Rs.12,500/- p.m
After Completing 1 Year : Rs.13,000/- p.m

And thereafter his performance will be reviewed by the Management and if found suitable, he will be granted increment Rs.3000/- under annual performance appraisal system or otherwise in case by non satisfactory performance, the Management may extend his training period or terminate him without assigning any reason and without any liability.

If he intends to leave the company, he has to give one month notice to the Management.

He is liable to execute confidentiality agreement with management while joining duty in our company.

He is entitled to avail one day casual leave per month and no other leave is eligible till regularization of service.

He is covered under EPF/ESI schemes from his date of joining and also covered under the payment of Bonus Act 1965

Please sign and return the duplicate copy of this letter indicating his date of joining in our company.

For HI-TECH ARAI PRIVATE LIMITED

HI-TECH ARAI PRIVATE LIMITED ★ MADURAI ★

B.T. BANGERA
Managing Director

To
Mr.K.Seenivasan
S/O.V.Kandasamy,
1/46,North street,
Melaottampatti, V.C.Puram post,
Sattur - 626203

Registered Office :
No. 33, Sarojini Street, Chinna Chokkikulam, Madurai - 625 002.
Tel : 0452 - 2536116, 2539106, 2539077, 2529956
Mobile : 98430 60696, Fax : 0452 - 2539111
Website : www.hitecharai.com e-mail : hta@hitecharai.com
CIN : U29130TN1985PTC011572 GSTIN: 33AAACH3917N1ZJ

bsi. IATF 16949 Automotive Quality Management | ISO 14001 Environmental Management | ISO 50001 Energy Management
Cert. No. 534293 60163 667955

Amendment to Appointment Letter

WELCOME TO WIPRO

May 6, 2022

Dear SIVA RAM KUMAR A,

This Amendment is pursuant to your Appointment Letter from Wipro Limited ("Wipro"). The purpose of this letter is to amend two sections ("Appointment Details") and ("Notice Period & Termination") of your current Appointment Letter by removing the probation period.

"Appointment Details" will be replaced with the following:

"Appointment Details:

a. *The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.*

b. *The retirement age is 58 years.*

c. *You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.*

d. *We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.*

e. *This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.*

f. *The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining."*

"Notice Period & Termination" will be replaced with the following:

"Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items."

1. **No Further Modification.** Except as expressly modified herein, all other terms and conditions of the Appointment Letter shall remain in full force and effect. This Amendment is fully integrated into the Appointment Letter.

2. **No Waiver.** Nothing in this Amendment shall be construed as a waiver of any breach, covenant, right or remedy of the Parties.

3. **Counterparts.** This Amendment may be executed in any number of counterparts in original or facsimile, each of which shall be deemed an original, but all of which taken together shall constitute one single agreement between the Parties.

4. **Precedence.** This Amendment shall constitute a part of and shall be read together with the Appointment Letter and shall run concurrently and be co-terminus and co-extensive with Appointment Letter. However, this Amendment shall prevail in the event of any inconsistency between any terms and conditions to this Amendment and the Appointment Letter.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

☑ Accept

☑ **Signature** SIVA RAM KUMAR A 6/5/2022 9:02 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23155467

Larsen & Toubro Limited
A. M. Naik Tower, L&T Campus,
Gate No. 3, Jogeshwari - Vikhroli
Link Road (JVLR),
Powai, Mumbai 400072, INDIA

Ref.: GET 2022/Mech/L&T Valves-LT2022179174182103 **09th September 2022**

Mr. Sridharan S
Ramco Institute Of Technology
Email ID: srisuren2603@gmail.com
Contact No. 9943870096

APPOINTMENT AS GRADUATE ENGINEER TRAINEE - 2022

With reference to the interview, you had with us, we have great pleasure in appointing you as a **Graduate Engineer Trainee (GET)** on the following terms and conditions:

1. **Medical Fitness and Academic Requirement:**

The offer is inter alia subject to your

a. Being found medically fit by the Company's authorized Doctor.
b. Being qualified according to all the Eligibility criteria as communicated during the selection process.
c. Completion of all the academic requirements for B.E. / B. Tech. course.

2. **Period of Training**:

The Period of training will be for **One year** from the date of commencement of training.

Your training commences from **10th October 2022** with pre-joining activities on 9th October 2022. Accordingly**,** you are required to report at Mumbai on **8th October 2022**. The accommodation for you during the Orientation program at Mumbai will be arranged by us and the details of the same will be shared with you separately. Travel to Mumbai and commute to the accommodation on arrival in Mumbai is required to be planned accordingly and will be at your own expense. The company will not reimburse any expenses incurred by you for travel to and arrival at the designated accommodation at Mumbai.

The cost of boarding and lodging at the accommodation, and subsequent conveyance from accommodation to L&T Campuses will be borne by the company.

You will be assigned to work in **L&T Valves.**

During twelve months training period, you will diligently and faithfully carry out all directions and instructions issued to you by the Company, its officers, and representatives. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.

Please note that any request for extension in joining time / Change of Department or Division or Location will not be entertained.

After accepting our offer, if you do not report on the date of joining, this letter of appointment stands automatically withdrawn. However, the Company reserves its right to change the date of joining at any time.

The Company may, at its discretion, extend the period of training by such other period/s as it may deem fit based on the evaluation of your learning at any time during the said period. You may also note that the training period will not be reckoned as 'Service'.

3. Stipend & Allowances:

During the course of your training, the Company will pay you Stipend and Allowances as per details in Annexure - I. These allowances may vary depending on the location of your posting.

4. Absorption:

On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.

5. Provident Fund:

You will be eligible to join the "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" or any provident fund scheme as applicable to the Subsidiary and Associate company in which you are placed, under which at present the employee shall subscribe a sum equal to 12% of the monthly stipend and the Company contributes an equivalent amount.

6. Gratuity:

Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

7. Tax Liability:

Income Tax Liability, if any, will be borne by you.

8. Medical Benefits:

You will be eligible for medical benefits in accordance with the applicable Company's Scheme for your cadre.

9. Leave:

The eligibility for leave and the quantum thereof will be as per the "Leave rules" applicable to the unit / location to which you are assigned subject to the same being sanctioned.

10. Working Hours & Paid Holidays:

You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.

11. Conduct:

During the course of your training, you will carry out all directions and instructions issued to you by the Company, its officers and representatives. You will have to carry out your duties and obligations diligently and faithfully. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any other Location / including project sites / Department, Function, or Offices of the Company and / or its Associate / Subsidiary Companies. In such case you will be governed by the terms and conditions of service

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applicable to the new assignment. You shall not at any time engage in or be concerned with or be interested, directly or indirectly, in any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and / or its business.

Any intellectual property created by you during the course of your training as GET employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

12. Termination of Appointment:

a. Either party can terminate the contract of training hereunder by giving one month's notice in writing to the other, or an amount equivalent to stipend and allowances in lieu thereof. In event of your giving a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or will recover from you such amount from your dues towards the shortfall in notice period. In any event you will be required to complete the handing over process as may be reasonably required by the Company.

b. The Company shall have the right to terminate this Appointment forthwith without any notice in the event of any of the following:
   i) Breach of any of the conditions of this Appointment;
   ii) Any misconduct on your part;
   iii) Failure to carry out any of your duties and obligations;
   iv) Unauthorized absence from or abstaining from attendance during training period;
   v) If in the sole discretion of the Company, your continued association is / will be detrimental to the interests of the Company.

Provided further that, in the event of termination under Clause 12(b), the trainee shall not be entitle to payment of any stipend, benefits or allowances except the statutory dues under applicable law.

13. Confidentiality:

a. You are required to treat, as ‘strictly confidential’ the affairs of the Company and its customers, of which you may be cognizant. The confidentiality has to be maintained particularly about drawings, quotations, specifications and other manufacturing information, which you may have access to.

b. You will treat the terms of this Appointment as confidential.

14. Code of Conduct:

You shall abide by the internal regulations specified in the company’s ‘Code of Conduct’ inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and / or other policies which may become applicable from time to time. Any violation / breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanours, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don’ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure II.**

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Mr. Sridharan S

15. Disputes & Arbitration:

Any dispute or difference or claim arising in connection with this Appointment shall be resolved by reference to arbitration through a mutually agreed sole Arbitrator. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 and any amendments made thereto. The language of arbitration shall be English. Each of L&T or the Trainee / Employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Trainee / Employee may in its discretion deem fit. The venue of arbitration shall be at Mumbai and the Courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.

16. Non-disclosure of confidential information and trade secret:

You shall not, except as authorised, reveal / disclose / disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and / or dealings or any information concerning the businesses, finances, external and internal transactions of the company and / or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and / or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and / or the transactions of the company and / or its affiliates / associates / group companies which may come to your knowledge and / or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may by entrusted to and / or placed in your possession by virtue of and / or during the course of your employment with the company.

17. Non-competition restriction:

You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialised. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination / retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

Mr. Sridharan S

18. Non-Solicitation and Non-Poaching:

You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and / or any of its subsidiaries' and / or affiliates' and / or group companies' personnel to leave the employment of the company and / or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the company.

19. Accommodation:

The Company may provide (depending on availability) shared-bachelor accommodation from date of joining for a maximum period of 11 months or till date of your completion of training whichever is earlier.

20. Joining:

You are required to report at Mumbai on **8th October 2022 (Saturday).** Your training commences from **10th October 2022** with pre-joining activities on 9th October 2022.

On the date of your reporting for duty, please bring with you the following documents in original and a set of photocopies:

A. S.S.L.C (10th Std) Certificate and Mark sheet

B. H.S.C (12th Std) Certificate and Mark sheet

C. Certificate & Mark sheets of Degree (Under Graduation) of all the semesters / years - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining]

D. Course Completion Certificate (if your final semester / final year result is not declared)

E. Good Conduct certificate issued by the College

F. Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)

In addition to the above please also bring following:

G. Two recent Passport size photographs [photo should be mandatorily taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear)]

H. A Self-certified copy of your **PAN Card**

I. A Self-certified copy of your **Aadhaar Card**

J. Name of your Bank, IFSC Code, bank Account Number where your stipend & allowances have to be credited

K. Certificate for COVID 19 Vaccination

21. All communications / notices should be addressed to **The Head – HR/IR, L&T Valves Limited, L&T Construction Campus, TC-1 Building, 2nd Floor, Mount Poonamallee Road, Manapakkam, Chennai – 600 089, INDIA.**

Mr. Sridharan S

22. Acceptance Letter:

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 7 days from the date of this offer. 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 Engineer Trainee shall lapse automatically.

You will keep us informed of your local / contact address & Email ID whenever there is any change.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,
for LARSEN & TOUBRO LIMITED,

(R MALAR VANNAN FERNANDO)
HEAD – HR
L&T VALVES

I have read, understood and accept the terms and conditions herein and affix my signature hereunder in confirmation of acceptance of my appointment.

date :

(Signature)

In case of any clarification, kindly contact
Name: Ms. Kiruthiga S
Contact details: 7558191484
Mail ID: Kiruthiga.s@lntvalves.com

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Mr. Sridharan S

ANNEXURE - I
Stipend, Allowances applicable to Graduate Engineer Trainees (2022 batch)

Stipend	:	₹15,500/- Per Month	
FlexiPay 1	:	With Shared Company Accommodation	: ₹15,500/- Per Month
		Without Company Accommodation	: ₹20,500/- Per Month
FlexiPay 2	:	₹4,710/- Per Month	
LTA	:	₹21,000/- Per Annum	

(GETs will be eligible for LTA for the training period, after the completion of eleven months of training period).

On successful completion of your training and confirmation in our services you will be paid a one-time lump Sum amount of ₹60,000/-.

You may also avail subsidised company transport and canteen facilities if provided at the place of posting.

Provident Fund shall be applicable only on the Stipend amount.

A consolidated statement indicating the computed Cost to Company (CTC) is attached as **Annexure - I A**

LEAVE RULES FOR GRADUATE ENGINEER TRAINEES

General guidelines:

1. No leave of any kind will be allowed during the notice period.
2. Trainees can prefix and / or suffix leave to weekly offs / holidays subject to conditions mentioned in each of leave.
3. Holidays / weekly offs falling in between PL will be treated as PL and will be debited as such.

Sick Leave (SL):

There will be no quantum of Sick Leave and it will be granted solely at the discretion of Management. Sick Leave shall be granted only based on a medical certificate and shall not be granted for less than 2 days at a time.

Privilege Leave (PL):

GETs will be granted 23 days Privilege Leave (PL) for the entire training period which they can avail of after 11 months of unbroken training.

Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.

Casual Leave (CL):

The eligibility for Casual Leave will be as per the Leave Rules applicable to Trainees at the Unit / Location to which you are assigned.

(Signature)

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Mr. Sridharan S

ANNEXURE – I A

GET Compensation Structure				
Components	**Without Company Accommodation**		**With Shared Company Accommodation**	
	(in INR per month)	**(in INR per annum)**	**(in INR per month)**	**(in INR per annum)**
Monthly Components (A)				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay 1	20,500	2,46,000	15,500	1,86,000
Flexi Pay 2	4,710	56,520	4,710	56,520
Sub Total (A)	**40,710**	**4,88,520**	**35,710**	**4,28,520**
Statutory Components (B)				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
Sub Total (B)	**1,860**	**22,320**	**1,860**	**22,320**
Annual Components (C)				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
Sub Total (C)	**6,750**	**81,000**	**6,750**	**81,000**
Medical Insurance and other Benefits	898	10,776	898	10,776
Sub Total (D)	**898**	**10,776**	**898**	**10,776**
Total CTC	**₹ 50,218**	**₹ 6,02,616**	**₹ 45,218**	**₹ 5,42,616**

Note:

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid a one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period . However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You may also avail subsidised company transportation, canteen facilities if provided at the place of posting.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a maximum sum of ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from you as a contribution towards this scheme.
- Tax: Income Tax Liability, if any, will be borne by you.

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LARSEN & TOUBRO LIMITED

CODE OF CONDUCT

FOR

S & E AND COVENANTED OFFICERS

2020

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I. PREAMBLE

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.

- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

II. APPLICABILITY

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

III. CODE OF CONDUCT

i). Honesty, Integrity, Ethics

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

ii). Respect for Individuals

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click here for the policy

iii). Customer Need and Stakeholder Value

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

iv). Fair Competition and Anti-trust

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

v). Sharing of Official Information

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click here for the policy

vi). Maintaining Confidentiality

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click here for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click here for the policy

vii). Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click here for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

viii). Professional Engagement & Public Advocacy

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

ix). Use of Company Assets & Brand Logo

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click here for the policy on Brand Marks and Use of Brand Marks by External Parties

x). Intellectual Property

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

xi). Social Media Code of Conduct

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

1. Responsibility:
    a) Every employee is responsible for what they post. They have to be aware that social media interactions for or an behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
    b) They should not use the L&T logo or trademarks as their display pictures / images
    c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
    d) They should avoid anonymous postings

2. What can be posted on social media:
    a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.

c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.

d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

a) One should be Respectful. L&T does not condone any abuse and trolling on social media.

b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.

c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click here for the policy.

xii). Use of Information Technology

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click here for the policy

xiii). Working Environment & Dress Code Policy

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click here for the policy

xiv). Environment, Health & Safety (EHS)

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

a) Incorporate EHS considerations in all business decisions
b) Ensure compliance to statutory and other requirements

c) Prevent adverse environmental impacts and occupational health and safety risks
d) Conserve natural resources, minimize waste generation and environmental emissions
e) Impact structured training for employees and stakeholders for effective EHS performance
f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click here for the policy

xv). Respect for Human Rights

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

xvi). Sustainability

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click here for the policy

xvii). Corporate HR policy

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

a) Acquiring, developing and retaining a pool of high-calibre talent
b) Enabling and empowering our employees to be creative and innovative
c) Establishing systems and practices for maintaining transparency, fairness and equality
d) Creating a culture of continuous learning, competitiveness and excellence through change management
e) Respecting ethics, values and good governance
f) Provide equal opportunity for growth & development

Please click here for the policy

xviii).Risk Management Framework Including Tax Risk Management Policy

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

Enterprise Risk Management
Internal Controls
Risk Management Policy

xix). Prohibited Items

Use, sale, purchase or possession of alchohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

xx). Anti-Bribery

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

a) Obtain or retain business
b) Influence business decisions; or
c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

xxi). Gift Policy

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A "**gift**" also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

xxii). Information Security

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder's information.

Please click here for the policy.

xxiii) And Finally

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

IV. MECHANISM FOR IMPLEMENTATION AND MONITORING

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the Reporting Matrix which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1st Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1st Level Reporting Authority itself, then it should be reported to the 2nd Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

V. ECOM DISCLOSURE

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

VI. REVIEW & AMENDMENT

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

VII. NON-COMPLIANCE:

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

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MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS

		Reporting Structure		
Sl No	**Breach reporting**	**1st Level**	**2nd Level**	**Remarks**
1	Work Place Conduct (Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of information security	DH/IC HR	CHR	#
7	Use of prohibited Items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
Sl No	**Clarification /Permissions**	**Authority**		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		

DH	Department Head
WBIC	Whistle Blower Investigation Committee
ICC	Internal Complaints Committee
CMBC	Corporate Brand Management & Communications
CHR	Corporate Human Resources
#	If not attended to, can be escalated to WBIC
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@larsentoubro.com.

Corporate Office
Ramco Corporate Centre, V Floor
No. 64, Dr. Radhakrishnan Salai, Mylapore
Chennai - 600 004. India
Tel: +91 44 2347 3300, Fax: +91 44 2347 3076
Website: www.ramcocements.in
CIN: L26942TN1961PLC004710

THE RAMCO CEMENTS LIMITED

06-Aug-2022

Mr. Srinivas Prasad V G
2/119,North Street,
Kallamanaicker Patti,
Vembakottai, Viruthunagar,
Pin - 626131

Mobile - 9442725700

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR TR -IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs 2 50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs 20 00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B E final semester examination with overall 60% of marks and your pre-employment medical fitness

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

V Gn. Srinivas Prasad

Signature
Accepted



APPOINTMENT LETTER

January 24, 2022

Dear Subra Bala B,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Subra Bala B, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Subra Bala B

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Subra Bala B 24/1/2022 8:53 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23160663

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Subramaniyan R
9/4,Chinnaya Raja Bhavanam
Sakkaraja Kottai Street
Rajapalayam, Virudhunagar,
Pin – 626117

Mobile - 8667541194

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

September 9, 2022

To
Mr. Tamilarasan M,
165/15, Renganathapuram,
Kollankondan,
Virudhunagar- 626122.

GRADUATE ENGINEER TRAINEE

Dear Mr. Tamilarasan M,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as a **Trainee** in our **Assembly** on the following terms and conditions:-

1. You will be on training for a period of twelve months from the date of your joining, which shall not be later than **September 12, 2022**. The Company reserves the right to extend or curtail the period of your training at any time without assigning any reasons thereof. Your training period will automatically come to an end after twelve months from the actual date of your joining. Unless confirmed in writing, you will be deemed as trainee after expiry of the initial or extended period of training.

2. Your place of posting will, at present be at our Factory Office. You may be liable to be transferred to any of the Unit/Branch of the establishment as existing at the time of transfer.

3. You will be paid a **Stipend of Rs. 17,500/-** per month during your training period.

4. You will not be entitled to any benefits/privileges available to the regular employees of the Organization.

5. Except for the local holidays, which the Company may decide, you are not entitled to any leave during your training period.

6. You will have to adhere by the rules and regulations in force and framed by the company from time to time.

7. This appointment will be subject to your being found medically, physically and mentally fit.

8. This appointment is further subject to verification of the particulars given by you on your application form. In case any particular/particulars mentioned by you in the application for appointment are found false or incorrect, your training period shall be terminated without any notice.

9. You will not give to any one, by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, or of administrative and/or organizational matters, whether of confidential or secret nature that may become known to you for being associated with our company as a trainee.

10. Notwithstanding any of the clauses of this letter of appointment, the Management reserves the right of terminating your appointment without assigning any reason and without notice during the training period.

11. This appointment letter will neither confer nor guarantee employment with us on completion of your training. On successful completion of your training subject to the availability of vacancy and organizational requirements you may be considered provided you are suitable.

If you accept the above terms and conditions, you are required to return the duplicate copy of this letter of appointment duly signed by you in token of your acceptance immediately to us.

For TSUGAMI PRECISION ENGINEERING INDIA PVT. LTD.

E Kumaresan
Authorized Signatory

Signature for acceptance:
Date of Joining:

IntelliPaat
Software Solutions Pvt. Ltd.

AMR Tech Park 3,Ground Floor,
Tower B,Hongasandra Village,
Bommanahalli, Hosur Road,
Bengaluru-560068
(M):+917022374614
www.intellipaat.com

Date: October 13, 2021

To,

VASU KRISHNA,
Subject: Internship Letter

Dear Vasu Krishna,

In reference to your application we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd**. Your work is scheduled to start from **18th October, 2021** for a period of 1 year. During this period, you will get paid Rs. 22,000/month (Rupees Twenty Thousand Only) and you will be working as an **'Business Development Trainee'**. The technical platform and job role will beshared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get 200,000/- Rupees per annum as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- After the successful completion of 1 year internship period, you are eligible to get 900,000/Rupees- per annum as a gross pay.
- You need to serve 1 month of notice period without fail, or else the management of Intellipaat can hold your salary/internship letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dev Bisht

Director – Human Resources

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8668 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Veereswaran N
45/19 A, P. Andipatti,
Salisanthai, Peraiyur,
Madurai,
Pin - 625703

Mobile - 6383570124

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted



APPOINTMENT LETTER

January 25, 2022

Dear Vengatesan G,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Vengatesan G, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Vengatesan G

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Vengatesan G 25/1/2022 7:47 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

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Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

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F :+91 (80) 2844 0054
E :info@wipro.com
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23162799

RAMBAL

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Ph: +91 8939845121 Website: www.rambalindia.net

15/12/2021

Mr. VENKATESHWARAN A,
102A, SHANMUGA SUNDARA VINAYAGAR KOIL ST,
PULIANGUDI, THIRUNELVELI- 627855

DEAR VENKATESHWARAN A,

TRAINING ORDER

With reference to your application and the interview you had with us, we are pleased to offer you training in our works on the following terms and conditions:-

1. Your training will commence on 13/12/2021 at our Thiruporur Plant.
2. The training will be for a period of one year and the same may be extended by one more year or less at the discretion of the Management.
3. This letter does not guarantee any future employment in the company on completion of your training.
4. During the course of your training, the Management reserves the right to terminate your training without notice and without assigning any reason or without any payment in lieu thereof.
5. During the course of training, you will be paid as stipend of Rs.11924/-and you will not stand to get any benefit or facilities given by us to our regular employees.
6. On completion of training you will be granted Certificate of Training.
7. You will be governed by rules and regulations of the company and any decision of the Management there under. Further, during your training with us you will not engage yourself in any other vocational activities whether part-time without the written permission of the Management.

(.....2)

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8. You will be given training in any department or section of this company or any of our associate companies at the discretion of the Management.
9. You are required to provide us two copies of your passport size photographs taken recently and also you have to provide copies of educational qualification certificates.
10. You are required to intimate to us any change in your residential address within three days of such change.
11. You are eligible for availing the PF and ESI facility.

Please sign and return the copies of this letter in token of your acceptance.

Yours faithfully,

For Rambal Limited
(Thiruporur Division)

V S Vaidyaraman
Director- Operations

I . VENKATESHWARAN A hereby set my signature in acceptance of the above terms and conditions.

Signature

Cc: Accounts

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1387996

Letter of Intent ("LOI")

Dear VISHNUSANKAR R,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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 accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1387996**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1387996**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1387996**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

VISHNUSANKAR R
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Chemplast Sanmar Limited

Regd Office:
9 Cathedral Road
Chennai 600 086 India
Tel + 91 44 2812 8500
E-mail: csl@sanmargroup.com
www.chemplastsanmar.com
CIN L24230TN1985PLC011637

27th July 2022

Mr S P B Abi Bharath Vikrem
No 88, Kannimor kovil street
Srivilliputhur
Virudhunagar dist
626125

Dear Abi Bharath

OFFER OF APPOINTMENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Engineer (Trainee)** based at **Mettur** on the terms and conditions given below:

COMPENSATION AND BENEFITS

From the date of your joining duty, you will draw a basic salary of **Rs 11000/- (Rupees Eleven Thousand only)** per month, plus allowances and benefits. These allowances and benefits, and the other terms and conditions of your employment will be as per company policies as applicable from time to time.

TRAINING PERIOD

You will be on training for a period of **12 months** from the date of your joining duty. During this period, your training can be terminated by **three** months' notice in writing by either side. On successful completion of training, you will be considered for appointment, in a suitable position. If your performance is found unsatisfactory during training, your appointment may stand terminated without any notice or compensation in lieu thereof. You should successfully complete your Engineering with an overall aggregate of at least 60% without any history of arrears failing which your appointment will be terminated without any notice or compensation in lieu thereof.

Your compensation will be reviewed in future as per company policy.

You will abide by the rules and regulations of the company as may be in force from time to time.

TRAINING PROGRAMME

You will undergo a detailed training. The training is designed to expose you to all our products, production facilities, technical inputs, concepts, and other related information.

P. Venkatesh

Responsible Care®

S P B Abi Bharath Vikrem

ALLOCATION

Chemplast Sanmar Limited reserves the right to place you in any of the Group Companies at any location. This allocation will be done after reviewing your performance, aptitude, attitude and business requirements.

CONFIDENTIALITY OBLIGATIONS

By virtue of holding a position as **Engineer (Trainee)** in the company, you will have access to technical know-how, technical data, manufacturing process, product design, engineering and other trade secrets etc., of the company / and / or its group companies. Hence, you are required to execute the attached undertaking on Confidentiality Obligations at the time of joining.

Your appointment is also subject to your being found medically fit. You are required to undergo all medical tests as will be directed by the company. When you report to duty, please bring with you original certificates relating to education, two passport-size photographs and the medical fitness certificate.

Please return the duplicate copy of this offer duly signed by you in token of your acceptance of these conditions.

We are sure that, through this intensive training you will equip yourself to meet the exciting demands of the organization and we wish you a bright career and mutually rewarding association.

We welcome you to share this challenge.

For Chemplast Sanmar Limited

S. Venkatesh

S Venkatesh
Authorised Signatory

FLENDER

26.09.2022

Dear Dinakaran R

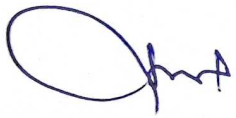
On behalf of the Flender family, we welcome you onboard!

We are pleased to have you among us. On behalf of all the members and the management of Flender India, we would like to extend our warmest welcome and good wishes!

Congratulations on your new role! Your expertise would be of great use to Flender and its success. We look forward for a successful journey with you!

Once again, a warm welcome and lots of good wishes on becoming part of our growing team.

With best wishes,



Christuraj B I
Head – Human Resources

FLENDER

Dinakaran R
FLE IN MF-CHE
Chennai

Date	**6th Sep 2022**
Name & Email	**T.Thirumalaikumar thirumalai-kumar@flender.com**
Dept.	**Human Resources**
Company	**Flender Drives Pvt. Ltd.**

Dear **Mr. Dinakaran R,**

We're really excited you want to join Flender Drives Pvt. Ltd. and further your career with us.

We are pleased to confirm offering you the position of **Graduate Engineer Trainee** starting from **26th Sep 2022** in **Flender Drives Pvt. Ltd.** at **Chennai-Chettipedu**.

Your annual compensation, calculated on a cost-to-company basis, is **Rs. 500, 000/- p.a. (Rupees Five Lakhs Only)**, with the details provided in **Annexure I**. Upon successful completion of your Probation of one year from the date of joining, your CTC will be revised to **550, 000 INR**.

Your appointment is based on the terms and conditions provided in the attached Annexures with a few points to note here:

1. **Start date** – We look forward to you joining us, and in the unfortunate event you do not join us on your confirmed start date, your appointment will automatically be withdrawn. Please note that your date of joining the organization will be maintained in the electronic employee master of the Company, known as your "Seniority Date" and shall be considered as final.
2. **Office location** – You are initially appointed to work in our **Chennai-Chettipedu** office.
3. **Residence proof** – The address in your application shall be deemed to be correct for sending any communication to you.
4. **Date of birth** – Based on your declaration we have recorded your date of birth as **28-Aug-2000**.
5. **Offer** – The Company reserves the right to withdraw this employment offer/conditional appointment before or after the start date, due to background/reference checks not being satisfactory and or there being restrictions on your ability to work with us. However, the above-mentioned reasons are not necessarily exhaustive and the decision of the Company is final and binding.

We welcome you as a member of Flender Drives Pvt. Ltd. family and look forward to your long and fruitful association with us. Kindly return the duplicate of this letter, signed in the place indicated, confirming your understanding and acceptance of the above and enclosed Annexures.

Yours faithfully,
Flender Drives Pvt. Ltd.

Vinod Shetty
Digitally signed by Vinod Shetty
DN: cn=Vinod Shetty, c=IN, o=Flender Drives Pvt Ltd, ou=FLE IN, email=vinod.shetty@flender.com
Date: 2022.09.08 18:55:04 +05'30'

Vinod Shetty
Chief Executive Officer

Christuraj B I
Digitally signed by Christuraj B I
DN: cn=Christuraj B I, c=IN, o=Flender Drives Private Limited, ou=FLENDER, email=christuraj.bi@flender.com
Date: 2022.09.08 14:45:00 +05'30'

B I Christuraj
Head – Human Resources

FLENDER

Acceptance of Terms & Conditions of Employment

I hereby agree that I have read and understood the terms and conditions as stated in this letter dated (**6th Sep 2022**) plus the enclosed Annexures and accept employment with **Flender Drives Pvt. Ltd.** with our internal organizational unit, job family and level code.

Enclosures:

Annexure I – Compensation structure
Annexure II – Service conditions
Annexure III – Terms & conditions of employment
Annexure IV – Terms & conditions of employment in relation to inventions made by the employee
Annexure V – Joining formalities
Annexure VI - Flender Business Conduct Guidelines
Annexure VII- Flender Compliance Guidelines
Annexure VIII- Flender Employees Privacy Notice

Candidate Signature: _____ **Date:**_____

Dinakaran R

FLENDER

Flender

Name: Mr.Dinakaran R **Date** 06-09-2022

Position Level 12

Business Title Graduate Engineer Trainee

GRIP Title Bachelor Student Technical

Compensation Structure

Sr. no.	Heads of Payment	Compensation (Rs.)
(A)	**Basic Salary p.m.**	**16,667**
(B)	Base Flexible Pay (BFP) p.m.	22,292
	Total Allowances / Benefits p.m.	**22,292**
(C)	**Base Pay p.m. (A + B)**	**38,959**
	Retirals p.m.	
	Co. Cont. PF (12 % of Basic)	2,000
	Co. Gratuity Provision (4.25% of Basic)	708
(D)	**Total Retirals p.m.**	**2,708**
(E)	**Total Fixed Pay (TFP) p.m. (C + D)**	**41,667**
(F)	**Target Pay p.a. (E * 12)**	**500,000**

For Flender Drives Pvt. Ltd.

Christuraj B I

Digitally signed by Christuraj B I
DN: cn=Christuraj B I, c=IN, o=Flender Drives Private Limited, ou=FLENDER, email=christuraj.bi@flender.com
Date: 2022.09.08 14:45:10 +05'30'

Authorised Signatory

As per company policy, the entitlement of gratuity will be the actual eligible amount calculated in line with the Payment of Gratuity Act, 1972, without any upper cap. However any amount above ₹ 20 Lacs (if applicable) will be subject to income tax as per rules.

All present & future taxes related to your employment will be borne by you.

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Annexure II

Service Conditions

1. Service Conditions Overall

You shall serve the company diligently, faithfully and to the best of your skill and ability. You shall perform the duties entrusted to you with high standard of initiative, efficiency and economy. You shall at no time refuse to do any work/activities as allotted to you by your supervisors. You shall endeavor to increase your knowledge and skill through execution of jobs assigned to you from time to time.

You will be governed by rules, regulations and service conditions (as mentioned in the attached Annexures), applicable to the employees of your level working in the establishment of the company in which you will be working. The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time.

2. Working Hours

You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You may be required to work in shifts as and when considered necessary by the Company.

3. Holidays

You will be entitled to paid holidays as decided by Management. Such list of holidays will be notified at the beginning of the year.

4. Work Location

You are initially appointed to work in the location noted in the above letter. Based on business requirements, you may be temporarily or permanently transferred to any company forming part of Flender Drives Pvt. Ltd. or to its associate companies or business associates anywhere in India or overseas at the sole discretion of the company. You may be required to furnish a specific Service Agreement/Deputation Agreement if you are sent abroad for the purpose of training or Company's business.

5. Probation and Confirmation

You shall be on probation for a period of one year with effect from your start date. The probation period may be extended by the company at its sole discretion. During the period of probation, or any extension period thereof, there is one month's notice on either side.

On successful completion of the probation period, you shall be deemed automatically confirmed unless your probation period has been extended with a probation extension letter provided in advance.

As a confirmed employee there is three months' notice on either side. Kindly note that the Company reserves the right to claim compensation (@ target pay) for any notice period not served. However, you cannot pay the company in lieu of the notice to be served

Termination of employment will require one/three months' notice (as applicable for probation/confirmed status) or salary in lieu of notice.

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6. Retirement

All employees will retire from the Company on attaining superannuation at the age of 60 years. However, the Company at its sole discretion, may decide to retire an employee prior to the employee attaining the age of superannuation.

7. Maternity/Childcare Facilities for Women employees

As part of the Company's efforts to support work life balance for women employees during and post maternity, apart from fully complying with the provisions of the Maternity Benefit Act, 1961 the Company also extends additional facilities such as extended paid/unpaid leave etc. For details of the Company policy on Maternity Benefit please refer to the Policies section on the Intranet.

8. Confidentiality

Please note that your compensation is personal and strictly between you and the Company. It has been determined based on numerous factors such as your education, experience, specific skills and professional merit. We advise you to use discretion in handling this information and any subsequent revisions made therein.

9. Background Verification

Your appointment is conditional upon satisfactory reference and background checks (education, employment history and other details furnished by you in your application). It is also contingent upon your ability to work for the Company without restriction (e.g. non-compete obligations or other restrictive clauses with any previous employer). In case any information given by you is found false or incorrect at any point in time of your employment, the appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

10. Residential Proof

The address as indicated in your application shall be deemed to be correct for sending any communication to you. Any communication sent to you at the given address shall be deemed to have been served upon you. You shall inform the change in residential address, if any, in writing to the HR Department within three days from the date of such change.

11. Programmes and Initiatives

In order to remain competitive our Company undertakes number of programmes or initiatives like Benchmarking, Continuous Improvements, Cost reduction, Training and Development, reorganisation etc. You are required to actively participate and contribute to such programmes or initiatives.

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Annexure III

Terms & Conditions of Employment – General

Employee shall observe and conform to such duties, directions and instructions as communicated to him by the Company and those in authority over him.

Employee shall not at any time hereafter, without the consent in writing of the Company except under legal process, divulge or utilize any matter relating to the Company's transactions or dealings, which are of confidential nature.

Employee shall not use any of the designs, drawings, software, literature, and machines etc. of the Company for any purpose other than Company's business.

All software including packages as well as its associated documentation developed by the employee in the course of the duties shall be sole and exclusive property of the Company.

Employee shall be true and faithful to the Company in all his accounts, dealing and transactions, relating to the business of the Company and shall at all times, when required, render a true and just account thereof to the Company or such persons as shall be authorized to receive the sum.

Employee shall not during the continuance of his employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote the whole of his time and attention to his duties.

Employee shall be responsible for safekeeping and return, in good condition and order, of all Company's property, which may be in his use, custody or charge.

A high standard code of conduct is expected from an employee and any behavior reflecting unfavorably on him or the Company is questionable and liable for disciplinary action. Employee shall also ensure compliance to the Business Conduct Guidelines (BCG) that are globally binding rules for all employees applicable across Flender Drives Pvt. Ltd. companies, the details of which are available on the HR Intranet. In addition, The BCG declaration form (available on the HR intranet) is required to be signed by every employee upon joining/promotion and once in every two years thereafter.

Employee shall abide by the information security policy of the organization and adhere to it.

At the time of separation from the services of the Company, the employee is expected to settle all his outstanding dues towards the Company including the Liquidated Damages, if any, etc. at once. In case of any default/ delay in settlement of outstanding dues, the Company will be free to recover such dues by appropriate means, with interest at the market rate.

Employee shall also be required to abide by terms and conditions in addition to those mentioned above which are in force for the time being, or may be framed from time to time.

FLENDER

Annexure IV

INTELLECTUAL PROPERTY RIGHTS & KNOW-HOW
TERMS AND CONDITIONS OF EMPLOYMENT AGREEMENT

a) Company shall own all rights, titles and interests in the Intellectual Property which includes but not limited to all Work product and Know-How (including inventions, ideas, experiences, concepts, algorithms, designs, tools, trade secrets, source code, technical documentation, program development components, technologies, expert reports etc.) created/conceived by the Employee during the tenure of their employment with the Company. The Employee undertakes to waive and not assert any moral rights which may accrue to the Employee in respect of the Intellectual Property.

b) Employee shall disclose to the Company promptly in writing about any Intellectual Property including the Work product and the Know-How (tangible and intangible form) conceived/created during the tenure of their employment with the Company.

c) Company and its affiliates shall have right to seek statutory protection of the Intellectual Property in the form Intellectual Property Rights (IPRs) including Patents, Trademarks, Copyrights, Utility Models and/or Industrial Designs. Company and its affiliates shall be free to use, exploit, maintain and permit to lapse such IPRs.

d) If by operation of law or otherwise, any or all work product or any component or element thereof, is deemed to be the IPRs of the Company, the employee hereby agrees to assign, irrevocably and to the fullest extent permitted by law, to the Company and its affiliates, its successor and assigns, ownership of all such IPRs.

e) Employee agrees to cooperate with the Company to do whatever is reasonably necessary to secure and maintain the IPRs of the Company and/or establishing Company's rights over Intellectual Property during the course of their employment as well as after termination of the employment.

f) Employee shall not publish/present orally or in written form, except with the express written consent of Company, any information in related to the Intellectual Property including the Work product and Know-How in any form on third party platforms/ third party during the course of their employment as well as after termination of the employment.

g) Employee shall obtain necessary clearance from the Intellectual Property department of the Company before the last date of employment with the Company. Employee shall disclose to the Company promptly in writing about any Intellectual Property conceived/created during tenure of employment with the Company before the last date of employment with the Company. Upon termination of his/her employment, the Employee agrees to immediately return all tangible embodiments of the Intellectual Property, including but not limited to data, drawings, documents, and notes developed during their employment. Employee shall not make any copies or attempt to recreate the tangible embodiments of the Intellectual Property post termination of his/her employment with the Company.

h) Employee shall inform the Company at the commencement of his employment with the Company of all Intellectual Property previously made by him, which he is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made. The Company will be free to adopt any of the Employee's Intellectual Property disclosed to the Company at the commencement of his employment with the Company and conceived during his employment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of letters of patent or design registration in respect of such Intellectual Property. The Company will notify to the employee if and to what extent the Company will adopt the said rights.

FLENDER

Annexure V

Joining Formalities

Please bring the following documents with you at the time of joining, with your originals also for verification.

1. This Offer Letter with your original signature (for hand over to Company) – On joining, this letter serves as your official Appointment Letter
2. Photocopy of birth certificate / S.S.C. certificate / mark sheet (2 copies)
3. All educational documents from 10th to highest education / semester wise mark sheet & provisional / convocation certificate (2 copies)
4. Photocopy of all previous employment / experience certificate / relieving certificate
5. Photocopy of passport / ration card / driving license / Aadhar card (3 copies)
6. Photocopy of PAN / acknowledgement of PAN application (3 copies)
7. To apply for PF transfer please bring the below necessary information:
    - PF number / EPS number
    - Previous employer contact details to contact for PF related communications
    - Whether previous company PF is maintained by Trust or RPFC account
    - RPFC office or PF trust address
    - Bank account number & Bank IFSC Code

If you have any questions, please contact us at:

- HR Desk: +9144-61354094,4022
- Monday to Friday between 8.00 am to 5.00 pm

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Kommini Sairam
2/16 Middle Street,
Idaiseval, Kovilpatti,
Pin - 628716

Mobile - 6379194218

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

RAMBAL

RAMBAL LIMITED, No. 115, Edaiyankuppam Village, Thirukkazhukundram Road, Thiruporur- 603 110. INDIA
Ph: +91 8939845121 Website: www.rambalindia.net

15/12/2021

Mr.VIJAY KARTHIK G,
1/266, NORTH ST,
KILAVIKULAM,
VIRUDHUNAGAR DIST- 626139.

DEAR VIJAY KARTHIK G,

TRAINING ORDER

With reference to your application and the interview you had with us, we are pleased to offer you training in our works on the following terms and conditions:-

1. Your training will commence on 13/12/2021 at our Thiruporur Plant.
2. The training will be for a period of one year and the same may be extended by one more year or less at the discretion of the Management.
3. This letter does not guarantee any future employment in the company on completion of your training.
4. During the course of your training, the Management reserves the right to terminate your training without notice and without assigning any reason or without any payment in lieu thereof.
5. During the course of training, you will be paid as stipend of Rs.13008/-and you will not stand to get any benefit or facilities given by us to our regular employees.
6. On completion of training you will be granted Certificate of Training.
7. You will be governed by rules and regulations of the company and any decision of the Management there under. Further, during your training with us you will not engage yourself in any other vocational activities whether part-time without the written permission of the Management.

(.....2)

8. You will be given training in any department or section of this company or any of our associate companies at the discretion of the Management.
9. You are required to provide us two copies of your passport size photographs taken recently and also you have to provide copies of educational qualification certificates.
10. You are required to intimate to us any change in your residential address within three days of such change.
11. You are eligible for availing the PF and ESI facility.

Please sign and return the copies of this letter in token of your acceptance.

Yours faithfully,

For Rambal Limited
(Thiruporur Division)

V S Vaidyaraman

V S Vaidyaraman
Director- Operations

I . VIJAY KARTHIK G hereby set my signature in acceptance of the above terms and conditions.

Signature

Cc: Accounts

THE RAMCO CEMENTS LIMITED

Corporate Office :
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel : +91 44 2847 8666 Fax : +91 44 2847 8676
Website : www.ramcocements.in
Corporate Identity Number : L26941TN1957PLC003566

19-Sep-2022

Mr. Palani Bharathi
8 Sundhara Vinayagar Kovil Street,
Puliyangudi, Tenkasi, Tamil Nadu
Pin - 627855
Mobile - 9488340261

Dear Sir,

LETTER OF APPOINTMENT

Further to our Offer of Appointment dated 10-Aug-2022, we are pleased to appoint you as "GRADUATE ENGINEER TRAINEE-IT PROJECTS" in our organization with effect from 19-Sep-2022, on the following terms and conditions:

Terms and Conditions:

1. **Designation and Place of Training**

   You will be designated as "GRADUATE ENGINEER TRAINEE-IT PROJECTS". You will be posted at CHENNAI, TAMIL NADU. However, depending on the Company's requirements you may be required to undergo training in any of its Departments / Offices / Factories / Quarries or any of its Associated Companies in India.

2. **Working Hours**

   You will observe the timings and weekly holidays as followed in your place of training.

3. **Training**

   You will undergo training for a period of 12 months. Based on your application, learning skills, interest shown in the training programme designed and imparted by the Company or its agent, good conduct, availability of vacancy, and other relevant factors, you will be considered for permanency in the regular rolls of the Company.

Registered Office : 'Ramamandiram', Rajapalayam - 626 117 Tamil Nadu

4. **Notice of Termination**

In the event of your performance and conduct not being satisfactory, your training may either be extended by such period if found necessary or your training may be terminated without assigning any reason whatsoever and without any compensation in lieu of such notice during that period.

Your training is subject to termination by giving one month notice on either side.

5. **Stipend**

You will receive a consolidated stipend during the training period as under:

1. Training Period : 12 months
2. Location : CHENNAI, TAMIL NADU
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription

You will be entitled to leave and other benefits as applicable to trainees in your category. You will not be eligible for any other benefits apart from what is mentioned above.

Any Tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

6. **General**

a) During the training, you will apply yourself diligently to the practical and/or theoretical training for which you may be assigned from time to time and will confirm with such directions in this connection as may be given.

b) You will not engage directly or indirectly in any trade, business or occupation of your own.

c) During the tenure of your training, you will maintain total confidentiality of all company related information to which you may have access directly or indirectly.

d) You will be governed by the Rules and Regulations of the Company wherever it is specifically extended to your category from time to time.

e) You will intimate change of your residential address, if any within seven days of such change.

f) This appointment is based on the information furnished by you in your application form and if at any time, a material error is discovered, your training is liable to be terminated without notice.

We welcome you to THE RAMCO CEMENTS LIMITED and look forward to your long and fruitful association with the Company.

Please return the duplicate copy of this appointment letter duly signed by you in token of acceptance of the above terms and conditions.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

I agree to the above Terms and Conditions.

Signature of the Candidate _____

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Chandru
57,South Car Street,
Sivagiri
Pin - 627757

Mobile – 7010745647

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

RAMCO INSTITUTE OF TECHNOLOGY

Selvaraj G <gselvaraj@ritrjpm.ac.in>

Harita Techserv proof

1 message

Sivagaminathan M <siva@ritrjpm.ac.in> Fri, Feb 10, 2023 at 2:37 PM
To: gselvaraj@ritrjpm.ac.in

---------- Forwarded message ---------
From: **Jerold John Britto J** <jerold@ritrjpm.ac.in>
Date: Thu, Feb 9, 2023, 2:29 PM
Subject: Fwd: Passed out candidates 2022 Batch
To: Sivagaminathan M <siva@ritrjpm.ac.in>

With Thanks and Regards
J. Jerold John Britto AP (Sr.Gr.) / Mechanical
M.E. (CAD/CAM), Ph.D (Pursuing)
Ramco Institute of Technology
Rajapalayam.
Email Id : jeroldmech@gmail.com
PH : 9843763682

---------- Forwarded message ---------
From: **Vijeshkumar A** <vijeshkumar.a@harita.co.in>
Date: Wed, Sep 28, 2022 at 11:31 AM
Subject: Passed out candidates 2022 Batch
To: Jerold John Britto J <jerold@ritrjpm.ac.in>
Cc: Rajakarunakaran S <rajakarunakaran@ritrjpm.ac.in>, DineshKumar R <r.dineshkumar@harita.co.in>

Dear Sir,

Please confirm any of the 2022 Passed out candidates from the below list are available to join Harita Immediately

1	SRINIVAS PRASAD V.G.	953618114071
2	DINAKARAN.R	953618114306
3	ABI BHARATH VIKREM SPB	953618114301
4	AKAASH P S	953618114302
5	DHANAMKRISHNAN.R	953618114020
6	MADHAVAKANNAN R	953618114037
7	SATHISH KUMAR M	953618114061

Regards,
Vijesh Kumar
Manager-Talent development
Harita Techserv Limited | #16, 1st Floor, Bharathi Colony |
| Main Road, Peelamedu | Coimbatore - 641004, Tamilnadu |

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road,
Coimbatore - 641018

INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made at Coimbatore Trichy Road on, 25 November 2021 between **M/s.Focus Edumatics Private Limited**, located at No.1605, 3rd Floor, BMH –Srinivas Complex,,Trichy Road, Coimbatore - 641018,,, hereinafter referred to as **'CUSTOMER'** and Mr.Hemanthakumar Silambuselavam aged about 20years residing at 58-d KALKURICHI MAIN ROAD MALLANKINARU,, VIRUDHUNAGAR , 626109 hereinafter referred to as a **'CONTRACTOR'**

In consideration of mutual covenants and agreements hereinafter set forth, the parties have agreed and by this presence do hereby agree as follows:

1. **Services**:Contractor agrees to provide services as a Part–Time Online Tutor in Online Tutoring.

   The nature of service of the Contractor shall change based on the Customers requirement, and the same shall be informed by the respective Reporting Manager. If the change in the nature of job demands higher compensation the same shall be abridged to writing and accepted by both parties.

2. **Term**:This agreement shall be enforced as of the year and date first above written and effective till terminated by either party. Both the parties agree upon closing the contract. In case, the Customer is contented with the Work Performance of the Contractor the Customer shall therein retain the Contractor as an Employee on mutual agreement.

3. **Nondisclosure and Trade Secrets**:During the term of this Agreement and in the course of Contractor's performance hereunder, Contractor may receive and otherwise be exposed to confidential and proprietary information relating to Customer business practices, strategies and technologies. Confidential and Proprietary," or equivalent, Customer marketing and customer support strategies, Customer financial information, including sales, costs, profits and pricing methods, Customer internal organization, employees' information and customer lists, Customer technology, including discoveries, inventions, research and development efforts, processes, hardware/software design and maintenance tools, samples, media and/or cell lines (and procedures and formulations for producing any such samples, media and/or cell lines), formulas, methods, product know how and show how, and all derivatives, improvements and enhancements to any of the above which are created or developed by Contractor under this Agreement and information of third parties as to which Customer has an obligation of confidentiality (collectively referred to as "Information").
   Contractor acknowledges the confidential and secret character of the Information, and agrees that the

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agrees not to reproduce any of the Information without the applicable prior written consent of Customer, not to use the Information except in the performance of this Agreement, and not to disclose all or any part of the Information in any form to any third party, either during or after the term of this Agreement. Upon termination of this Agreement for any reason, including expiration of term, Contractor agrees to cease using and to return to Customer all whole and partial copies and derivatives of the Information, whether in Contractor's possession or under Contractor's direct or indirect control.

This Section 3 shall survive the termination of this Agreement for any reason, including expiration of term.

4. **Ownership of Work Product:**:Contractor agrees that any and all ideas, improvements, inventions and works of authorship conceived, written, created or first reduced to practice in the performance of work under this Agreement shall be the sole and exclusive property of Customer and hereby assigns to Customer all its right, title and interest in and to any and all such ideas, improvements, inventions and works of authorship.

5. **Payments:**:The payments to the Independent Contractor will be as agreed by the mutual parties which is mentioned at the end of this document.

   Note : You shall be subject to the statutory TDS deduction at the time of payment. The payment shall be made on or before 10th of every successive month for the services rendered in the preceding month.

6. **Work Hours**:The business of the Customer has diverse requirements. The Contractor shall be informed about his variable working hours by the Reporting Manager based on business exigencies.

   Work Hour patterns vary and you may be required to work outside of these normal working hours should the needs of the business make it necessary.

7. **Confidentiality**:Contractor shall protect the confidentiality of all Client and Employee information in his/her possession and shall maintain a system for assuring the safe receipt and delivery of such information.

8. **Independent Contract**:Contractor is an independent contractor and is not an agent or employee of Customer and is not authorized to act on behalf of Customer. Contractor shall not subcontract any of his/her duties or obligations under this Agreement to any other party without the prior written consent of the Customer. Contractor shall not be eligible for any employee/statutory benefits.

9. **Performance and Communication**:Contractor shall perform all work under this Contract, taking necessary steps and precautions to perform the work to Customer's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Agreement. Contractor shall perform all work diligently, carefully, and in a good and workman-like manner. Contractor shall complete the work in the time assigned and not seek any additional or extension in time without prior notice to the customer.

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Contractor must give 3 days' notice to the Reporting Manager, if he/she is unable to attend the work assigned on a given day, so as to let the Customer make alternate arrangements for the same.

10. **Amendment**:This agreement may be modified, amended, or extended only by an agreement in writing, signed and accepted by both the parties.

11. **Indemnification and Relief**:Contractor agrees to take all necessary precautions to prevent injury to any persons (including employees of Customer) or damage to property (including Customer property) during the term of this Agreement and shall indemnify and hold harmless Customer and its officers, agents, directors and employees against any claim, loss, judgment, expense (including reasonable attorneys' and expert witnesses' fees and costs) and injury to person or property (including death) resulting in any way from any act, omission or negligence on the part of Contractor in the performance or failure to perform the scope of work under this Agreement, excepting only those losses which are due solely and directly to Customer's gross negligence.
    Each party hereto agrees to indemnify, defend and save harmless the other party, its officers', agents, and Contractor from any and all claims and losses by any third party against the other party caused by the former party's sole negligence or wrongful acts or omissions.

12. **Trade Secrets**:CONTRACTOR acknowledges that the CUSTOMER's operations contain certain trade secrets and other confidential information. CONTRACTOR agrees that they will maintain, in confidence, all trade secrets and confidential information provided by CUSTOMER to CONTRACTOR.

13. **Non-Circumvention**:The Contractor shall not at any time prior to the expiration of three (3) years from the date of this Agreement, without the prior written consent of the Customer which consent the Customer may withhold in its sole discretion, (a) attempt in any manner to deal directly or indirectly with the contact persons or other individuals or companies related to the Business Opportunity including any part of or deriving any benefit from the Business Opportunity or any aspect thereof, or (b) by-pass, compete, avoid, circumvent, or attempt to circumvent the Customer relative to Business Opportunity by utilizing any of the Confidential Information or by otherwise exploiting or deriving any benefit from the Confidential Information.

14. **Governing Law and Jurisdiction**:This Agreement is governed and construed in accordance with Indian laws. The courts at Bengaluru shall have the exclusive jurisdiction over all disputes or claims between Customer and Contractor under this Agreement. Any dispute, controversy or claim arising out of or in connection with the Agreement shall be finally settled under the Rules of Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at Bangalore. The language of arbitration will be English. If any provision of this Agreement is held to be invalid or unenforceable, then such provisions shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in this Agreement but without invalidating any of the remaining provisions of this Agreement.

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15. **Entire agreement**:The foregoing agreements represents the entire agreement between the parties and all the representations, agreements, covenants and undertakings prior to or contemporaneous with the execution of this agreement are merged herein.

16. **Severability**:If any of the provisions of this agreement is held to be invalid or unenforceable, all other provisions have nevertheless continued in full force and effect.

17. **Benefit**:This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, assignees, successors and legal representatives.

18. **Notice and Termination**:Both the parties acknowledge and accept that the agreement shall be valid till the date above mentioned. Should require, both the parties have the right to terminate this agreement prematurely and without any notice.

19. **Notices**:Communication addresses of the parties to this agreement are mentioned above herein.

IN WITNESS WHEREOF, the parties have executed on the day and year first above written:

Contractor

Customer

For Focus Edumatics Private Limited

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Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road,
Coimbatore - 641018

PAYMENT TERMS

Customer will be paying a variable compensation during the defined working online hours i.e., Rs. 7000/- (Seven Thousand Only) Month (prorate) as variable compensation.

Conditions

Your Contract and payment is conditional upon:

- Your agreement to and acceptance to the terms and conditions of this Contractor Agreement and all Annexures;
- Your acceptance to the condition that training sessions do not earn you compensation.
- Your acceptance to the condition of varied working hours based on business exigencies;
- Your acceptance to provide original copy of Educational qualification documents to have on file.
- Your acceptance to complete fingerprinting process by visiting one of our nearest offices, which shall be communicated by the Reporting Manager.
- Your co-ordination with BGV team in conducting educational, address and criminal verification.
- Your acceptance to visit the nearest branch if required for a meeting.

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CONFIDENTIAL

For Focus Edumatics Private Limited

Mary

Contractor Name

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road,
Coimbatore - 641018

NON-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT AND CONFIDENTIALITY AGREEMENT ("Agreement") is made as of this 25 November 2021 ("Effective Date") by and between Focus Edumatics Private Limited , having a place of business at No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018 ("Disclosing Party / Company"), and Hemanthakumar Silambuselavam ("Receiving Party") for the purpose of preventing an unauthorized disclosure of Confidential Information as defined below.The parties hereby agree to enter into a confidential relationship in relation to the disclosure of certain confidential information ("Confidential Information").

I, Hemanthakumar Silambuselavam (Receiving Party), do hereby set forth the following intentions while working with Disclosing Party as detailed below

a. For the purpose of working with Disclosing Party, Receiving Party wishes to receive information that Disclosing Party wants to keep confidential relating to Disclosing Party's business plan, financial matters, and products and / or services currently under development; and

b. Company, in order to permit Receiving Party to make such a determination, wishes to disclose to Receiving Party to certain confidential information of the Company.

NOW, THEREFORE, in consideration of the above recitals, the covenants hereinafter contained, and other good and valuable consideration(the receipt and sufficiency of which is hereby acknowledged) the undersigned hereby agree as follows:

1. Receiving Party's Obligations. Receiving Party agrees to (i) to hold all of the Confidential Information of the Company in strict confidence, (ii)not to make use of any Confidential Information of the Company in any manner other than for purposes of working for the Company, including, but not limited to, not using any Confidential Information to design, develop or produce products or services, and (iii)not to copy the Confidential Information of the Company, in each instance without the prior written consent of the Company.As used in this Agreement, "Confidential Information" means and includes all information, whether verbal or written, disclosed by the Company to Receiving Party and relating to the Company's business plans, strategies, financial information, research and development and marketing, including, without limitation, trade secrets, software, product design information, client, customer, vendor and Receiving Party lists, prices and pricing policies not otherwise published, research and development materials, prototypes, business plans, new products and services under development, and marketing, business and Internet strategies.

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Confidential Information does not include information which is (a)known by Receiving Party at the time of receipt from the Company, (b)approved in writing for release from this provision by the Company, (c)now or which hereafter becomes part of the public domain through no action or omission of Receiving Party, (d) independently developed by Receiving Party without the use of Confidential Information, and/or(e) acquired by Receiving Party from a third party without restriction on use or disclosure and without breach by such third party of an obligation foregoing exceptions exists in the event a dispute arises between the Parties as to Receiving Party's breach of this Section.

2. Property Rights. Company retains all of its intellectual property rights in and to its Confidential Information.Immediately upon a written request by Company at any time, Receiving Party will turn over to Company all Confidential Information of Company and all documents or media containing any Confidential Information of Company and any and all copies or extracts thereof.

3. Actions Not Required. Receiving Party understands that nothing herein (a) requires the disclosure of any Confidential Information of Company, which shall be disclosed, if at all, solely at the option of Company or(b) requires Company or Receiving Party to proceed with any proposed transaction or relationship in connection with which Confidential Information of Company may be disclosed.

4. No License Granted. Neither the execution and delivery of this Agreement nor the furnishing of any Confidential Information of Company by Company shall be construed as granting to Receiving Party either expressly, by implication, estoppel or otherwise, any license under any invention, patent, trademark, or copyright now or hereafter owned or controlled by Company.

5. No Adequate Remedy at Law. Receiving Party acknowledges and agrees that due to the unique nature of the Confidential Information of Company, there can be no adequate remedy at law for any breach of its obligations hereunder, that any such breach may allow Receiving Party or third parties to unfairly compete with Company resulting in irreparable harm to Company, and, therefore, that upon any such breach or any threat thereof, Company shall be entitled to (a) specific performance and other injunctive relief without the necessity of posting a bond, in addition to whatever remedies it might have at law, and (b) be indemnified by Receiving Party from any loss or harm, including, without limitation, attorney's fees, in connection with any breach or enforcement of Receiving Party's obligations hereunder or the unauthorized use or release of any such Confidential Information of Company.

Receiving Party shall notify Company in writing immediately upon the occurrence of any such unauthorized release or other breach of which it is aware.Receiving Party shall notify Company in writing immediately upon the occurrence of any such unauthorized release or other breach of which it is aware.Violation of this agreement by the Receiving Party will entitle the Company to an injunction to prevent such competition or disclosure, and will entitle the Company to other legal remedies, including attorney's fees and costs.

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6. Governing Law. This Agreement shall be governed in all respects by the laws of the State of Karnataka without regard to the conflict of law provisions of such state.This Agreement shall be binding upon the successors and assigns of the respective parties.

7. Disclosure Under Court Order. Receiving Party may make disclosures required by court order if Receiving Party(a) uses reasonable efforts to limit disclosure and to obtain confidential treatment or a protective order and (b)promptly provides notice to Company of and allows Company to participate in the proceeding.

8. Return or Destruction of Confidential Information. At any time during or after the term of this Agreement, at the Disclosing Party's written request, the Receiving Party and its Representatives shall promptly return to the Disclosing Party all copies, whether in written, electronic, or other form or media, of the Disclosing Party's ConfidentialInformation, or destroy all such copies and certify in writing to the Disclosing Party that such Confidential Information has been destroyed. In addition, the Receiving Party shall also destroy all copies of any Notes created by the Receiving Party or its Representatives and certify in writing to the Disclosing Party that such copies have been destroyed.

9. Notice. All notices or requests required or contemplated by this Agreement shall be in writing and(a) if from Company to Receiving Party, shall be hand - delivered or mailed to 58-d KALKURICHI MAIN ROAD MALLANKINARU,, VIRUDHUNAGAR , 626109, or such other address as Receiving Party shall specify in written notice to Company, or (b) if from Receiving Party to Company, shall be hand - delivered or mailed to No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018, or such other address as Company shall specify in written notice to Receiving Party.Requests or notices given by personal delivery shall be deemed given and received at the time of delivery and requests or notices given by mail shall be deemed given and received the earlier of three days from the date of mailing or upon receipt.

10. General Provisions. In the event that any of the provisions of this Agreement shall be held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect.This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof.This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto.Accordingly, no course of conduct shall constitute an amendment or modification of this Agreement.No waiver of this Agreement will be binding upon either party unless made in writing and signed by a duly authorized representative of each party and no failure or delay in enforcing any right will be deemed a waiver.All waivers shall be strictly construed.

FOCUS EDUMATICS CONFIDENTIAL

11. No Warranty. COMPANY EXPRESSLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES RELATING TO THE CONFIDENTIAL INFORMATION INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT, OR THAT ANY PARTICULAR INFORMATION IS IN FACT CONFIDENTIAL.

12. Entire Agreement. This Agreement constitutes the sole and entire agreement of the Parties regarding the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties,both written and oral, regarding such subject matter.This Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each Party hereto

13. Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

14. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.A signed copy of this Agreement delivered by facsimile.email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

15. Electronic Signatures. This Agreement and related documents entered into in connection with this Agreement are signed when a party's signature is delivered electronically, and these signatures must be treated in all respects as having the same force and effect as original signatures.

16. Assignment. Neither Party may assign any of its rights of its obligations hereunder without the prior written consent of the other Party.Any purported assignment in violation of this Section shall be null and void.No assignment shall relieve the assigning Party of any of its obligations hereunder. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

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17. Waivers. No waiver by any Party of any of the provisions hereof shall be effective unless explicitly set out in writing and signed by the Party so waiving.No waiver by any Party shall operate or be construed as a waiver in respect of any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver.No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

IN WITNESS WHEREOF, the parties hereto have duly executed and have caused this Agreement duly to be executed and delivered as of the Effective Date.

Agreed To: "Disclosing Party"



Mary
Authorized Signature

Agreed To: "Receiving Party"



Authorized Signature

FOCUS EDUMATICS
CONFIDENTIAL

wipro...@talent.icims.com 11:54 am

to me

November 22, 2021

Dear JERLIN J R ,
Resume Number - 23156740

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below.
Do reach out to us should you have any clarifications.

COMPONENT	**AMOUNT (INR)**
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459

12:16:53 65%

Wipro Campus Update_LOI

Inbox

Campus HR Team 12:12
to me

November 22, 2021

Dear Nishanth S ,
Resume Number - 23160942

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

06-Aug-2022

Mr. Ragul R
1/290-2, Co Colony,
Virudhunagar, Tamil Nadu
Pin - 626002

Mobile – 8903296937

Dear Sir,

OFFER OF APPOINTMENT

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "GRADUATE ENGR.TR.-IT PROJECTS" in our organization on the following terms and conditions

1. Training Period : 12 months
2. Location : Anywhere in India
3. Salary details :

	Rs. per month
Basic Salary	14,500
House Rent Allowance	6,250
Training Allowance	11,680
Total	32,430
EPF - Employer Contribution (As per Act)	1,740
*Medical Reimb. Normal	1,208
Total	35,378

* Medical Reimbursement @ one month basic per annum subject to production of bills along with a copy of Doctor's prescription.

The above Salary may vary depending upon the place of posting.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:
   I. Group Mediclaim insurance policy - Sum insured - Rs.2.50 lacs per annum and
   II. Group Personal Accident Policy (GPA) - Sum insured - Rs.20.00 lacs per annum.

5. We look forward to your joining The Ramco Cements Limited on or before 23-Sep-2022

6. This offer is subject to your successfully passing B.E final semester examination with overall 60% of marks and your pre-employment medical fitness.

7. At the time of joining for duty, please bring the following documents along with copies for our records:

   I. Proof of Age (SSLC Certificate or equivalent document)
   II. Certificate/Testimonials of your Educational Qualification
   III. Experience Certificates and Proof of last drawn salary
   IV. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
   V. Four recent passport size photographs of self.
   VI. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, Dependent Parents, Maximum of two dependent children)
   VII. Two reference certificates

Please sign the duplicate of this letter as token of acceptance of our offer. Appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED

K. RAJARAM
VICE PRESIDENT-HR

Signature
Accepted

RAMCO INSTITUTE OF TECHNOLOGY

Selvaraj G <gselvaraj@ritrjpm.ac.in>

Fwd: Arvi Hi Tech - Mechanical - (2018 - 2022) Placed

1 message

Sivagaminathan M <siva@ritrjpm.ac.in> Fri, Feb 10, 2023 at 2:38 PM
To: gselvaraj@ritrjpm.ac.in

---------- Forwarded message ---------
From: **Ramco Institute Of Technology** <placement@ritrjpm.ac.in>
Date: Wed, Nov 3, 2021, 9:59 AM
Subject: Arvi Hi Tech - Mechanical - (2018 - 2022) Placed
To: Principal <principal@ritrjpm.ac.in>, Rajakarunakaran S <rajakarunakaran@ritrjpm.ac.in>, Sivagaminathan M <siva@ritrjpm.ac.in>, Lakshmanan M <lakshmanan@ritrjpm.ac.in>, A. S. VIGNESHWAR <viigneshs@ritrjpm.ac.in>

Dear Sir

Arvi Hi Tech Drive

The below students are shortlisted for various department.

S.No	Student name	B.E (CGPA)	XII	X	Contact Number	Email ID
1	ARUNKUMAR S	7.9	77.9	92.5	6382679041	arun41313@gmail.com
2	NALLIRAJ MADHAVAN M	7.62	68	75	7092800113	nallirajmadhavan@gmail.com
3	RAM HARI PRASAD H	7.572	79.83	88.6	8825538450	Sramhari2000@gmail.com
4	VISHNUSANKAR R	7.604	61.58	85.6	6383391562	vishsankar.r@gmail.com

Ram Hari prasad has been selected for Junior Quality Management System Coordinator. He has to join immediately .

For remaining students the position and joining date will be intimated later.

Placement Coordinators to talk to the students and parents and get consent from them to join the company .

Thanks

Regards

Uthra K B

Asst.Training and Placement Officer

Training and Placement Center

Ramco Institute of Technology

Rajapalayam

93A GKD Nagar P.N.Palayam Coimbatore – 641037
Prabhu N D – 99946 75750
www.sixphrase.com |sixphrase@gmail.com

LETTER OF INTERNSHIP

Date: 01 December, 2021

Name : SELVA BALAJI M
Address : 197/ 1 Alagai Nagar Rajapalayam
Email : selvabalajirit12@gmail.com
Ph no : 9940752884

Dear SELVA BALAJI M,

Sub: Provisional Offer Letter

We are pleased to welcome you on board - Six Phrase - The Finishing School.

After careful consideration, Six Phrase - The Finishing School has decided to offer you Internship in our firm. You will be designated "JuniorIntern - Trainer".

The employment is subject to the following conditions:

1) You will be required to serve a probation period of 6 months.Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
2) Your Salary during the probation period will be Rs.41,500/- per month (Cost to Company). You will be eligible for PF and ESI deductions as per statutory norms.
3) You Salary will be revised after the Internship period based on the Internship Exit Exam Scores and Feedback from Institutions.
4) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company's prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
5) The salary will be paid on or before the 10th of every month.
6) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Collection of Payment,

Work related to marketing and promotion, preparation of promotional material, general administration work and other activities that the company requires.

7) Your base Job Location will be in **Coimbatore or Chennai** (based on your choice) and you will be required to travel to places outside of your **base location**also. Six Phrase will take care of your Travel and Accommodation for Training programs outside of your base location. Within the base location you will be required to take care of your Travel and Accommodation.
8) Maximum of two 1 hour permissions can be taken in a month. This permission can be availed at any time of the day but the duration should not exceed 1 hour and the maximum number of times cannot exceed 2 times in a month.
9) Maximum of 1 day paid leave can be availed every month. Leave exceeding 1 day a month will be on Loss of Pay.
10) Should you require being absent from work for reasons of sickness, injury or any other reason your musteither personally or through another person notify Six Phrase immediately of this and also ofwhen you expect to be able to return to work. In case of leave exceeding more than 2 days you will be entitled to submit necessary documents pertaining to the reason for leave.
11) In case you wish to resign / leave the service of the company, you will be required to give **threemonth** notice in writing failing which SIX PHRASE is entitled to recover amount equal to 3 months salary by way of agreed liquidated damages. The company at its sole discretion may accept one month's salary, or part thereof, in lieu of the notice. The company reserves the right to terminate you from operations without giving any notice during the contract period.
12) Please bring along the below listed documents / details on your day of joining
    - ✓2 passport size and 1 stamp size color photographs.
    - ✓Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)
    - ✓Proof of address - Ration Card / Passport / Voters ID (Photocopy)

Yours truly,

For SIX PHRASE FINISHING SCHOOL

Offer of Employment Accepted:

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same.I also declare that all the certificates and documents provided by me to SIX PHRASE - FINISHING SCHOOL are true, genuine and correct.

_____

Signed

SELVA BALAJI M

INNOWELL

www.innowellgroup.com

TO WHOMSOEVER IT MAY CONCERN

Date:10-Dec-2021

This is to certify that, **Mr A.L.Gomathi Nayagam (Reg.No: 953618114023)** Student of **BE (Mechanical Engineering)** Final year from Ramco Institute of Technology, Rajapalayam, has successfully completed his internship in our concern from **15th Nov 2021** to **10th Dec 2021**. During this period, his conduct was very good.

We wish them all success in his future endeavours.

For Innowell Engineering International Pvt Ltd

Innowell Engineering International Pvt. Ltd. Maraneri

(Ramani R)

HR Executive

REGISTERED OFFICE

Innowell Engineering International Pvt.Ltd.

#2/44, 2/45 Maraneri, Sivakasi, Virudhunagar District 626124. Tamil Nadu, INDIA.
E: info@innowellgroup.com | T: +91 88836 50560
CIN No:U74900TN2013PTC091184

BRANCH OFFICE

Innowell Engineering International Pvt.Ltd.

#2/8, Third Floor, 1st Cross Street, Lambert Nagar, Alwarthirunagar, Chennai - 600087, Tamil Nadu, India
E: info@innowellgroup.com | T: +91 44 2364 1976